

Zorro Development Corp.

E-mail: [REDACTED] Tel: [REDACTED] Fax: [REDACTED]

Vacation / Leave Form

Name:

Date of Request:

Dates of Requested:

Date of First Day of Vacation:

Date Return to Work:

Total Number of Days:

Leave Days: Weekend Days: Holidays: Personal / Sick: **Days Remaining:**

Type of Leave:

Vacation with Pay Leave without pay Personal Sick Leave Other

If Other Explain:

List of all contact information:

Phone:

Cell:

Email:

The following must be verified with Estate Manager

1. The number of vacation days you have taken.
2. The number employee in your division / department that are leave at the same time

Approved:

LEE MCKENZIE CONSULTING, LLC VACATION

<u>NAME</u>	<u>ENTITLED TO</u>	<u>TAKEN</u>	<u>DUE</u>	
Brice Gordon (4/15/03)	6 weeks per year + 12 Statuary Holidays (2012)			
	3/10/12 - 4/1/12 (13 leave days, 8 weekend days, 2 stat days)	13 days		
	9/20/12 - 9/24/12 (1 leave day, 2 weekend days, 2 stat days)	1 day		
	10/6/12 - 10/14/12 (5 leave day, 4 weekend days)	5 days		
	2012 - 11 DAYS DUE			
	6 weeks per year + 12 Statuary Holidays (2013)			
	3/18/13 - 4/7/13 (11 leave days, 6 weekend days, 4 stat days)	11 days		
	5/12/13 - 5/14/13 (1 stat day, 2 weekend days)			
	9/4/13 - 6/15/13 (8 leave days, 4 weekend days)	8 days		
	10/24/13 - 10/27/13 (2 stat days, 2 weekend days)			
	2013 - 22 DAYS DUE			
	6 weeks per year + 12 Statuary Holidays (2014)			
	2/21/14 - 2/23/14 (1 stat day, 2 weekend days)			
	4/4/14 - 4/27/14 (10 leave days, 8 weekend days, 6 stat days)	10 days		
	5/23/14 - 5/26/14 (1 leave day, 2 weekend days, 1 stat day)	1 day		
	8/29/14 - 9/9/14 (7 leave days, 4 weekend days, 1 stat day)	7 days		
	12/15/14 - 12/17/14 (3 leave days)	3 days		
	2014 - 32 DAYS DUE			
	6 weeks per year + 12 Statuary Holidays (2015)			
	1/2/15 - 1/5/15 (2 weekend days, 2 weekend days)			
	3/26/15 - 4/12/15 (10 leave days, 6 weekend days, 2 stat days)	10 days		
	5/29/15 - 5/31/15 (1 leave day, 2 weekend days)	1 day		
	9/17/15 - 9/27/15 (6 leave days, 4 weekend days, 1 stat day)	6 days		
2015 - 40 DAYS DUE				
6 weeks per year + 12 Statuary Holidays (2016)				
1/7/16 - (1 day)	1 day			
1/22/16 - (1 day)	1 day			
3/10/16 - 3/14/16 (3 leave days, 2 weekend days)	3 days	65 days		