



## VACATION NOTICE

**Agent Name:** \_\_\_\_\_

**Please suspend leads on the following dates:**

**Starting Date:** \_\_\_\_\_

**Ending Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please submit this Vacation Notice a minimum of TWO WEEKS prior to the requested dates. If sufficient notice is not received, we will continue sending your leads to you.**

**Please send notice to the Lead Department at [leaddept@cialeads.net](mailto:leaddept@cialeads.net) or fax this form to (714) 729-0605.**