



1ST TEAM Staffing Services, Inc.

Building Partnerships

Vacation Pay Request Form

Please read the following before submitting this form...

Any 1ST TEAM employee who has worked 1800 consecutive hours within this calendar year (January 1, 2012 through December 31, 2012) is eligible for 5 paid vacation days. If you have worked that amount of time please complete the information below and submit this form to your local 1ST TEAM office no later than January 31st 2013 for determination of eligibility.

In order to be eligible you must also complete the following:

- You must have a clean safety record.
(i.e. If you have been written up for any safety violation, you will not qualify.)
- You must follow all 1ST TEAM Staffing policies and procedures.
(i.e. A no call-no show to any assignment through the year will count against you.)
- You must have less than 8 occurrences (i.e. lateness, left early or day off) in the current calendar year.

Name: _____ SSN: _____

Name of Company where you currently work: _____

Are Child Support Funds currently being taken out of your check? ____YES ____NO

Please indicate the date you wish to receive your vacation pay: _____
(must be on a Friday)

NOTE: This form must be submitted no later than the Monday prior to this date.

This section is for office use only:

Date: _____ Hours: _____ Before After

Recruiter's remarks: _____

APPROVED DENIED Reason: _____