

posted
7-27-2

SYCAMORE FIRE DEPARTMENT POLICY

SECTION: POL – 413.05

Date posted - use date of Union Representative signature

Effective Date: 30 days from date of Union signature

Re: APPRENTICE POLICY AND HANDBOOK

Mission Statement

The Sycamore Fire Department is proud to partner with International Association of Fire Fighters Local 3046 to provide an intensive Firefighter Apprentice program. The goal of the Sycamore Fire Department Apprentice Program (SFD AP) shall be to train, shape and prepare interested prospective firefighter candidates for a successful career in the fire service.

Overview

The Sycamore Fire Department Apprentice Program is a three (3) year high tempo program. Accepted applicants shall be sworn as Paid on call (POC) firefighters at the Sycamore Fire Department. Upon appointment, Apprentices shall be expected to achieve all of the following training during the program:

- Illinois Department of Public Health (IDPH) EMT-B licensure.
- Completion of a Department approved Firefighter Academy.
- Office of the State Fire Marshall (OSFM) Basic Operations Firefighter certification.
- Illinois Department of Public Health (IDPH) Emergency Medical Technician – Paramedic (EMT-P) licensure.
- An Associate Degree in Fire Science or Associate Degree in Emergency Medical Services.

SFD Apprentice shall also be offered and expected to gain practical firefighting and EMS experience through job shadowing, ride along and actual job experience during their Apprenticeship.

Eligibility

Eligibility for the Sycamore Fire Department Apprentice Program shall consist of the following:

1. Applicants must be 18 years old at the appointment date (no later than June 15)
2. Applicants must sign the Apprentice Program Policy agreement upon appointment.
3. Applicants must be a high school graduate or equivalent at the appointment date (no later than June 15)
4. Applicants must be physically, mentally and psychologically able to achieve the expected goals of the Sycamore Fire Department Firefighting Apprentice Program. A current CPAT card with ladder climb exercise must be presented at the appointment date
5. Applicants shall have no felony convictions.
6. Applicants must meet the residency requirements found in Article 5 of Local 3046 CBA.
7. Applicants must be serious and dedicated to pursuing a career in the fire service and show superior motivation.

Application

Applications shall be offered yearly between December 1 and January 31.

The Sycamore Fire Department and Local 3046 reserves the right to refuse application to individuals who meet the eligibility requirements but are deemed unfit by the Department or Local 3046.

Selection

Generally, the selection process is held between January 1 and March 1.

The selection process for the SFD AP shall consist of:

- A review of College Transcript Hours and GPA if applicable
- Review of EMT B License or other certifications
- Review of resume and references
- Oral Interview

Apprentice Candidate selection committee

The Fire Chief or his designee shall convene a committee consisting of two fire department management members and three union representatives. The Apprentice candidate selection committee shall interview all qualified candidates. Upon completion of the interviews, the Apprentice candidate committee shall achieve a consensus of ranking the candidates. Two of the highest-ranking candidates will be offered the position.

Once a candidate is offered the position, candidates must successfully pass a background investigation and medical examination by the Department physician. Candidates may also be required to complete psychological examination upon Department request.

Selected Candidates shall begin their Apprenticeship yearly between May 1 and July 1.

In the event that one or more of the top two candidates decline the offer of the position or fail the background or medical examination components, the Department may opt to select another Candidate from the existing list. In the event that incumbent Apprentices leave their Apprenticeship before the completion of their three-year commitment, the vacant position will not be filled and remain vacant until the vacated position falls in the normal replacement rotation.

The Sycamore Fire Department Apprentice Program may have a total of up to a maximum of six (6) Positions. *The Sycamore Fire Department and Local 3046 reserves the right to change the components of the selection process at any time.*

Reimbursements

1. All college coursework and degree area specific coursework including textbooks and lab fees will be paid for by the FF Apprentice
2. All Fire Academy, EMT-B, and EMT-P course tuition and associated fees shall be paid for by the FF Apprentice.

Any materials or equipment purchased by the Department or assigned to Apprentice shall remain property of the Department. Failure to complete the required coursework shall be reason for immediate removal from the Sycamore Fire Department Apprentice Program. *See Removal from the Apprenticeship Program.*

Examination Fees

Any Sycamore Fire Department Apprentice Program required examination fees shall be paid for by the apprentice. In the event that an Apprentice fails a test for certification or licensure, the individual is responsible for additional testing fees. Should an Apprentice fail examination(s) for certification or licensure, which then would require the Apprentice to repeat the course, the Apprentice shall be removed from the SFD AP and all Department expenses to that point shall be due of the former Apprentice. *See Removal from the Apprenticeship Program.*

Compensation

Fire / EMS education and experience are the primary forms of non-monetary compensation in the Sycamore Fire Department Apprentice Program. In some instances, particularly where an Apprentice is serving in the role of a POC FF, monetary compensation shall take place.

FF Apprentices shall be compensated at POC FF rates in the following circumstances:

- Responses (other than scheduled duty days) to Department recalls.
- Required Department trainings that may not occur on a scheduled shift day.
- Other special duties as per Department policy.

FF Apprentices shall not be compensated for

- Working scheduled shift days.
- Time spent at class or class activities including clinical time.
- Time spent testing for course certifications or licensure.
- Travel time for above stated activities.
- Non-Sycamore Fire Department Firefighting Apprentice Program sanctioned or approved training, classes or materials.

Apprentice Program yearly progress requirements

Generally, most Apprentices with no prior training will complete the Sycamore Fire Department Apprentice Program required training in the following listed order. However, this training order may be adjusted based on training received prior to their date of hire.

Year One

Once assigned to a shift, Apprentices shall work four, 24 hour shifts per month. Prior to Basic Operations Firefighter certification or emergency medical technician licensure, Apprentices shall perform tasks necessary to orient themselves to the Department, assist in daily duties at the station, and participate in shift training. Apprentices may be allowed to job shadow during this time; however, no emergency fire or EMS duties shall be performed by Apprentices until they have gained the proper trainings and certifications. At this point, Apprentices will be considered observers only.

Year one Apprentice(s) shall achieve in the following order:

1. Successful completion of the SFD Orientation book
2. Successful completion of EMT-B course
 - a. Apprentice must maintain 2.5 GPA or higher throughout EMT-B course.
3. Receive licensure by the IDPH or National registry as an EMT-B
4. Successful completion of Department approved Firefighter Academy (Basic Firefighter Academy) (Basic Firefighter Academy includes: Firefighter training, Haz Mat 1st Responder Operations course, Fire Service vehicle operator course, Courage to be Safe class, CPR certification, NIMS 100, NIMS 700)

5. Receive OSFM certification as a Basic Operations Firefighter
6. Apprentice must also meet the Apprentice program additional time requirements

Upon Basic Operations Firefighter certification, Apprentices may be allowed to participate in emergency firefighting activities on shift and during Department recalls. Upon receipt of IDPH EMT-B licensure, Apprentices may begin to participate in emergency EMS activities on shift and during Department recalls. Apprentices must also meet the additional time requirements of the Sycamore Fire Department Apprentice Program (*see additional time requirements*).

Year Two

Year two Apprentice(s) shall spend their second year completing the IDPH approved paramedic program. Due to the intense nature (both academically and in time requirements) of the Apprentice program, Apprentices are not required to complete general education courses during this year. Apprentices may elect to complete general education courses during this time voluntarily provided their good standing is maintained in the paramedic program and the general education classes. Apprentices shall continue to complete 24 hour shifts and must meet the additional time requirements of the Sycamore Fire Department Apprentice Program (*see additional time requirements*).

Year two Apprentice(s) shall complete the following:

- Successful completion of IDPH approved paramedic program
 - Apprentice must maintain 2.5 GPA or higher throughout paramedic program.
- Receive licensure by the IDPH or National Registry as an EMT-P
- Apprentice must also meet the Apprentice program additional time requirements
- Receive Class B - non CDL driver's license within 6 months of certification as Basic Operations Firefighter

Year Three

Year three Apprentice(s) shall spend their final year completing the requirements for Associate Degree programs, Paramedic Ride time requirements, and paramedic licensure. Coursework shall include completing general education courses and area specific coursework. Apprentices shall continue to complete the required 24 hour shifts days and must continue to meet the additional time requirements of the Sycamore Fire Department Firefighting Apprentice Program (*see additional time requirements*).

Year three Apprentice(s) shall complete the following:

- Completion of requirements for paramedic licensure (if not completed in year two)
- Completion of general education requirements for Associate Degree programs
- Completion of Associates Degree in Fire Science and or Completion of Associates Degree in EMS
- Completion of at least twelve (12) credit hours per semester with a GPA of 2.5 or higher in each course.
- If the Apprentice has previously graduated with an AS, AAS, or BA/BS degree, the Apprentice shall work towards extra certificates through the OFSM such as (FAE, VMO, Adv Tech FF).
- Apprentice must also meet the Apprentice program additional time requirements

- Apprentice will begin the testing process for career Fire Departments or Fire Districts, if eligible

Apprenticeship Attendance

Apprentices are required to attend all classes of all courses during their Apprenticeship. Should a Apprentice need to miss a class date due to emergency, they must notify the Apprentice Coordinator or Chief Officer within 48 hours. Repeated absence from class will result in removal from the Sycamore Fire Department Apprentice Program regardless of GPA or educational institution attendance requirements. *See Removal from the Apprenticeship Program.*

Apprentices who fail to complete any of the yearly requirements during any of their years may be removed from the Sycamore Fire Department Apprentice Program. The Evaluation Committee shall review failure to complete yearly requirement on an individual basis and reserves the right to grant extension for extenuating circumstances. The Evaluation Committee reserves the right to remove Apprentices who have successfully completed yearly requirements but fail to meet other Department standards.

Additional Time Requirements

In addition to scheduled duty days and classes, Apprentices are required to spend an additional ten (10) hours at the Department monthly. Additional duty time may be gained in the following ways:

- Department recalls
- Department training or meetings
- EMT or paramedic course clinical hours or EMT-B or paramedic ride time
- Special assignment or training opportunity such as Pumpkin parade, fire prevention public education activity, or other Department sanctioned activity.
- Ride along with shift fire personnel

Duty Shift Assignments

Apprentices are required to work four, twenty-four hour shifts per month. Apprentices shall be assigned a “duty shift” on a rotating basis. Duty shifts tours shall rotate on an annual basis for the entire time duration of the Sycamore Fire Department Apprentice Program. The Evaluation committee has the right to determine if an apprentice shall be moved or stay for a longer duration on the assigned shift. Apprentices shall be required to work City holidays which fall on their scheduled duty day, unless Department approved alterations to the Apprentice schedule are made in advance.

Apprentices are excused from duty for the time need to attend the required classes. Additionally, Apprentices are allowed time on duty to study for required course work or tests. This allowed time shall not interfere with regular assigned duty tasks.

Apprentice evaluations - Apprentice Firefighter Daily Check Sheet

Upon Completion of each “duty shift,” Apprentices will complete a daily check sheet which is a signed evaluation of the preceding daily activities by the Lead Medic on the Ambulance and Company officer for that day. These sheets form the basis of required quarterly and trimester evaluations. *(See Daily Evaluations Form)*

Apprentice evaluations - Probationary evaluations

During the Apprentice's first twelve months of service, three trimester probationary evaluations shall be completed on the Apprentices performance.

Apprentice evaluations - Trimester evaluations

After the Apprentice's first twelve months of service, three trimester evaluations shall be completed on the Apprentices performance.

Post trimester reviews of the FF Apprentice – (Evaluation Committee)

A group composed of the Apprentice Coordinator (Training Officer) will serve as Group Chair, two company officers from the Apprentice assigned shift, the designated mentor, the designated preceptor, if applicable, and one Executive Board member. This group will be called the evaluation committee. This committee membership may change based on the apprentice and whom they work with or have for supervisors.

The Evaluation committee shall meet and review all evaluations from the evaluation period as well as bring forward specific feedback regarding the Apprentice performance. This group may suggest specific changes in the Apprentice work approach based on the feedback. This Group may also recommend altered work plans, suspension, or termination based on outcome of performance evaluations, any breech in code of conduct, or any other violation listed in this policy.

Vacation Days and Shift Trades

Apprentices are eligible for two (2) vacation days per year. Vacation days may be used to excuse Apprentices from working scheduled shift days. Vacation days do NOT excuse Apprentices from schools. Apprentices must complete the Apprentice Vacation Request Form and turn it in to the Apprentice Coordinator (A/C - Training) at least fourteen (14) days in advance to the date requested off. Vacation days may be denied based on needs of the Department, schools, special projects and the Apprentice's performance and adherence to Sycamore Fire Department Apprentice Program standards and policies.

Shift trades are a method for Apprentices to trade time with another Apprentice for their personal convenience. Shift trades allow both Apprentices to workdays that are mutually more convenient. Shift trades are based on a single shift only (Apprentices may not "swap" shifts permanently). Apprentices wishing to trade shifts must fill out the Apprentice Shift Trade Request (*See attached*) and get authorization from the Apprentice Coordinator or Chief Officer. Shift trades must be established and approved 48 hours in advance. Shift trades may be refused based on the needs of the Department, schools, special projects and the Apprentice's performance and adherence to Sycamore Fire Department Apprentice Program standards and policies.

Excused time off - ILLNESS, INJURY, or FAMILY EMERGENCY:

When a member is unable to report for duty because of illness or injury or because of "Family Sickness," the Fire Station #1 Lieutenant or Officer in Charge (OIC) should be notified of the member's inability to report for duty. This notification should occur no later than sixty minutes or as soon as possible prior to his/her appointed starting time of duty. Any absence due to illness or injury should be serious enough to warrant an absence.

Any absence due to illness or injury extending beyond two consecutive scheduled Apprentice shifts will require a physician's statement verifying that said employee is fit for duty.

Injuries require a physician's release to come back to work. Prior to returning to work from an injury or extended illness a fitness for duty examination or an examination by the Department's Physician may be required at employer's expense. Failure to comply will be considered insubordination and subject to progressive discipline.

Excused time off for participating in testing for full time firefighter

In the event that an Apprentice's participation in a testing process for full time firefighter with a municipal or Fire Protection District conflicts with the normally assigned twenty-four-hour shift, the Apprentice may request excused time off to participate in elements of the testing process. The Apprentice shall request the time off from the Apprentice Coordinator or if he is unavailable, one of the Chief Officers. The Apprentice shall make all reasonable efforts to secure the time off well in advance of when the time is needed or schedule the events while off shift. Elements of the testing may include: CPAT certification, mandatory orientation, written examination, oral interview, polygraph examination, and medical examination.

Roles and Responsibilities

Apprentices in the Sycamore Fire Department Apprentice Program shall be considered "at will" employees during the entire length of the program. The Sycamore Fire Department reserves the right to remove any Apprentice from the Sycamore Fire Department Apprentice Program. Apprentices shall be responsible to follow all Department policies and procedures in addition to the Sycamore Fire Department Apprentice Program policies and procedures.

In contractual accordance with the agreement between the City of Sycamore and IAFF Local 3046, Apprentices serving their scheduled duty day shall NOT be counted toward minimum manning requirements. At no time shall an Apprentice on their scheduled duty day be used in place of or instead of a bargaining unit member on responses, for special assignments, or in any other manner. Apprentices shall not be given regular duty assignments during their scheduled duty days. During their scheduled duty days, Apprentices shall be assigned "all calls". An "all call" assignment designates the Apprentice shall respond with the first out unit on all calls. In the event multiple units are responding, Apprentices shall not replace bargaining unit members in a response. The duty LT shall assign Apprentices to a responding unit in the event of multiple unit responses. Apprentices shall always be considered "extra" personnel on the manning roster. Apprentices shall not be held in reserve for station duty or second call manning. Apprentices acting as a POC FF may be given duty assignments in accordance with Department policy and their level of certification or licensure.

While operating in the station, Apprentices shall function as part of the duty shift receiving assignments from the duty LT (or designee). While operating on a fire call response, Apprentices shall operate as part of the fire crew receiving assignments from the duty LT or designee. While operating on an EMS call response, Apprentices shall operate as part of the ambulance crew receiving assignments from the lead paramedic. While operating on Department recalls, Apprentices shall function as Department members receiving assignments from the officer or senior firefighter in charge.

Chain of Command

The chain of command for FF Apprentices shall be as follows:

Fire Chief
Deputy Fire Chiefs
Duty Lieutenant
Acting Company Officer on shift
Senior Fire Fighter on Shift
Full Time Fire Fighters
Paid On Call Fire Fighters /Apprentice

Apprentices are expected to address any and all concerns utilizing the chain of command. Failure to comply with orders from the chain of command may result in removal from the Sycamore Fire Department Apprentice Program.

Code of Conduct

Apprentices are required to maintain professional bearing and model conduct at all times. Negative actions both on and off duty are cause for removal from the Sycamore Fire Department Apprentice Program. Apprentices shall be responsible for meeting Department and Sycamore Fire Department Apprentice Program policies regarding conduct. A partial list of grounds for removal from the Sycamore Fire Department Apprentice Program is:

- Underage consumption of alcohol
- Felony or serious misdemeanor conviction
- Use of any illicit substance
- Misrepresentation, lying to or attempting to deceive any employee of the City, member of the Department or Chain of Command
- Theft, intentional or careless destruction of City, Department or other property
- Acting in a capacity for which the Apprentice is either not trained, certified or licensed
- Falsification of any document.
- Arriving late for work, leaving early, or failing to attend required course work without prior approval
- Non-adherence to City, Department or Sycamore Fire Department Apprentice Program policies.
- Cheating on any quiz or test.
- Physical or verbal abuse of any City or Department staff, assistants to the staff, or the staff of any participating agency
- ANY inappropriate action, conduct, or acts of moral depravity, which are contrary to the SFD AP goals and/or objectives that negatively impact the Sycamore Fire Department Apprentice Program, its instructors or staff, or the staff of participating or associated agencies.
- Any action which could be deemed as an embarrassment to the City of Sycamore, the Sycamore Fire Department, International Association of Fire Fighters Local 3046, or the fire service.
- Lack of completion of training goals
- Violation of the Secondary employment language

Restrictions on employment or affiliations with first responder entities

As a condition of employment during the three-year time commitment as an SFD Apprentice, the SFD Apprentice is prohibited from secondary employment as a first responder. The term first responder applies to working secondary employment for a jurisdiction, private company or entity as a Firefighter, EMT, Paramedic, Police Officer or any other job title or in any capacity responding to an emergency situation as a first responder. Exemption to this requirement is granted to members serving in United States Armed Forces as a first responder, or in any capacity.

Completion of the Apprenticeship Program

Upon successful completion of the third year (36 months) of the Apprenticeship Program, the Sycamore Fire Department Apprentice Program time requirements will be met. Successful Apprentices who have not yet earned full time employment at a municipal Fire department or Fire District may apply to be reassigned on the Department roster to POC Firefighter with the approval of the Fire Chief. If the Fire Chief does not approve the reassignment to POC Firefighter, the Apprentice will be separated from Fire Department membership

Also considered successful completion of the Sycamore Fire Department Firefighting Apprentice Program, is an Apprentice that completes two full years of the Apprenticeship program and successfully obtains full time career employment as a Firefighter/Paramedic with a municipal Fire Department or Fire Protection District.

Voluntary separation from the Apprenticeship Program

At any time during the Apprentice Apprenticeship, Apprentices who are 21 years of age and gain full time employment as a firefighter at a municipal Fire department or Fire District, the Apprentice shall be excused early from the Sycamore Fire Department Apprentice Program commitment. Generally, this will result in the resignation from the Fire Department.

In the event that a Apprentice takes full time employment, but not as a firefighter with a municipal Fire department or Fire District, and cannot complete the commitment to the Sycamore Fire Department Apprentice Program, the Apprentice shall notify the Fire Chief in writing of their resignation from the Sycamore Fire Department Apprentice Program with the circumstances involved. The Apprentice may request to be reclassified as a POC Firefighter if the Apprentice has completed of over two full years of service as an Apprentice. If the Fire Chief does not approve the reassignment to POC Firefighter, the Apprentice will be separated from Fire Department membership.

Involuntary removal from the Apprenticeship Program

The following is a partial list of grounds for removal from the Sycamore Fire Department Apprentice Program. As an “at will” employee, Apprentices may be removed for reasons not listed but not limited to:

- Failure to complete yearly requirements
- Failure to meet additional time requirements
- Failure to comply with the code of conduct
- Failure to use the chain of command, or disobedience of a lawful order coming from the chain of command
- Failure to Improve in firefighting or ems skills
- Sub-par performance evaluations

The Apprentices name shall be struck from the roles of membership should they be involuntarily removed from the Sycamore Fire Department Apprentice Program.

Apprentice Preference Points – In order to qualify for Apprentice Preference Points (APP) as part of the Board of Fire and Police Commission Firefighter candidate testing, the Apprentice must meet work hour and time served requirements. For details regarding Apprentice Preference Points, please refer to the current City of Sycamore Board of Fire and Police Commission rules and regulations. Generally, an Apprentice may qualify for up to 5 Apprenticeship points for each full year of participation in the three-year Sycamore Fire Department Apprentice Program. Those points will be awarded through an evaluation by the Preference Points Committee. This evaluation may include: review of trimester evaluations, mentor evaluation, officer evaluation, oral interview with the Committee (candidate participation/quality of work)

Preference Points Committee

The Preference point committee shall be composed of 5 current members of the Sycamore Fire Department as follows:

- 2 Chief officers
- 1 Commissioned Company Officer
- 2 career Firefighter/Paramedics

The Committee shall forward the awarding of the preference points to the Board of Fire and Police Commission. The award of the points is determined by an evaluation of the candidate by the Preference Points Committee. This evaluation may include: review of trimester evaluations, mentor evaluation, officer evaluation, oral interview with the Committee (candidate participation/quality of work)

Appendix I

Glossary of Terms

All Call Status	Designates the Apprentice will not receive a traditional duty responsibility on responses or the duty roster.
At Will Employee	Workers not protected by bargaining unit member contract and or individuals who may be removed from the Department without benefit of a formal discipline process. Status of being able to be discharged without cause by the Department.
Certification	Document of completion of goals and objectives. Certifications are usually in the form of an agency or course diploma.
Chain of Command	The path of responsibility from the top of the department to the bottom and vice versa.
Code of Conduct	A standard for how individuals behave. Code of Conduct is also a manner of setting motivation.
Compensation	Manner in which an individual is financially reimbursed.
Department	The Sycamore Fire Department
Licensure	Legal permission, usually from a governing body that allows an individual to perform certain jobs or skills.
Paid On Call	A part time Department member who does not work a regular shift. The members are not bargaining unit members and usually respond only during Department recalls.
Probationary	The first twelve months of service with the Department.
Reimbursement	Manner of repaying an individual for expenditures covered by the Sycamore Fire Department Apprentice Program
Required Additional Time	Time required to be spent at the Department other than the scheduled shift days.
Scheduled Shift Day	Apprentices are required to work four, twenty-four hour shifts per month on an assigned shift, typically Monday through Saturday.
Shift Trade	A temporary trade of shift days between two-Apprentices that is mutually more convenient. Apprentice Shift Trade Request Form must be completed and authorized by a Chief Officer at least 48 hours in advance.

Vacation Day An excused absence from a Scheduled Shift Day. Apprentice Vacation Request Form must be completed and approved at least fourteen (14) days in advance.

Apprentice Candidate Selection Committee-

Committee to interview applicants and compose a hiring list for the Apprenticeship program

Preference points Committee-

Committee to award Apprentice Preference points to the Board of Fire and Police Commission.

Evaluation Committee-

Committee that performs quarterly reviews on Apprentice

Evaluations-

Daily, Trimester, Annual, quarterly Review, Apprentice preference points. All are ways the apprentice will be reviewed to determine if the apprentice is successful and improving.

Appendix II

AGREEMENT

I have read and reviewed the "Apprentice Program Policy" for the Sycamore Fire Department Apprenticeship Program, I comprehend this policy and have had my questions answered.

I will comply with all policies and procedures of the Department, understanding that failure to comply will result in my removal from the program.

It is my intention to dutifully fulfill the responsibilities and the role of a Fire Fighter Apprentice at the Sycamore Fire Department.

Apprentice signature: _____

Printed name: _____

Fire Chief or Designee: _____

Date: _____

Appendix III

Sycamore Fire Department Apprentice Program Apprentice Shift Trade Request

Directions:

1. Complete Form
2. Both swapping Apprentices must sign form.
3. All trades must be one shift for one shift with both dates completed prior to approval.
4. Attain Chief Officer's approval signature.
5. Make 3 copies
6. Submit original to Operations Chief (or place in his mailbox)
7. Place one copy in Department logbook on appropriate date
8. Each FF Apprentice shall retain one copy for their personal records

Apprentice _____ requests a shift trade with Apprentice _____.

The dates to be traded are _____ for _____.

Signatures:

Apprentice _____

Apprentice _____

Approving Officer _____

Appendix IV
Sycamore Fire Department Apprentice Program
Apprentice Vacation Request Form

Directions:

The Apprentice must complete this form fourteen (14) days in advance to the date requested. This form must then be submitted to the Operations Chief or designee for approval. The Operations Chief or designee must receive this form at least fourteen (14) days in advance.

- Make one copy for personal records.
- Submit original to Operations Chief or designee.

Apprentice: _____

Date: _____

Date Requested: _____

To be completed by the Operations Chief or designee

Approved Disapproved Initials: _____

Reason for Disapproval: _____

Appendix V

SFD Apprentice Daily Check Sheet

 Peter Poland	7/27/21 Date	 Local 3046 President or designee	7/27/21 Date
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