



Columbia Fire & Rescue Holiday/Vacation Swap Agreement

This form must be turned at least 72 hours before a swap between employees to the Shift Staffing Officer. Both employees' Captains or Battalion Chiefs must agree and sign the form before the swap is initiated. It is the responsibility of the requesting employee to have the form completed.

I, _____, _____, _____, _____,
(Requesting Employee) (Rank) (Station) (Shift)

request the following _____ day be swapped _____.
(Vacation or Holiday) (Date of the day you want to trade.)

I, _____, _____, _____, _____,
(Consenting Employee) (Rank) (Station) (Shift)

agree to the above swap for the following _____ day _____.
(Vacation or Holiday) (Date of the day you want to trade.)

Requesting Employee's Supervisor: _____ Date: _____

Consenting Employee's Supervisor: _____ Date: _____