

**Request to Borrow Vacation**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_am requesting the following dates off as vacation days:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

As I do not have enough vacation time accrued to cover this time off, I would like to borrow the vacation time for this period. I understand that if my employment with Lead Foundation ends prior to my vacation accrual reaching a positive balance, this money will be deducted from my final pay cheque.

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Signature Date