

**ZORRO RANCH  
VACATION REQUEST FORM**

**Name:** [REDACTED]

**Today's Date:** 10/12/04

**Date of Request:** 11/24/04 – 11/29/04

**Total Number of Days:** 5 days -  
1 week day, 2 weekend days, 2 days in lieu Columbus & Thanksgiving,

**Please list a phone number where you can be reached while on vacation**

[REDACTED]

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**The following should be verified with the Principals**

**How many vacation days  
have you taken year to date?**                      3 days

**Have any other employees  
requested the same dates  
as you have for vacation?**                      No

**APPROVED BY:**

\_\_\_\_\_  
**Ghislaine Maxwell**

**ENJOY YOUR TIME OFF!**