

Georgetown City Fire Department

Firefighter's Request for Time Exchange



Date: Minimum of 24 hours prior to first exchange

The Maximum time between exchange is 14 calendar days

First Firefighter:	Second Firefighter:
Shift: Rank:	Shift: Rank:
The Second Firefighter will work for me on:	The First Firefighter will work for me on:
Beginning at: for Hours.	Beginning at: for Hours.

Please explain in detail for the approving officers why this time exchange is necessary. The approval decisions will rest solely with the details provided in this narrative.

This Exchanged is Approved by my supervisor:	This Exchanged is Approved by my supervisor:
Approval Date:	Approval Date:
Chief or Asst. Chief Approval:	Date:

Additional Comments

This form is void if all blanks are not completed, including the signatures of both supervisors and the Chiefs. Personnel understand that the failure of either firefighter to report promptly for duty on the guest shift may subject that individual to disciplinary action. Both personnel must be able to perform the responsibilities of the other as determined by the Battalion Chief. The completed form must be submitted to the office at least 24 hours prior to the first exchange. Exchanges cannot extend into another payroll period.