

Zorro Development Corp.

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

Fax: [REDACTED]

E-mail: [REDACTED]

Vacation / Leave Form

Name:

Date of Request: 9/14/15

Dates of Requested:

Date of First Day of Vacation: Thursday 17th Sept 2015

Date Return to Work:

Monday 27th Sept 2015

Total Number of Days:

Leave Days: 6

Weekend Days: 4

Holidays: 1

Personal / Sick :

Days Remaining: 40 days

Type of Leave:

Vacation with Pay

Leave without pay

Personal Sick Leave

Other

If Other Explain: Holiday - Labor 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:

APPROVED TE

Zorro Development Corp.

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

Fax: [REDACTED]

E-mail: [REDACTED]

Vacation / Leave Form

Name:

Date of Request: 9/14/15

Dates of Requested:

Date of First Day of Vacation: Thursday 17th Sept 2015

Date Return to Work:

Monday 27th Sept 2015

Total Number of Days:

Leave Days: 6

Weekend Days: 4

Holidays: 1

Personal / Sick:

Days Remaining: 40 days

Type of Leave:

Vacation with Pay Leave without pay Personal Sick Leave Other

If Other Explain: Holiday - Labor 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:

APPROVED *JE*