



P.O. Box 10362
Midland, Tx 79702

Phone (432) 685-7002
Fax (432) 685-7006

Vacation Request From

Date: _____

Name: _____

Employee ID # _____

Vacation Dates Request: ____/____/____ through ____/____/____

Returning: ____/____/____

Signature of Employee Date _____

Approval:

Signature of Supervisor Date _____

Signature of Forman Date _____