

MARTINAIRE VACATION REQUEST

- **INSTRUCTIONS:** 1. There is no vacation accrued for 'New Hires' during first year of employment.
 - 2. No vacations are authorized in the month of December due to peak work loads.
 - 3. Vacation requests will be submitted no later than sixty (60) days prior to the start date of vacation and will be approved/disapproved based on the needs and available manpower of the company.

DATE OF REQUEST:			
EMPLOYEE NAME:		EMPL	LOYEE ID #:
January	February	March	DATE REQUESTED (INDICATE FIRST DUTY TO
Mo Tu We Th Fr Sa Su	Mo Tu We Th Fr Sa Su	Mo Tu We Th Fr Sa Su	BE OFF AM/PM)
4 5 6 7 8 9 10	1 2 3 4 5 6 7	1 2 3 4 5 6 7	
4 5 6 7 8 9 10 11 12 13 14 15 16 17	8 9 10 11 12 13 14 15 16 17 18 19 20 21	8 9 10 11 12 13 14 15 16 17 18 19 20 21	
18 19 20 21 22 23 24	22 23 24 25 26 27 28	22 23 24 25 26 27 28	FROM
25 26 27 28 29 30 31		29 30 31	FROM:
April	May	June	PM OPS AM OPS
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26 27 28 29 30 31	23 24 25 26 27 28 29	27 28 29 30	PM OPS AM OPS
	30 31		
October	November	December	
Mo Tu We Th Fr Sa Su	Mo Tu We Th Fr Sa Su	Mo Tu We Th Fr Sa Su	
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25 26 27 28 29 30 31	29 30	27 28 29 30 31	
SUPERVSOR:			APPROVED
			DISAPPROVED
DATE:			NEED TO RESCHEDULE