

Office

P. O. Box 759
105 Berkshire Lane
Stewartstown, Pa. 17363
Phone: (717) 993-8575
Fax: (717) 993-3016



*Mechanical
Contractors*

Warehouse

1510 Caton Center Drive
(Suite M)
Baltimore, Md. 21227
Phone: (410) 247-3818
Fax: (410) 247-2314

Vacation Request And Approval

To: _____ Date: _____
Employee Name

Vacation Days Remaining: _____

To avoid scheduling conflicts it is necessary to indicate your first and second choice for vacation time. This will assist if any of the time has already been taken.

	First Choice	Second Choice
1 st week or days	_____	_____
2 nd Week	_____	_____
3 rd Week	_____	_____
4 th Week	_____	_____



We are happy to approve your vacation time as follows:

Week(s) or Day(s) of: _____

Have a wonderful time!

Thomas F. Harney