

Raybestos Powertrain, LLC
Salaried Vacation Request/Cancellation Form

Name: Kim Sia

Date: 1/19/2024

	Date	Hours	For ½ days, list a.m. or p.m.	Cancel Vacation
Monday	1/19/2024	4	p.m.	
Tuesday	1/20/2024	4	p.m.	
Wednesday	1/21/2024	4	p.m.	
Thursday	1/22/2024	8		
Friday				
Total Hours:		20		

Supervisor: _____ Date: _____

Original document to Human Resources Dept.

Office Use Only	
Date Rec'd	
Date Hrs. Updated	
Initial	