Memorandum : DEA-90001

To   :   CC   :
From   :   Pcc   :
Subject   : Your proposed vacation period.   Staff :
_____

Please give your planned vacation period below, and return this form to mailstation 3A5 before 20 february 1990

Planned vacation from _____-_____thru and include. _____-_____

Planned vacation from _____-_____thru and include. _____-_____

Planned vacation from _____-_____thru and include. _____-_____

Your vacation saldo for 20.. is based on Timesheets received thru and include. week 2 and accepted by the computer. The line 'Vacation week 1 and 2 of 20..' reflects the vacation days taken during these two or vacation days on late timesheets from 20.. , which are processed these weeks.

Yearly entitled of 20..   days.

Carry over of previsious year   days

Vacation week 1 and 2 of 20..

_____

Vacation saldo   days

If the number of vacation days is not correct please contact mr. …….