

Timbrook Public Safety Center  
231 East Piccadilly Street, Ste. 330  
Winchester, VA 22601

Telephone: (540) 662-2298  
FAX: (540) 542-1318  
Website: [www.winchesterva.gov](http://www.winchesterva.gov)

TO: All Fire and Rescue Personnel  
FROM: Eddie McClellan, Captain  
RE: No Leave Dates  
DATE: June 30, 2011

## **INFORMATIONAL BULLETIN IB-11022**

The department has various function planned from September – December 2011. Therefore, we will not be able to approve any additional swaps, annual, compensatory, or floater leave on the following dates.

- September 24, 25, 26 and 27
- October 5, 12 and 13
- December 7, 14, and 15

We will honor any leave requests already approved for the above dates.