

Zorro Management LLC

49 Zorro Ranch Road

Stanley,

NM 87056

Tel: 505 832 4900 Fax: 505 832 5369

E Mail: [REDACTED]

Vacation / Leave Form

Name: [REDACTED]

Date of Request: 2/10/18

Dates of Requested:

Date of First Day of Vacation: Friday 23rd Feb 2018

Date Return to Work: Tues 27th Feb 2018

Total Number of Days:

Leave Days: 1 Weekend Days: 2 Holidays: 1 Personal / Sick: [] Days Remaining: 43 days

Type of Leave:

Vacation with Pay Leave without pay Personal Sick Leave Other

If Other Explain: Holiday : Presidents Day

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: [Signature: JE Approved - BG]

Zorro Management LLC

49 Zorro Ranch Road

Stanley,

NM 87056

Tel: 505 832 4900 Fax: 505 832 5369

E Mail: [REDACTED]

Vacation / Leave Form

Name: [REDACTED]

Date of Request: 2/10/18

Dates of Requested:

Date of First Day of Vacation: Friday 23rd Feb 2018

Date Return to Work: Thur 1st March 2018

Total Number of Days:

Leave Days: 3 Weekend Days: 2 Holidays: 1 Personal / Sick: [] **Days Remaining:** 32 days

Type of Leave:

Vacation with Pay Leave without pay Personal Sick Leave Other

If Other Explain: Holiday : Presidents Day

List of all contact information:

Phone: []

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: [Signature]