



Allentown Fire Department Memorandum

To: Lee T. Laubach, Fire Chief/EMC

From:

Date:

Subject: Military Leave

I am requesting Military Leave and will not be available for work on the following dates:

Dates Requested:

Total Number of Days Requested:

Attached is a copy of my Military Order for the above request.

Approved

FIRE CHIEF

Or Designee

DEPUTY CHIEF – OPERATIONS

Disapproved

FIRE CHIEF

Or Designee

DEPUTY CHIEF – OPERATIONS

Attachment

cc: Battalion Chief
Human Resources
Firefighter
Firefighter File
Military Leave File
Payroll File