

Resident Volunteer Time-off Request 100.19.F

Name:	Date:
Date(s) and Time(s) you are requesting:	
I have read and agree to the requirements for RVTO by signing this request.	
Signature:	
Station Officer: This signature is to make a station officer aware of the request	Date:
Request Approved:	Reason for not approving:
Chief Officer Approval:	Date:

RVTO request must be made on Form 100.19.F, Resident Volunteer Time-off Request, 10 days prior to the date of requested day(s) off. Request must be signed by a chief officer, and a copy returned to the Resident Volunteer, before time off can be taken.

Resident Volunteer must notify the Station Officers the request has been approved or denied.