



**IAFF FILLING A POSITION TEMPORARILY  
AUTHORIZATION FORM**

The following employee will be absent for \_\_\_\_\_ working days beginning \_\_\_\_\_,  
and ending \_\_\_\_\_.

**Employee's Name** \_\_\_\_\_

**Position** \_\_\_\_\_ **Wage:** \_\_\_\_\_

The employee listed below will be temporarily filling the position for \_\_\_\_\_ working days beginning  
\_\_\_\_\_ and ending \_\_\_\_\_. I recommend that this individual receive  
additional pay while filling this higher graded position.

**Employee's Name** \_\_\_\_\_

**Position** \_\_\_\_\_

Justification for request:

\_\_\_\_\_  
**Immediate Supervisor Signature**

**Per Article 22.01**

“When an Employee is temporarily required to perform work in another higher classification for EIGHT (8) or more hours, the Employee shall be paid at the higher rate for all hours worked in the higher classification. Such assignment shall be designated in writing by the Employee’s immediate supervisor and submitted with the Employee’s timesheet to payroll.”