

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