

# LSJ, LLC

6100 Red Hook Quarters Suite B-3 St. Thomas, VI 00802-1348

E-mail: [REDACTED]

## Vacation / Leave Form

Name: [REDACTED]

Date of Request: 11/27/11

### **Dates of Requested:**

Date of First Day of Vacation: December 12th, 2011

Date Return to Work: December 19th, 2011

Total Number of Days:

Leave Days: 2

Weekend Days: 2

Holidays: 3

Personal / Sick: [REDACTED]

**Days Remaining:** 58 days

### **Type of Leave:**

Vacation with Pay     Leave without pay     Personal Sick Leave     Other

If Other Explain: Holidays - Labor Day, Thanksgiving Day, Thanksgiving Friday

### **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: [REDACTED]

# LSJ, LLC

6100 Red Hook Quarters Suite B-3 St. Thomas, VI 00802-1348 Tel: 340-775-8100 Fax: 340-775-8108

E-mail: [REDACTED]

## Vacation / Leave Form

Name: [REDACTED]

Date of Request: 11/27/11

### **Dates of Requested:**

Date of First Day of Vacation: December 12th, 2011

Date Return to Work: December 19th, 2011

Total Number of Days:

Leave Days: 2

Weekend Days: 2

Holidays: 3

Personal / Sick: [REDACTED]

**Days Remaining:** 60 days

### **Type of Leave:**

Vacation with Pay     Leave without pay     Personal Sick Leave     Other

If Other Explain: Holidays - Labor Day, Thanksgiving Day, Thanksgiving Friday

### **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: [REDACTED]