



# OCEAN CITY BEACH PATROL

## REQUEST FOR SPECIAL DAY OFF



**MUST BE TURNED IN TWO FULL WEEKS PRIOR TO FIRST DATE REQUESTED OFF**

NAME: (FIRST) \_\_\_\_\_ (LAST) \_\_\_\_\_

EMPLOYEE ID NUMBER = \_\_\_\_\_ CREW \_\_\_\_\_ ASSIGNMENT \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

**DAY(S) REQUESTED OFF: (USE SEPARATE FORM FOR EACH WEEK AFFECTED)**

Needed Time Off	Day of week	Date	Replacement SRT'S Name	Crew	Initials

**ITINERARY:**

I will leave Ocean City after work on \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ P.M.  
day of week date time

I will be absent the following date(s):

\_\_\_\_\_ day 1, \_\_\_\_\_ day 2, \_\_\_\_\_ day 3, \_\_\_\_\_ day 4, \_\_\_\_\_ day 5, \_\_\_\_\_ day 6, \_\_\_\_\_ day 7

I will return to Ocean City for work \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ A.M.  
day of week date time

**SCHEDULING WEEK:**

My requested day(s) off are part of the scheduling week that ends on Sunday, \_\_\_\_\_

Do these days off extend into days during the next scheduling week? **NO** **YES**  
(if YES you must file a separate form for the next week)

REQUESTED BY: \_\_\_\_\_  
DATE

**REVIEWED BY:**

CREW CHIEF	SERGEANT
DATE	DATE

**DISPOSITION of REQUEST:**

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ BY \_\_\_\_\_  
LIEUTENANT DATE