



Vacation request and additional benefits



Procedure to enjoy a vacation day or benefits of additional days:

- 1) Complete the ticket and sign it
- 2) Ask your immediate supervisor to sign the document
- 3) Send the ticket to vacaciones@aseboston.com, copying your immediate supervisor

Employee's name: _____

ASEBoston Employee's #: _____

Department: _____

Supervisor's name: _____

	# Of days	Dates		
Legal holidays:	_____	From: Day / month / year	To: Day / month / Year	N/A
Floating holiday (One additional day off per year for all employees with permanent contracts)	_____	From: Day / month / year	To: Day / month / Year	N/A
Seniority benefits (One additional day off per year for all employees with permanent contracts)	_____	From: Day / month / year	To: Day / month / Year	N/A
Unpaid leave:	_____	From: Day / month / year	To: Day / month / year	N/A
*Other (specify the reason in remarks)	_____	From: Day / month / year	To: Day / month / year	N/A
		* <input type="checkbox"/> *Marriage	* <input type="checkbox"/> *Childbirth	* <input type="checkbox"/> *Death of family member

Total days to enjoy _____

Remarks: _____

Supervisor approval

Employee signature
(same as the ID)