

NOTE: This section to be completed by the District/Unit Commander's office only.

Name: _____ Seniority Date: _____ No. of V-Days: _____
 Star #: _____ Rank: _____ DOG: _____ Watch Granted: _____ Seniority No. by Watch: _____
 Date of Furlough Selection: _____

FURLOUGH SELECTION/ABSENCE SUMMARY

CHICAGO POLICE DEPARTMENT

Furlough Selection Section (Complete at time of furlough selection)

Instructions: Complete Steps 1 and 2, sign, date, and return to the unit secretary.

DO NOT FOLD THIS FORM

Step 1 - Indicate furlough periods and/or segments choices in order of preference.						1.	2.	3.	4.	5.	6.	7.	8.	9.
10.	11.	12.	13.	14.	15.	16.	17.	18.	19.	20.	21.	22.	23.	24.
25.	26.	27.	28.	29.	30.	31.	32.	33.	34.	35.	36.	37.	38.	39.

Step 2 - Indicate second segment choices in order of preference.				1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
12.	13.	14.	15.	16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.

Signature: _____ Date: _____

Furlough Granted: Step 1 _____ Step 2 _____
 Approval: _____ Date: _____

Absence Summary Section (Complete prior to time of furlough)

Instructions: Insert the date for each day of the furlough and any furlough segments, extensions, or compensatory time furlough, and circle the corresponding letters that indicate time status for that date. If extending with a day other than those specified, indicate on the "Other" line provided. Insert the "Last Date Worked," the "Return-to-Duty Date," sign, date and obtain the designated supervisor's signature of approval. Return the completed form to the unit timekeeper.

Current DOG: _____

Date	Selection	Other	Date	Selection	Other	Date	Selection	Other
1.	_____	V CU RDO P BFD H _____	16.	_____	V CU RDO P BFD H _____	31.	_____	V CU RDO P BFD H _____
2.	_____	V CU RDO P BFD H _____	17.	_____	V CU RDO P BFD H _____	32.	_____	V CU RDO P BFD H _____
3.	_____	V CU RDO P BFD H _____	18.	_____	V CU RDO P BFD H _____	33.	_____	V CU RDO P BFD H _____
4.	_____	V CU RDO P BFD H _____	19.	_____	V CU RDO P BFD H _____	34.	_____	V CU RDO P BFD H _____
5.	_____	V CU RDO P BFD H _____	20.	_____	V CU RDO P BFD H _____	35.	_____	V CU RDO P BFD H _____
6.	_____	V CU RDO P BFD H _____	21.	_____	V CU RDO P BFD H _____	36.	_____	V CU RDO P BFD H _____
7.	_____	V CU RDO P BFD H _____	22.	_____	V CU RDO P BFD H _____	37.	_____	V CU RDO P BFD H _____
8.	_____	V CU RDO P BFD H _____	23.	_____	V CU RDO P BFD H _____	38.	_____	V CU RDO P BFD H _____
9.	_____	V CU RDO P BFD H _____	24.	_____	V CU RDO P BFD H _____	39.	_____	V CU RDO P BFD H _____
10.	_____	V CU RDO P BFD H _____	25.	_____	V CU RDO P BFD H _____	40.	_____	V CU RDO P BFD H _____
11.	_____	V CU RDO P BFD H _____	26.	_____	V CU RDO P BFD H _____	41.	_____	V CU RDO P BFD H _____
12.	_____	V CU RDO P BFD H _____	27.	_____	V CU RDO P BFD H _____	42.	_____	V CU RDO P BFD H _____
13.	_____	V CU RDO P BFD H _____	28.	_____	V CU RDO P BFD H _____	43.	_____	V CU RDO P BFD H _____
14.	_____	V CU RDO P BFD H _____	29.	_____	V CU RDO P BFD H _____	44.	_____	V CU RDO P BFD H _____
15.	_____	V CU RDO P BFD H _____	30.	_____	V CU RDO P BFD H _____	45.	_____	V CU RDO P BFD H _____

Last Date Worked:	Return-to-Duty Date:	Signature:	Approval:
		Date:	Date: