

April 16, 2008

Scheduled VACATION and PERSONAL TIME OFF

Please sign up for vacation time and personal days as soon as you know the dates you are planning to be off. Requests will be approved on a seniority basis through March 31, 2009, then on a first come basis.

We attempt to be very accommodating when scheduling vacation time, but need to limit vacation time to 3 drivers at any one time. Please complete and return the vacation request form to Jim or Georgie. You will receive a confirmation of your requests. Thank you for your cooperation.

VACATION / PERSONAL DAY REQUEST FORM

NAME _____ Date Submitted _____

REQUESTED FROM: _____
TO: _____

DATES FROM: _____ TO: _____
FROM: _____ TO: _____

ALTERNATE FROM: _____
TO: _____

DATES FROM: _____ TO: _____
FROM: _____ TO: _____

APPROVED BY: _____ DATE: _____

PERSONAL DAYS DATE: _____
DATE: _____