



Date:

Request to carry over vacation days

Chevron Overseas Congo Limited hereby approves that

Employee Name:

Vacation days

From the vacation year Period starting (January 1st - December 31st,) to the vacation year beginning on January 1st, and ending March 31st, . The total number of carried over vacation is: **days**

The number of vacation days carried over is hereby approved by the employer and the employee.

Supervisor/Manager

Employee

HR Manager