



# VACATION/COMP TIME REQUEST

TO: Theresa Syphers

FROM: Bob Willoughby

I am requesting 5 days off as  vacation  comp time off. Admin Leave

I will be gone 6/19/00 and will be back to work on 6/26/00 \*

[Signature]  
Employee Signature

[Signature]  
Supervisor Signature

Approved

Denied

5-19-00  
Date

Vacation Time Available \_\_\_\_\_ Comp time Available \_\_\_\_\_

\* I will miss the 6/22 Council mtg.