



United States Probation and Pretrial Services
Western District of Washington

Monique D. Neal
Chief

Brenda L. Amundson
Deputy Chief

SCHEDULE REQUESTS

To have a schedule approved for:

Your request must be received by 4:30p.m.

Monday	Thursday
Tuesday	Friday
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday
Saturday	Thursday
Sunday	Thursday

The following are federal holidays and do not count as a business day:

New Year's Day – Jan 1 st	Labor Day (1st Monday in Sept)
Martin Luther King Day (3rd Monday in Jan)	Columbus Day (2nd Monday in Oct)
President's Day (3 rd Monday in Feb)	Veterans Day (Nov 11 th)
Memorial Day (Last Monday in May)	Thanksgiving (4th Thursday in Nov)
Fourth of July (July 4 th)	Christmas (Dec 25 th)

If the Holiday falls on:

Your request must be received by 4:30 p.m.:

Monday	Thursday
Tuesday	Thursday
Wednesday	Friday
Thursday	Tuesday
Friday	Wednesday
Saturday	Thursday
Sunday	Thursday

APPROVED SCHEDULE

Permanent:

Day(s)/ Location

Leave Time

Return Time

Day(s)/ Location	Leave Time	Return Time

One Time:

Date/ Location

Leave Time

Return Time

Date/ Location	Leave Time	Return Time