



Transportation Division

DUE 12/1/2023

2024 VACATION REQUEST FORM

| |
|------------------------|
| Employee Name: |
| Seniority Date: |
| Work Location: |
| E-Mail Address: |
| Telephone(s): |

| |
|---|
| Employee No: |
| Previous Hire Date: (for vacation allotment) |
| Total Vacation Weeks: 1 2 3 4 5 |
| Seniority District: <input type="checkbox"/> CFT Yard <input type="checkbox"/> NE-2 Road |
| Do you desire to SPLIT your Vacation? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Furloughed would like vacation ASAP? <input type="checkbox"/> Yes <input type="checkbox"/> No |

Note: Vacations start on Mondays and end on Sundays. Single-Day Weeks (maximum 3) in Comments. If you E-mail this form to us, your E-mail on this form must match your E-mail on file with us.

1ST SPLIT

| Choice | No of Weeks | Start Date | End Date |
|--------------------------|---|------------|----------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| <input type="checkbox"/> | If none of my choices are available for this split. Give me the latest week available for the year. | | |

2ND SPLIT

| Choice | No of Weeks | Start Date | End Date |
|--------------------------|---|------------|----------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| <input type="checkbox"/> | If none of my choices are available for this split. Give me the latest week available for the year. | | |

3RD SPLIT

| Choice | No of Weeks | Start Date | End Date |
|--------------------------|---|------------|----------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| <input type="checkbox"/> | If none of my choices are available for this split. Give me the latest week available for the year. | | |

4TH SPLIT

| Choice | No of Weeks | Start Date | End Date |
|--------------------------|---|------------|----------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| <input type="checkbox"/> | If none of my choices are available for this split. Give me the latest week available for the year. | | |

Reminder: Vacations will be awarded in strict seniority order. Bid what you want!

Return this bid by fax to: (312) 207-0908; Email to : vacations@smart528.org or Mail to: SMART-TD Local 528 730 W. Randolph St, STE LL, Chicago, IL 60661-2244

5TH SPLIT

| Choice | No of Weeks | Start Date | End Date |
|--------------------------|---|------------|----------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| <input type="checkbox"/> | If none of my choices are available for this split. Give me the latest week available for the year. | | |

| Paid Sick Day Conversion | |
|--|--|
| Do you want to convert any Single Vacation Day(s) into Paid Sick Days? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| How many Single Vacation Days do you want to Convert? | 1 2 3 |
| What week do you want to convert into single days? | |
| <input type="checkbox"/> Earliest week awarded. | |
| <input type="checkbox"/> Latest week awarded. | |
| <input type="checkbox"/> Other: _____ | |
| _____ | |
| _____ | |
| _____ | |

Comments:

| |
|--|
| |
| |
| |
| |

Signature _____

Date Submitted _____

2024

| | | | |
|--|--|--|---|
| JANUARY | FEBRUARY | MARCH | APRIL |
| Mo Tu We Th Fr Sa Su <u>1</u> 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 <u>19</u> 20 21 22 23 24 25 26 27 28 29 | Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 <u>29</u> 30 31 | Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 |
| MAY | JUNE | JULY | AUGUST |
| Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 <u>27</u> 28 29 30 31 | Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | Mo Tu We Th Fr Sa Su 1 2 3 <u>4</u> 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 |
| SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER |
| Mo Tu We Th Fr Sa Su 1 <u>2</u> 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 <u>28</u> <u>29</u> 30 | Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 <u>24</u> <u>25</u> 26 27 28 29 30 <u>31</u> |

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Mail to: SMART-TD Local 528 730 W. Randolph St, STE LL, Chicago, IL 60661-2244