

TIME OFF REQUEST

NAME: Steve Warner DATE: 2-21-97

STATION: WPTR-FM DEPARTMENT: Program

REQUESTED DAYS: May 1-7

CHARGE TO: VACATION PERSONAL UNPAID LEAVE

VACATION DAYS ACCRUED: 4 VACATION DAYS USED TO DATE: 1

PERSONAL DAYS ALLOWED: 3 PERSONAL DAYS USED: 0

VACATION DAYS REQUESTED IN ADVANCE: 6

I AUTHORIZE THE COMPANY TO WITHHOLD COMPENSATION FOR ALL VACATION DAYS USED IN ADVANCE AND NOT ACCRUED PRIOR TO MY LEAVING THE COMPANY FROM MY FINAL PAYCHECK

EMPLOYEE SIGNATURE: [Signature] DATE: 2-21-97

MANAGER APPROVAL: _____ DATE: _____