



**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 1<sup>st</sup> - December 31<sup>st</sup>,      ) to the vacation year beginning on January 1<sup>st</sup>,      and ending March 31<sup>st</sup>,      . 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