

<b>EXCHANGE OF KELLY DAYS/TIME TRADE</b>				PAY PERIOD ENDING		DATE OF REQUEST			
<b>PART I To be completed by employees</b>									
<b>WE REQUEST EXCHANGE OF KELLY DAYS/TIME AS FOLLOWS</b>									
NAME (First Employee)				TIME	DAY	DATE	MONTH	TO	TIME DAY DATE MONTH
NAME (Second Employee)				TIME	DAY	DATE	MONTH	TO	TIME DAY DATE MONTH
WE AGREE TO REPORT FOR DUTY ON TIMES AGREED UPON AND RECOGNIZE THAT FAILURE TO REPORT FOR DUTY AS AGREED MAY RESULT IN DISCIPLINARY ACTION.									
SIGNATURE (First employee)						SIGNATURE (Second employee)			
<b>PART II (To be completed by Assistant Fire Chief)</b>									
<input type="checkbox"/> REQUEST APPROVED					<input type="checkbox"/> REQUEST DISAPPROVED				
REASON(S) FOR DISAPPROVAL									
SIGNATURE (Assistant Fire Chief)								DATE	