

**POLICE DEPARTMENT
CITY OF NEW YORK**

DATE, 2022

From: _____ COMMAND UMOS

To: Deputy Commissioner, Labor Relations

Subject: **DONATION OF VACATION TIME TO THE DETECTIVES'
ENDOWMENT ASSOCIATION CENTRALIZED TIME BANK**

1. The undersigned respectfully requests to voluntarily donate the below listed amount of vacation time to the DEA centralized time bank.

_____ Vacation Day(s)

(Print Name)

(Tax #)

(Sign Name)

2. For your information and consideration.

FIRST LAST NAME
Detective