

**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]

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!