

03/05/08
10:18:24 PM

Vacation Request Form

Company Code: ST
Company Name: SCHEDULETECH

First Possible Vacation Date: 01/01/08
Last Possible Vacation Date: 12/31/08

Employee Number: 7532
Name: ACCOSTA, JOSE A
Department: PRODUCTION
Work Center: FLE XO

Maximum Vacation Days: 15.00
Days Scheduled: 15.00
Days Left to Schedule: 0.00
Seniority Date: 09/11/98

The BEGIN DATE is the FIRST day of your vacation. The END DATE is the LAST day of your vacation.

Begin and End Dates must fall on OR between 1/1/2008 and 12/31/2008.

Vacation Period: 1

Choice: 1 Begin Date: ____/____/____ End Date: ____/____/____
Choice: 2 Begin Date: ____/____/____ End Date: ____/____/____
Choice: 3 Begin Date: ____/____/____ End Date: ____/____/____

Vacation Period: 2

Choice: 1 Begin Date: ____/____/____ End Date: ____/____/____
Choice: 2 Begin Date: ____/____/____ End Date: ____/____/____
Choice: 3 Begin Date: ____/____/____ End Date: ____/____/____

Vacation Period: 3

Choice: 1 Begin Date: ____/____/____ End Date: ____/____/____
Choice: 2 Begin Date: ____/____/____ End Date: ____/____/____
Choice: 3 Begin Date: ____/____/____ End Date: ____/____/____

Vacation Period: 4

Choice: 1 Begin Date: ____/____/____ End Date: ____/____/____
Choice: 2 Begin Date: ____/____/____ End Date: ____/____/____
Choice: 3 Begin Date: ____/____/____ End Date: ____/____/____

Employee Signature

Date

Note: BE SURE YOUR VACATION REQUEST DATES ARE CORRECT. The data on this page will be used to create a vacation schedule. Please be sure your information such as Seniority Date, Maximum Vacation Days, Employee Number, Employee Name, Company, and Department are correct. Let your Human Resource department know if there is an error.

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Vacation Request Form

Company Code: ST
Company Name: SCHEDULETECH

First Possible Vacation Date: 01/01/08
Last Possible Vacation Date: 12/31/08

Employee Number: 45891
Name: ALBERTS, DAVID TOM
Department: SECURITY
Work Center: SECURITY DAY

Maximum Vacation Days: 10.00
Days Scheduled: 9.00
Days Left to Schedule: 1.00
Seniority Date: 12/07/02

The BEGIN DATE is the FIRST day of your vacation. The END DATE is the LAST day of your vacation.

Begin and End Dates must fall on OR between 1/1/2008 and 12/31/2008.

Vacation Period: 1

Choice: 1 Begin Date: ____/____/____ End Date: ____/____/____
Choice: 2 Begin Date: ____/____/____ End Date: ____/____/____
Choice: 3 Begin Date: ____/____/____ End Date: ____/____/____

Vacation Period: 2

Choice: 1 Begin Date: ____/____/____ End Date: ____/____/____
Choice: 2 Begin Date: ____/____/____ End Date: ____/____/____
Choice: 3 Begin Date: ____/____/____ End Date: ____/____/____

Vacation Period: 3

Choice: 1 Begin Date: ____/____/____ End Date: ____/____/____
Choice: 2 Begin Date: ____/____/____ End Date: ____/____/____
Choice: 3 Begin Date: ____/____/____ End Date: ____/____/____

Vacation Period: 4

Choice: 1 Begin Date: ____/____/____ End Date: ____/____/____
Choice: 2 Begin Date: ____/____/____ End Date: ____/____/____
Choice: 3 Begin Date: ____/____/____ End Date: ____/____/____

Employee Signature

Date

Note: BE SURE YOUR VACATION REQUEST DATES ARE CORRECT. The data on this page will be used to create a vacation schedule. Please be sure your information such as Seniority Date, Maximum Vacation Days, Employee Number, Employee Name, Company, and Department are correct. Let your Human Resource department know if there is an error.