



Seattle
Police
Department

Request for Authorized Absence

Complete Section 'A' for all requests for absence.

Date Submitted

Date Posted

SECTION A

Serial #	Employee Name	Employee ID #	Unit #	Shift	Rank/Position
Address during absence					Work Phone
Application is hereby made for:	Total days Vacation, Comp, Furlough and/or Holidays (with pay):	Total days Military Leave (with pay):		Total days Leave of Absence (without pay) requires city LOA form:	
Beginning (Date)	Time	Return (Date)		Time	
List Dates and Codes Below					
Codes: V(vacation), F(furlough), H(holiday), M(military leave), LOA(leave of absence), COMP (comp time),					

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<input type="checkbox"/> Check here if this request reschedules time previously submitted. Attach copy of previous request.	Have subpoenas been received for a court appearance during this time? <input type="checkbox"/> Yes <input type="checkbox"/> No	Requesting Employee Signature	Serial #
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SECTION B

Special Event Personal Exemption Request (Sworn & PEO only)-Complete this section to request absence during the following special events:

4th of July Torchlight Parade Hydros (Saturday) Hydros (Sunday) New Year's Eve

Request for exemption from working the above events must include: The specific event(s) for which an exemption is requested, the reason for the exemption and all applicable documentation regarding the request. This form must be approved by the employee's chain of command through the command staff. If this request is disapproved at any supervisory level, this form **must be returned** to the requesting officer.

Check here if there are attachments with this form.

Explanation for request:

SECTION C

Approval Section

Approving Supervisor: _____ Serial: _____ Date: _____ Approved Disapproved

Shift Supervisor: _____ Serial: _____ Date: _____ Approved Disapproved

Commanding Officer: _____ Serial: _____ Date: _____ Approved Disapproved

For Section B listed Special Events Only

Bureau Commander: _____ Serial: _____ Date: _____ Approved Disapproved

Special Operations Bureau Commander: _____ Serial: _____ Date: _____ Approved Disapproved

Commander's reason for disapproval: _____

Chief of Staff: _____ Serial: _____ Date: _____ Approved Disapproved

Upon receipt in the Seattle Police Operations Center, a copy will be forwarded to the appropriate Captain
Retain a copy of this form for your records. Send a copy of any Military Leave related absence requests to Human Resources.