

2019

CS3 AMTRAK ENGINEER

SINGLE DAY/PERSONAL HOLIDAY REQUEST

Instructions: Employee making request shall complete their portion of this form and **must** submit to zone CS3 vacation coordinator via **email** (steveanihyman@gmail.com) no later than 48 hours in advance. **Do not** leave vacation requests in personal files as they may not be received in time. The vacation coordinator will determine if the change request is approved locally. If approved locally, the employee must contact CMS to determine if final approval has been granted. The employee must mark up with CMS on the last evening of the single day vacation/personal holiday.

I request single day vacation(s) on _____

I request 1 personal holiday on _____
and (will) / (will not) work the holiday.

Print Name

Date

SAP

Crewbase

Signature



Approval: _____

Denied: _____

Union Signature

Date

*Thank you,
Steven Hyman
Vacation Coordinator*