

# Skill Force

Name (print): \_\_\_\_\_

Social Security #: XXX-XX-\_\_\_\_\_

I request the following (check appropriate box):

- Holiday pay of 8 hours for week ending \_\_\_\_\_. I have met the requirement of 1200 career hours worked. \*\*Company approved holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and New Year's Day. To qualify, an employee must work the day before a holiday and the next working day after the holiday. Holiday pay request should be submitted with the time sheet of the holiday week.
  
- Vacation pay of 35 hours for week ending \_\_\_\_\_. I have met the requirement of 1500 hours worked during the last twelve months. \*\*Vacation pay request may be submitted as soon as requirement is met.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY	
HHR: <input type="checkbox"/> Yes <input type="checkbox"/> No	VHR: <input type="checkbox"/> Yes <input type="checkbox"/> No
HAS: <input type="checkbox"/> Yes <input type="checkbox"/> No	VAS: <input type="checkbox"/> Yes <input type="checkbox"/> No
HPR: <input type="checkbox"/> Yes <input type="checkbox"/> No	
HPO: <input type="checkbox"/> Yes <input type="checkbox"/> No	



*Our Goal is to Exceed Your Expectations*

Phone: 919-465-2299 Fax: 919-465-2322

[www.skill-force.com](http://www.skill-force.com)