



Margo Sage
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FAX

TO: Kendra + Laura FROM: Margo Sage

FAX: 952-223-6109 PAGES: 1 + cover

PHONE: (507) 990-9693 DATE: 6/22/10

RE: Vacation Request CC: File

URGENT FOR REVIEW PLEASE COMMENT PLEASE RECYCLE ^{Process}

COMMENTS:

Here is Emily's request for time-off

Thank you,
Margo

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Request for Time Off

Name: Emily Sage

Client Site: Reichel Foods

**Requests for time off must be made 3 weeks in advance to the time you would like to take time off. There will be exceptions to the rule occasionally, however, planned vacations need to be submitted in advance so we can plan ahead appropriately for staffing and business needs.*

REASON	DATE(S)	# OF DAYS	# OF HOURS
Paid Time Off	<u>7/8 - 7/9</u>	<u>2</u>	<u>16</u>
Sick Leave	_____	_____	_____
Comp Time	_____	_____	_____
Jury Duty	_____	_____	_____
Death in Family	_____	_____	_____
Other (explain below)	<u>7/10 UNPAID</u>	<u>1</u>	<u>8</u>
TOTAL TIME OFF:		<u>3 days</u>	<u>24 hrs</u>

FURTHER EXPLANATION (when required):

Employee signature Emily Sage

SUPERVISOR'S RECOMMENDATION:

COMMENTS:

Approved: _____

yes

Approved with following modification: _____

Unapproved for following reason: _____

Supervisor's signature Margo Sage

Date: _____

Human Resources signature _____

Date: _____

Accrued Vacation Time: _____

Accrued PTO Time: _____