



L.I. Locksmith & Security • L.I. Automatic Doors  
 "Your Security Technology Company"



26 W. Old Country Road - Hicksville, NY 11801-4002  
 Phone: 516-931-2273 Fax: 516-931-2369  
 www. LILOCKSMITH.COM .com

# VACATION REQUEST FORM

rev date 12/10/09

Employee Name \_\_\_\_\_ Date Submitted \_\_\_\_\_

Important Notes:

- ☛ **Vacation requests must be approved.** Approval is based on the criteria specified in the "Vacation Policy" which can be found on the employee website, employee manual and the reverse side of an original copy of this form.
- ☛ Please be aware - Holidays and their surrounding days, as well as the full months of November & December have very specific restrictions. Refer to the Vacation Policy for more information
- ☛ To maintain coverage in certain work areas & job types. The groups below have been established. Only one employee per group may be off at any one time. Do not assume you will automatically be granted time if no person in your group is off. Refer to the Vacation Policy for more information

Requested Date(s): [ ] single [ ] consecutive Starting \_\_\_\_\_ Through \_\_\_\_\_

Requested Date(s): [ ] single [ ] consecutive Starting \_\_\_\_\_ Through \_\_\_\_\_

Requested Date(s): [ ] single [ ] consecutive Starting \_\_\_\_\_ Through \_\_\_\_\_

Group 1  
 Mike Stegemann  
 Keith Zettler

Group 2  
 Rich Gardner  
 Paul McCarthy

Group 3  
 Allen Hille  
 John Fogarty

Group 4  
 Geoff Nesbitt  
 William Spiegler

Group 5  
 Adam Dispirito  
 Rich Schantz  
 Marty Razinsky  
 Frank Bujans  
 Dan Fazzio

Group 6  
 Steve Campo  
 Mike Murray  
 Sal Rizzo  
 Tom Prokasky

Group 7  
 Dennis Fitzgerald  
 Matt Sollin  
 Alex Lopez  
 Rob Acosta  
 Chris Werkus  
 Jim Launonen

Group 8  
 Bonnie Connors  
 Lorraine Tuohy

Group 9  
 Kim Lester  
 Rachel Koechel

Group 10  
 Dan Campo  
 Jim Cattabiani  
 Gene Falabella  
 Bill Lopez

Group 11  
 Mike Kaye  
 Chris George  
 Anthony DePalo



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### VACATION POLICY

as of 7/01/2004

1. All Vacation Requests must be submitted in writing or electronically via the web-site / e-mail
2. Requests are handled on a first come, first serve basis (seniority will prevail when two or more requests are received on the same day by 5:00pm). E-mailed requests, will be considered submitted as of the following business day. All vacation requests for dates in an upcoming year will be considered received the first business day after December 1st. for seniority to take precedence.
3. Requests for a "Full Week" (5 consecutive business days) will take precedence over a request for single day(s), regardless of seniority, when two (2) or more request forms are submitted on the same day. If you work on a Saturday, your scheduled day will determine if your vacation week start or ends on Saturday
4. No more than two (2) road technicians (per division) and one (1) shop technician (per division) will be granted vacation time for any given day.
5. In order to be fair to all employees, The following holidays, Memorial Day and Labor Day, Independence Day and Thanksgiving, Christmas and New Years, will be considered "paired holidays." If you are granted one set of days, you are prohibited from taking its companion, regardless of seniority status or how far in advance it is requested. Christmas Eve and New Years Eve work schedule will be assigned. This will no longer be decided based on seniority or convenience
6. Single days surrounding a holiday are prohibited, at first, from being granted to anyone, unless taken in conjunction with a full week. Thirty (30) days prior to the holiday, these dates may be released depending on availability. Once released it may bar an individual from taking the entire week and rule three above will be in effect.
7. All employees are limited to a maximum of five (5) vacation days for the month of November and five (5) days for the month of December. **Please note; if you fail to use your vacation in a timely manner** and it ends up that there are no available days in November and December, **you will lose all vacation time in excess of the three (3) days** that the company pays you for not using. There will be **no exceptions** to this policy and you will not be permitted to carry unused vacation days into the next calendar year.
8. Since the company policy is "*in an area where only a limited number of employees work, only one individual may be off at any given time.*" On the request form there is a list of groups, to give you an idea of how work areas are put together. Furthermore, on the day(s) an individual in your group is off, the other member(s) must be prepared to work additional hours if needed. In other words, do not make plans to be somewhere after work, it is necessary for your schedule during that week to be flexible.
9. **Vacation requests still must be approved! Please do not make any plans or commit your self in any way (i.e., deposit to a travel agent for a trip) until you are sure your request has been granted.** Do not assume that because no member of your work group is off, that you are automatically granted the day(s) requested. Work schedules and other requests' factor into the decision making process.
10. If a request for vacation is denied, and coincidentally, you do not show up for work on that day (i.e.sick) you will not be paid for that day regardless of time remaining.