

**VACATION REQUEST - CIVILIAN**

CHICAGO POLICE DEPARTMENT

FOR YEAR

NUMBER OF DAYS

DATE OF REQUEST

REQUESTER'S NAME (LAST-FIRST-M.I.)

EMPLOYEE NO.

SENIORITY DATE

DATES REQUESTED		NUMBER OF VACATION DAYS	DATES REQUESTED		NUMBER OF VACATION DAYS
FROM	TO		FROM	TO	

REQUESTER'S SIGNATURE

SUPERVISOR'S APPROVAL