



MAGGIE PRELLWITZ  
Director TY&E Compensation Systems

The Burlington Northern  
and Santa Fe Railway Company

P. O. Box 1738  
920 S. E. Quincy  
Topeka, KS 66601

Phone: 785-435-3140  
Fax 785-435-7998

**UTU BANKED/CARRY OVER PERSONAL LEAVE DAY FORM**

Former BN trainmen requesting their year 2004 unused personal leave days to be banked or carried over must submit their personal leave day requests to this office no later than January 15, 2005.

This office will validate the requests and update the personal leave day files. Employees do not have to call the Compensation Systems department to verify receipt of request.

The following form should be completed by the employee and either mailed or faxed to the appropriate manager:

**JTD / FWD / SLSF**

Crystal Ellerman  
Manager Compensation Systems  
920 SE Quincy  
Topeka, KS 66612  
Fax 785-435-4265

**GN / NP / SP&S / CB&Q / C&S**

Barry Stoltz  
Manager Compensation Systems  
920 SE Quincy  
Topeka, KS 66612  
Fax 785-435-7987

The employee for their file, if faxed, should retain copies of the form and fax confirmation sheet.

**Below are options covering banked and or carryover days. Please be specific as to which days and what account you are requesting the days be put in.**

**REQUEST TO BANK UTU PERSONAL LEAVE DAYS.**

**\*\*APPLIES TO JTD, FWD, SLSF, CB&Q AND C&S ONLY\*\***

The below employee requests \_\_\_\_\_ UTU personal leave days remaining in 2004 to be carried over to 2005 as "banked" personal leave days.

**REQUEST TO CARRY OVER PERSONAL LEAVE DAYS**

To assist TY&E Compensation Systems in record keeping, the below employee requested and was denied \_\_\_\_\_ UTU personal leave days in 2004 and wishes to carry them over to 2004 as "carryover days". These days must be used by May 1, 2005.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
UTU Seniority Date

\_\_\_\_\_  
Date Submitted

**MUST BE SUBMITTED BY JANUARY 15, 2005**