

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 _____

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>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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! ■