

TO: Administrative Specialist Fax (785) 676-2957  
920 SE QUINCY • TOPEKA, KANSAS

## VACATION CHANGE REQUEST

I am currently assigned a vacation on the \_\_\_\_\_ zone. I wish to change my vacation to \_\_\_\_\_ through \_\_\_\_\_ giving up the following weeks: \_\_\_\_\_ through \_\_\_\_\_ .

Reason: \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

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## VACATION BID

I wish to bid on vacation Notice # \_\_\_\_\_

I was originally assigned my vacation on the \_\_\_\_\_ zone.

<u>Pref No.</u>	<u>Vacation Dates Bidding On</u>	<u>Vacation Dates Relinquishing</u>	<u>From Zone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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Prior right:    Lincoln       Omaha       Wymore       Creston       Non-prior

Name: \_\_\_\_\_

**TRAINPERSON:**

Trainman Seniority Date: Road \_\_\_\_\_ Yard \_\_\_\_\_

**ENGINEER:**

Engineer Seniority Date: \_\_\_\_\_ Signed: \_\_\_\_\_

**NOTE:**

ENGINEERS IN LINCOLN, WYMORE AND OMAHA ZONES MAY CROSS BID TO ANY OF THE THREE ZONES. THERE IS NO CROSS-BIDDING FOR TRAINPERSONS.

■■■ ALL BLANKS MUST BE FILLED OUT PROPERLY OR BID WILL NOT BE ACCEPTED! ■■■