

Zorro Development Corp.

49 Zorro Ranch Road Stanley, NM 87056 Tel: [REDACTED] Fax: [REDACTED]
E-mail: [REDACTED]

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:

ZORRO MANAGEMENT LLC STAFF VACATION

<u>NAME</u>	<u>ENTITLED TO</u>	<u>TAKEN</u>	<u>DUE</u>
Steve Chavez (10/19/09)	2010 - Anniversary		
	5/21/10 - 5/23/10 (1 stat day, 2 weekend days)		
	7/6/10 - 7/12/10 (1 stat day, 2 weekend days)		
	12/18/10 - 1/2/10 (7 leave days, 6 weekend, 3 stat days)	7 days	
	2010 - 3 DAYS DUE		
	2 weeks per year + 12 Statuary Holidays (2011)		
	5/5/11 - 5/9/11 - (2 leave days, 2 weekend days)	2 days	
	11/21/11 - 11/28/11 (3 leave days, 2 weekend days, 2 stat days)	3 days	
	12/24/11 - 12/29/11 (3 leave days, 2 weekend days, 1 stat days)	3 days	
	2011 - 5 DAYS DUE		
	2 weeks per year + 12 Statuary Holidays (2012)		
	4/17/12 - 4/18/12 (2 stat days)		
	5/9/12 - 5/13/12 (3 leave days, 2 weekend days)	3 days	
	10/27/12 - 11/4/12 (5 leave days, 4 weekend days)	5 days	
	12/24/12 - 1/6/13 (7 leave days, 4 weekend days, 3 stat days)	7 days	
	2012 - COMPLETE		
	2 weeks per year + 12 Statuary Holidays (2013)		
	9/21/13 - 9/29/13 (5 leave days, 4 weekend days)	5 days	
	11/19/13 - 11/24/13 (2 leave days, 2 weekend days, 2 stat days)	2 days	
	2013 - 3 DAYS DUE		
	2 weeks per year + 12 Statuary Holidays (2014)		
	1/24/14 - 1/27/14 (1 stat day, 2 weekend days)		
	4/15/14 - 4/16/14 (1 leave day, 1 stat day)	1 day	
	5/10/14 - 5/12/14 (2 weekend days, 1 stat day)		
	5/16/14 - 5/18/14 (1 leave day, 2 weekend days)	1 day	
	7/29/14 - 8/3/14 (3 leave days, 1 stat, 2 weekend days)	3 days	
	9/23/14 - 9/23/14 (1 leave day)	1 day	
11/12/14 - 11/17/14 (3 leave days, 1 stat day, 2 weekend days)	3 days		
Personal Days (5) - 1/9/14, 1/24/14, 2/11/14			
Sick Days - 2/3/14, 2/4/14, 2/5/14			
2014 - 4 DAYS DUE			
2 weeks per year + 12 Statuary Holidays (2015)			
1/17/15 - 1/25/15 (4 leave days, 4 weekend days, 1 stat day)	4 days		
4/14/15 - 4/15/15 (1 leave day, 1 stat day)	1 day		
8/4/15 - 8/9/15 (4 leave days, 2 weekend days)	4 days		
9/4/15 - 9/7/15 (1 leave day, 2 weekend days, 1 stat day)	1 day		
11/18/15 - 11/22/15 (3 leave days, 2 weekend days)	3 days		
12/30/15 - 1/4/16 (1 leave day, 2 weekend days, 2 stat days)			
Personal Days (5) - 4/20/15, 4/21/15, 6/24/15, 7/13/15, 10/2/15			
2015 - COMPLETE			

ZORRO MANAGEMENT LLC STAFF VACATION

<u>ENTITLED TO</u>	<u>TAKEN</u>	<u>DUE</u>
3 weeks per year + 12 Statuary Holidays (2016)		
5/26/16 - 6/5/16 (5 leave days, 4 weekend days, 2 stat days)	5 days	
6/17/16 - 6/27/16 (7 leave days, 4 weekend days)	7 days	
7/28/16 - 7/31/16 (2 leave days, 2 weekend days)	2 days	
11/16/16 - 11/21/16 (1 leave day, 2 weekend days, 2 due days)	1 day	
12/29/16 - 1/2/17 (2 weekend days, 3 stat days)		
Personal Days (5) - 3/18/16, 1/2 day 5/6/16, 1/2 day 9/30/16		
2016 - COMPLETE		
3 weeks per year + 12 Statuary Holidays (2017)		
1/28/17 - 1/31/17 (1 leave day, 2 weekend days, 1 stat day)	1 day	
3/14/17 - 3/14/17 (1 leave day)	1 day	
5/26/17 - 5/29/17 (1 leave day, 2 weekend days, 1 stat day)	1 day	
6/14/17 - 6/27/17 (10 leave days, 4 weekend days)	10 days	
8/24/17 - 8/25/17 (1 leave day)	1 day	1 day
Owe Labor Day, Columbus Day		
Personal Days (5) - 1/20/17,		
Sick Days -		