

POPE SECURITY & INVESTIGATIONS-PSI (Time Off Request)

Time Off Requests are due four weeks in advance of requested time off/ Approved response must be received prior to leave.

OFFICER NAME:

POST:

Date of Request:

Date(s) Requested to be off:

Date Returning to Work:

Reason for Request:

Officer Signature:

Supervisor Signature:

Approved:

Disapproved:

Reason for Disapproval:

Acct. Manager:

Director:

PSINORTHAMERICA.ORG

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