

# LSJ Employees, LLC

Mailing Address: 6100 Red Hook Quarter B3 St. Thomas, VI 00802-1348

General contact information Tel: 340-775-8100 Fax: 340-775-8108

E-mail: lsj.island@

Accounts payable department contact information Fax: 340-775-2528

## Vacation / Leave Form

Name:

Date of Request: 1/23/13

### **Dates of Requested:**

Date of First Day of Vacation: Monday March 18th 2013

Date Return to Work:

Monday April 8th 2013

Total Number of Days:

Leave Days: 11

Weekend Days: 6

Holidays: 4

Personal / Sick:

Days Remaining: 30 days

### **Type of Leave:**

Vacation with Pay

Leave without pay

Personal Sick Leave

Other

If Other Explain: Holidays: Christmas 2012, New Years 2012, Easter Friday, Easter Monday (leave AM 18th, return PM 7th)

### **List of all contact information:**

Phone:

Cell:

Email:

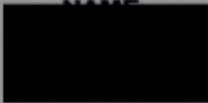
The following must be verified with Estate Manager

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:

## TTR CONSULTING, LLC VACATION

NAME



<u>ENTITLED TO</u>	<u>TAKEN</u>	<u>DUE</u>
6 weeks per year + 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	
<b>2012 - 11 DAYS DUE</b>		
6 weeks per year + Statuary Holidays (2013)		
3/18/13 - 4/7/13 (11 leave days, 6 weekend days, 4 stat days)	11 days	30 days

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