

BELLEVILLE FIRE DEPARTMENT
REQUEST FOR LIEU DAY OR OVERTIME PAYOUT
THROUGH PAYROLL

TO: Deputy Soble
FROM:
TODAY'S DATE:

I request _____ lieu day/s to be paid on the next payroll.

I request _____ hours of straight time of overtime bank to be paid

I request _____ hours at 1.5 overtime bank to be paid on the next payroll.

Employee Signature:

Approved By Deputy Soble

Confirmation and Payroll Date: