

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: 12/3/15

Dates of Requested:

Date of First Day of Vacation: Wed Feb 17th 2016

Date Return to Work: Monday Feb 29th 2016

Total Number of Days:

Leave Days: 8 Weekend Days: 4 Holidays: Personal / Sick : **Days Remaining:** 62 days

Type of Leave:

Vacation with Pay Leave without pay Personal Sick Leave Other

If Other Explain: [REDACTED]

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 Velbelly, Approved 11/25/15]

LEE MCKENZIE CONSULTING, LLC VACATION

<u>NAME</u>	<u>ENTITLED TO</u>	<u>TAKEN</u>	<u>DUE</u>
[REDACTED] (4/15/03)	4 weeks per year + 12 Statuary Holidays (2004)		
	02/05/04 - 02/24/04 (14 leave days, 6 weekend days)	14 days	
	09/11/04 - 09/20/04 (4 leave days, 4 weekend days, 1 stat day)	4 days	
	10/30/04 - 11/01/04 (2 weekend days, 1 stat day)		
	12/02/04 - 12/05/04 (1 leave day, 2 weekend days, 1 stat day)	1 day	
	2004 - 1 DAY DUE		
	4 weeks per year + 12 Statuary Holidays (2005)		
	01/14/05 - 01/17/05 (1 leave day, 2 weekend days)	1 day	
	03/02/05 - 03/20/05 (10 leave days, 6 weekend days, 3 stat days)	10 days	
	09/02/05 - 09/12/05 (5 leave days, 4 weekend days, 2 stat days)	5 days	
	12/2/05 - 12/07/05 (1 leave day, 2 weekend days, 1 stat day)	1 day	
	2005 - 4 DAYS DUE		
	4 weeks per year + 12 Statuary Holidays (2006)		
	02/11/06 - 03/06/06 (13 leave days, 8 weekend days, 2 stat days)	13 days	
	09/07/06 - 09/12/06 (2 weekend days, 3 stat days)		
	09/25/06 - 10/02/06 (2 weekend days, 5 leave days)	5 days	
	12/14/06 - 12/19/06 (1 leave day, 2 weekend days, 2 stat days)	1 day	
	2006 - 4 DAYS DUE		
4 weeks per year + 12 Statuary Holidays (2007)			
03/06/07 - 03/30/07 (16 leave days, 6 weekend days, 2 stat days)	16 days		
2007 - 8 DAYS DUE			
4 weeks per year + 12 Statuary Holidays (2008)			
2 weeks per year added via JE			
12/25/07 - 01/23/08 (13 days leave, 8 weekend days, 8 stat days)	13 days		
8/20/08 - 9/1/08 (4 leave days, 4 weekend days, 5 stat days)	4 days		
12/3/08 - 12/9/08 (3 leave days, 2 weekend days, 1 stat day)	3 days		
2008 - 18 DAYS DUE			
6 weeks per year + 12 Statuary Holidays (2009)			
2/25/09 - 3/22/09 (14 leave days, 8 weekend days, 4 stat days)	14 days		
7/1/09 - 7/5/09 (2 weekend days, 3 stat days)			
10/28/09 - 11/15/09 (11 leave days, 6 weekend days, 2 stat days)	11 days		
2009 - 23 DAYS DUE			
6 weeks per year + 12 Statuary Holidays (2010)			
1/9/10 - 1/20/10 (7 leave days, 4 weekend days, 1 stat day)	7 days		
6/11/10 - 6/20/10 (4 leave days, 4 weekend days, 2 stat days)	4 days		
12/11/10 - 12/19/10 (2 leave days, 4 weekend days, 3 stat days)	2 days		
2010 - 42 DAYS DUE			
6 weeks per year + 12 Statuary Holidays (2011)			
4/7/11 - 4/10/11 (2 weekends, 2 stat days)			
5/11/11 - 5/30/11 (12 leave days, 6 weekend days, 2 stat days)	12 days		
10/6/11 - 10/9/11 (2 weekend days, 2 stat days)			
12/13/11 - 12/15/11 (3 stat days)			
2011 - 62 DAYS DUE			
Paid 62 days			

LEE MCKENZIE CONSULTING, LLC VACATION

<u>NAME</u>	<u>ENTITLED TO</u>	<u>TAKEN</u>	<u>DUE</u>
██████████ (4/15/03)	6 weeks per year + 12 Statuary Holidays (2012) 3/10/12 - 4/1/12 (13 leave days, 8 weekend days, 2 stat days) 9/20/12 - 9/24/12 (1 leave day, 2 weekend days, 2 stat days) 10/6/12 - 10/14/12 (5 leave day, 4 weekend days)	13 days 1 day 5 days	
	2012 - 11 DAYS DUE		
	6 weeks per year + 12 Statuary Holidays (2013) 3/18/13 - 4/7/13 (11 leave days, 6 weekend days, 4 stat 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) 10/24/13 - 10/27/13 (2 stat days, 2 weekend days)	11 days 8 days	
	2013 - 22 DAYS DUE		
	6 weeks per year + 12 Statuary Holidays (2014) 2/21/14 - 2/23/14 (1 stat day, 2 weekend days) 4/4/14 - 4/27/14 (10 leave days, 8 weekend days, 6 stat days) 5/23/14 - 5/26/14 (1 leave day, 2 weekend days, 1 stat day) 8/29/14 - 9/9/14 (7 leave days, 4 weekend days, 1 stat day) 12/15/14 - 12/17/14 (3 leave days)	10 days 1 day 7 days 3 days	
	2014 - 32 DAYS DUE		
	6 weeks per year + 12 Statuary Holidays (2015) 1/2/15 - 1/5/15 (2 weekend days, 2 weekend days) 3/26/15 - 4/12/15 (10 leave days, 6 weekend days, 2 stat days) 5/29/15 - 5/31/15 (1 leave day, 2 weekend days) 9/17/15 - 9/27/15 (6 leave days, 4 weekend days, 1 stat day)	10 days 1 day 6 days	
	2015 - 40 DAYS DUE		
	6 weeks per year + 12 Statuary Holidays (2016) 2/17/16 - 2/28/16 (8 leave days, 4 weekend days)	8 days	62 days