

Rio Tinto Kennecott

**MINE
REQUEST FOR FLOATING VACATION DAY**

NAME: _____ PAYROLL NUMBER: _____

AREA: _____ (i.e. Lower Pit, Water Service) TEAM: _____

DATE REQUEST SUBMITTED: _____

Date:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Supervisor:



APPROVED



DENIED

SUPERVISOR'S SIGNATURE: _____

SCHEDULE INFORMATION:

SCHEDULED VACATIONS: _____ FLOATERS: _____ LONG TERM SICK: _____ TRAINING: _____

 ENTERED AND / OR UPDATED IN COMPUTER