

VACATION BID REQUEST FORM

FULL WEEK VACATIONS

Vacancies are found under option 4 in TSS. When you look under calendar, any week with any day green is able to be bid on. Always use Monday start dates to indicate weeks to give up and weeks to bid on. Weeks you are bidding on, look under vacation bulletins and make note who currently owns that week. After they are awarded verify a Jr. employee did not get bid. Always keep a copy of your fax receipt. If the vacancy did not exist for a full 7 days they may not award it and you will have to re-bid the next week.

NAME_____

Emp#_____

ROSTER NUMBER_____ (FOUND IN OPTION #2, F-11)

Weeks Bidding On-1)_____ 2)_____ 3)_____

4)_____ 5)_____ 6)_____ 7)_____

Weeks Giving Up-1)_____ 2)_____ 3)_____ 4)_____

Circle Vacation Roster you own and are bidding on.

GYAS	GYAC	GYAB	GYAH	GYAE
Switchman	Conductor	Brakeman	Hostler	Engineer

FAX TO: NEW Vacation Clerk;

From Company fax-8-676-2957, any other fax-1-785-676-2957

(KEEP FAX RECIEPT)

(Signature)_____ (Date)_____