SINCE 1969 UNITEMP® TEMPORARY PERSONNEL

2010 Vacation Planner

Dept	January				February				March					April				May					June				July				August					September				October				November					December			
Name	4	11	18	25	1	8	15	22	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27

Directions: Begin by filling out the employee's names and the department in which they belong. Once that has been completed you are now ready to begin using the code at the bottom to plan your upcoming vacation and staffing needs. To review your needs with a UNITEMP specialist, please email this form back to us at info@unitemp.net or fax it to 1-201-845-7451.

Vacation Planner Code

V – Vacation
H – Holiday
S – Sick Day
/ – Half Day
L – Long Term Leave

No Premium for Overtime

UNITEMP never charges a higher bill rate when our employees work overtime for you.
While we pay our employees time-and-a-half, we do NOT pass any increase on to you!
Call us for details.

1-800-UNITEMP