

**Vacation Leave Request Form**

TickTackSystems, Inc.

Vacation Leave Request Form

Date: *April 1*Name: *Daniel Greenwood*Position: *Research Assistant*Department: *Marketing*Supervisor: *Samantha Smith*Dates you are requesting: *May 16-20*Type of leave you are requesting: ☒ paid ☐ unpaid

Please turn this form in to the Human Resources Director  
at least 3 weeks before requested leave date.

**SKIMMING** Find and circle these words on the form. Some may appear more than once.

1. vacation      leave      request

**SCANNING** Find and circle the following.

2. Find and circle these names.  
Daniel Greenwood      Samantha Smith
3. Find and circle these job titles.  
Research Assistant      Human Resources Director
4. Find and circle these dates.  
April 1      May 16-20

**CONTEXT** Find these words, and guess their meanings on this form.

5. leave  
(A) exit a room  
(B) time off from work

(A) (B)