

Zorro Development Corp.

49 Zorro Ranch Road Stanley, NM 87056 Tel: [REDACTED]

Fax: [REDACTED]

E-mail: [REDACTED]

Vacation / Leave Form

Name:

Date of Request: 10/22/13

Dates of Requested:

Date of First Day of Vacation: Thursday 24th Oct 2013

Date Return to Work:

Monday 28th Oct 2013

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: Holidays: Labor Day, Columbus Day

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

<u>NAME</u>	<u>ENTITLED TO</u>	<u>TAKEN</u>	<u>DUE</u>
[REDACTED] (4/15/03)	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 days, 4 weekend days)	5 days	
	2012 - 11 DAYS DUE		
	6 weeks per year + 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)		22 days

Zorro Development Corp.

49 Zorro Ranch Road Stanley, NM 87056 Tel: [REDACTED]

Fax: [REDACTED]

E-mail: [REDACTED]

Vacation / Leave Form

Name: [REDACTED]

Date of Request: 10/22/13

Dates of Requested:

Date of First Day of Vacation: Thursday 24th Oct 2013

Date Return to Work: Monday 28th Oct 2013

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: [REDACTED]

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

<u>NAME</u>	<u>ENTITLED TO</u>	<u>TAKEN</u>	<u>DUE</u>
[REDACTED] (4/15/03)	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	
	2012 - 11 DAYS DUE		
	6 weeks per year + 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	
	1-24/13 - 10/27/13 (2 stat days, 2 weekend days)		22 days