

VACATION / COMP TIME REQUEST

DATE: 2/10/00

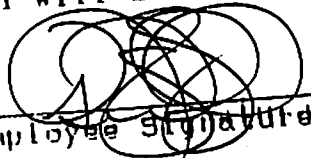
TO: Theresa Syphers


FROM: Bob Willoughby

I am requesting 5 days off as vacation comp

time off. I will be gone 2/28/00

and will be back to work on 3/6/00


Employee Signature


Supervisor Signature

Approved
 Denied

2-10-00
Date

____ Hours Vacation Time Available

____ Hours Comp Time Available