

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

TO: Deputy Greatrix

FROM:

TODAY'S DATE:

I request ___ *LIEU DAY*(S) to be paid on the next payroll.

OR:

I request _____ hours from my **Banked Time** to be paid on next payroll.

Employee Signature:

Signature/Approval By Deputy Greatrix