



## **K&R ENTERPRISES INC.**

### **VACATION REQUEST**

Dated: \_\_\_\_\_

COMPANY: \_\_\_\_\_

An Incorporated/ Payroll driver under the laws of Province of Ontario (contractor) or (company driver)

Please fill in the (Days/Week) that you are requesting for vacation.

All requests received on or before this date will be scheduled by seniority. Preference will also be given to people who have an **emergency**.

Considering Friday is our busiest day, taking individual Friday's will be discouraged.

#### **Amendment**

This agreement may be changed only in writing, signed by both parties. The details of the contractor's vacation may be changed by attaching a revised assigned copy by both parties.

#### **I am requesting to take vacation**

FROM \_\_\_\_\_ TO \_\_\_\_\_ # OF DAYS \_\_\_\_\_

FROM \_\_\_\_\_ TO \_\_\_\_\_ # OF DAYS \_\_\_\_\_

X \_\_\_\_\_  
Employer Signature

X \_\_\_\_\_  
Contractor's Signature