



County of Gloucester

6489 Main Street

Gloucester, Virginia 23061

(804) 693-4042

FAX (804) 693-6004

County Administration

Request for Exemption from Emergency/Disaster Service

Employees who feel they have a valid reason to be exempt from disaster/emergency service must submit this *Request for Exemption from Emergency/Disaster Service* form to the Human Resources Director within 14 calendar days of initial assignment or if/when an employee has a change in circumstances that may justify consideration of such a request. The request for exemption will be forwarded to the County Administrator for consideration and final determination.

PLEASE PRINT

Name of Employee:	<u>FOR COUNTY USE</u>
	Date Received by HR:
Department/Agency:	Review/Determination:
Assigned EOC Duty/Area:	
Date Request Submitted:	

REASON FOR REQUEST FOR EXEMPTION FROM SERVICE

Please explain specific reasons for request in the box below.
If more space is needed, please attach additional information with this form.

SIGNATURE OF REQUESTOR: _____ DATE: _____

Please submit this form to HUMAN RESOURCES - Attention "HR DIRECTOR"
and if preferred mark "Confidential."