

Zorro Development Corp.

49 Zorro Ranch Road Stanley, NM 87056 Tel: 505 938 2920 Fax: 505 938 2924

E-mail: zorro.office@gmail.com

Vacation / Leave Form

Name:

Date of Request:

Dates of Requested:

Date of First Day of Vacation:

Date Return to Work:

Total Number of Days:

Leave Days: Weekend Days: Holidays: Personal / Sick: **Days Remaining:**

Type of Leave:

Vacation with Pay Leave without pay Personal Sick Leave Other

If Other Explain:

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:

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ZORRO DEVELOPMENT CORP STAFF VACATION

NAME	ENTITLED TO	TAKEN	DUE
	2 weeks per year + Statuary Holidays (2006)		
	12/08/05 - 12/12/05 (1 leave day, 2 weekend days)	1 day	
	8/31/06 - 9/5/06 (3 stat days, 2 weekend days)		
	12/7/06 - 12/11/06 (2 stat days, 2 weekend days)		
	12/26/06 - 01/02/06 (3 leave days, 2 weekend days, 2 stat days)	3 days	
	2006 - 6 DAYS DUE		
	2 weeks per year + Statuary Holidays (2007)		
	7/4/07 - 7/16/07 (4 leave days, 4 weekend days, 3 stat days)	4 days	
	10/20/07 - 10/26/07 (4 leave days, 2 weekend days)	4 days	
	12/22/07 - 01/06/08 (5 leave days, 6 weekend days, 5 stat days)	5 days	
	2007 - 3 DAYS DUE		
	2 weeks per year + Statuary Holidays (2008)		
	5/31/08 - 6/5/08 (2 leave days, 2 weekend days, 1 stat day)	2 days	
	7/25/08 - 7/27/08 (1 leave day, 2 weekend days)	1 day	
	10/9/08 - 10/13/08 (2 leave days, 2 weekend days, 1 stat day)	2 days	
	12/20/08 - 12/28/08 (3 leave days, 4 weekend days, 2 stat days)	3 days	
	2008 - 6 DAYS DUE		
	2 weeks per year + Statuary Holidays (2009)		
	3/28/09 - 3/31/09 (2 leave days, 2 weekend days)	2 days	
	5/23/09 - 6/1/09 (3 leave days, 4 weekend days, 2 stat day)	3 days	
	6/27/09 - 7/6/09 (4 leave days, 4 weekend days, 1 stat day)	4 days	
	2009 - 4 DAYS DUE		
	2 weeks per year + Statuary Holidays (2010)		
	12/25/09 - 1/3/10 (3 leave days, 4 weekend days, 3 stat days)	3 days	
	6/26/10 - 7/5/10 (2 leave days, 4 weekend days, 3 stat days)	2 leave	
	11/20/10 - 12/5/10 (7 leave days, 6 weekend days, 3 stat days)	7 days	
	2010 - 2 DAYS DUE		
	2 weeks per year + Statuary Holidays (2011)		
	1/20/11 - 1/25/11 (3 leave days, 2 weekend days)	3 days	
	5/14/11 - 5/17/11 (1 leave day, 2 weekend days)	1 day	
	8/18/11 - 8/23/11 (3 leave days, 2 weekend days)	3 days	5 days

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Total Number of Days:

Leave Days: Weekend Days: Holidays: Personal / Sick: **Days Remaining:**

Type of Leave:

Vacation with Pay Leave without pay Personal Sick Leave Other

If Other Explain:

List of all contact information:

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Cell:

Email:

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ZORRO DEVELOPMENT CORP STAFF VACATION

<u>NAME</u>	<u>ENTITLED TO</u>	<u>TAKEN</u>	<u>DUE</u>
Steve Chavez	5/21/10 - 5/24/10 (1 stat day, 2 weekend days)		
	7/9/10 - 7/11/10 (1 stat, 2 weekend)		
	12/18/10 - 1/2/10 (7 leave days, 6 weekend days, 3 stat days)	7 days	
	2010 - 3 DAYS DUE		
	2 weeks per year + Statuary Hoildays (2011)		
	5/5/11 - 5/9/11 (2 leave days, 2 weekend days)	2 days	11 days

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Leave Days: Weekend Days: Holidays: Personal / Sick: **Days Remaining:**

Type of Leave:

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ZORRO DEVELOPMENT CORP STAFF VACATION

NAME	ENTITLED TO	TAKEN	DUE
[REDACTED]	2003 - 5 DAYS DUE		
	2 weeks per year + Statuary Holidays (2004)		
	12/22/03 - 01/05/04 (8 leave days, 4 weekend days, 2 stat days)	8 days	
	11/24/04 - 11/29/04 (1 leave day, 2 weekend days, 2 stat days)	1 day	
	2004 - 6 DAYS DUE		
	2 weeks per year + Statuary Holidays (2005)		
	10/14/05 - 10/31/05 (9 leave days, 6 weekend days, 1 stat day)	9 days	
	2005 - 7 DAYS DUE		
	2 weeks per year + Statuary Holidays (2006)		
	1/27/06 - 2/1/06 (2 leave days, 2 weekend days)	2 days	
	7/9/06 (1 leave day)	1 day	
	12/11/06 - 01/02/07 (14 leave days, 6 weekend days, 2 stat days)	14 days	
	2006 - LEAVE COMPLETE		
	2 weeks per year + Statuary Holidays (2007)		
	5/11/07 - 5/13/07 (1 leave day, 2 weekend days)	1 day	
	7/21/07 - 7/30/07 (3 leave days, 4 weekend days, 2 stat days)	3 days	
	2007 - 7 DAYS DUE		
	2 weeks per year + Statuary Holidays (2008)		
	7/4/2008 - 7/14/08 (1 leave day, 4 weekend days, 5 stat days)	1 day	
	8/16/08 - 8/24/08 (5 leave days, 4 weekend days)	5 days	
	12/6/08 - 12/15/08 (4 leave days, 4 weekend days, 1 stat day)	4 days	
	11/20/08 - 11/21/08 (1 stat day)		
	2008 - 7 DAYS DUE		
	2 weeks per year + Statuary Holidays (2009)		
	2009 - 17 DAYS DUE		
	2 weeks per year + Statuary Hoildays (2010)		
	12/26/09 - 1/3/09 (2 leave days, 4 weekend, 3 stat days)	2 days	
	9/16/10 - 9/22/10 (1 leave day, 2 weekend days, 4 stat days)	1 day	
	12/4/10 - 12/19/10 (10 leave days, 6 weekend days)	10 days	
	2010 - 14 DAYS DUE		
	2 weeks per year + Statuary Hoildays (2011)		
	5/28/11 - 6/6/11 (4 leave days, 4 weekend days, 1 stat day)	4 days	20 days

NAME	ENTITLED TO	TAKEN	DUE
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