

Zorro Development Corp.

49 Zorro Ranch Road Stanley, NM 87056 Tel [REDACTED]

E-mail: z [REDACTED]

Vacation / Leave Form

Name: [REDACTED]

Date of Request: 2/22/16

Dates of Requested:

Date of First Day of Vacation: Wed 24th Feb 2016

Date Return to Work:

Mon 7th March 2016

Total Number of Days:

Leave Days: 8

Weekend Days: 4

Holidays: [REDACTED]

Personal / Sick: [REDACTED]

Days Remaining: 48 days

Type of Leave:

Vacation with Pay

Leave without pay

Personal Sick Leave

Other

If Other Explain: [REDACTED]

List of all contact information:

Phone: [REDACTED]

Cell: [REDACTED]

Email: [REDACTED]

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:

JE Approved via E Mail 2/23/16

LEE MCKENZIE CONSULTING, LLC VACATION

NAME	ENTITLED TO	TAKEN	DUE
[REDACTED]	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 days, 4 weekend days)	5 days	
	2012 - 11 DAYS DUE		
	6 weeks per year + 12 Statuary Holidays (2013)		
	3/18/13 - 4/7/13 (11 days, 6 weekend, 4 stat days)	11 days	
	7/12/13 - 7/14/13 (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)			
1/3/15 - 1/5/15 (2 weekends, 2 stat 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		
<u>2/24/16 - 3/6/16 (8 leave days, 4 weekend days)</u>	<u>8 days</u>		
3/10/16 - 3/14/16 (3 leave days, 2 weekend days)	3 days		
4/5/16 - 4/17/16 (9 leave days, 4 weekend days)	9 days	48 days	