Zorro Development Corp.

Vacation / Leave Form

Name: ████████

Date of Request: 8/14/16

Dates of Requested:

Date of First Day of Vacation: Sat Sept 10th 2016   Date Return to Work: Monday Sept 19th 2016

Total Number of Days:

Leave Days: 2   Weekend Days: 4   Holidays: 3   Personal / Sick: *Days Remaing:* 45 days

Type of Leave:

● Vacation with Pay   ○ Leave without pay   ○ Personal Sick Leave   ○ Other

If Other Explain: Holidays : Presidents Day, Easter Friday, Easter Monday

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: JE 8/16/16

LEE MCKENZIE CONSULTING, LLC VACATION

NAME	ENTITLED TO	TAKEN	DUE
███████	6 weeks per year + 12 Statuary Holidays (2012)		
(4/15/03)	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 weekendays, 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	
	2/24/16 - 3/6/16 (8 leave days, 4 weekend days)	8 days	
	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	
	6/24/16 - 6/26/16 (1 leave day, 2 weekend days)	1 day	
	9/10/16 - 9/18/16 (2 leave days, 4 weekend days, 3 stat days)	2 days	45 days

Zorro Development Corp.

Vacation / Leave Form

Name: Brice M Gordon

Date of Request: 8/14/16

Dates of Requested:

Date of First Day of Vacation: Sat Sept 10th 2016   Date Return to Work: Monday Sept 19th 2016

Total Number of Days:

Leave Days: 2   Weekend Days: 4   Holidays: 3   Personal / Sick :   Days Remaing: 53 days

Type of Leave:

(•) Vacation with Pay   ( ) Leave without pay   ( ) Personal Sick Leave   ( ) Other

If Other Explain: Holidays : Presidents Day, Easter Friday, Easter Monday

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: TE / 9/16/16.

LEE MCKENZIE CONSULTING, LLC VACATION

NAME	ENTITLED TO	TAKEN	DUE
Brice Gordon	6 weeks per year + 12 Statuary Holidays (2012)		
(4/15/03)	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	
	2/17/16 - 2/22/16 (4 leave days, 2 weekend days)	4 days	
	3/10/16 - 3/14/16 (3 leave days, 2 weekend days)	3 days	
	4/9/16 - 4/17/16 (5 leave days, 4 weekend days)	5 days	
	6/24/16 - 6/26/16 (1 leave day, 2 weekend days)	1 day	
	9/10/16 - 9/18/16 (2 leave days, 4 weekend days, 2 stat days)	2 days	53 days