

# SMART TD Local 577 Vacation Bid Form

Employee Name \_\_\_\_\_ EID# \_\_\_\_\_

Date of Hire \_\_\_\_\_ Seniority Date \_\_\_\_\_

Work Location \_\_\_\_\_ Craft \_\_\_\_\_

I Wish to Split My Vacation Yes \_\_\_\_\_ No \_\_\_\_\_ Number of Weeks Allowed \_\_\_\_\_

Phone Number \_\_\_\_\_ Address \_\_\_\_\_

**PAID SICK DAY CONVERSION**

Do you want to convert any Single Vacation Days into Paid Sick Days (PS)? YES\_\_\_ NO\_\_\_

How many Single Vacation Days do you want to convert? 1\_\_\_ 2\_\_\_ 3\_\_\_

Which week do you want converted into Single Days? Earliest Awarded\_\_\_ Latest Awarded\_\_\_

Other \_\_\_\_\_

**Request Code for Splits: 99=Latest Possible/00=Earliest Possible**

**You may enter your entire vacation on one split or split up your weeks on separate splits**

**Make sure to enter the amount of weeks you are requesting in each split`**

	<u>First Split</u>	<u>Weeks</u>		<u>Second Split</u>	<u>Weeks</u>
1.	_____ To _____	_____	1.	_____ To _____	_____
2.	_____ To _____	_____	2.	_____ To _____	_____
3.	_____ To _____	_____	3.	_____ To _____	_____
4.	_____ To _____	_____	4.	_____ To _____	_____
5.	_____ To _____	_____	5.	_____ To _____	_____
6.	_____ To _____	_____	6.	_____ To _____	_____
7.	_____ To _____	_____	7.	_____ To _____	_____
8.	_____ To _____	_____	8.	_____ To _____	_____
9.	_____ To _____	_____	9.	_____ To _____	_____
10.	_____ To _____	_____	10.	_____ To _____	_____

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Third Split		Weeks	Fourth Split		Weeks
1.	_____ To _____	_____	1.	_____ To _____	_____
2.	_____ To _____	_____	2.	_____ To _____	_____
3.	_____ To _____	_____	3.	_____ To _____	_____
4.	_____ To _____	_____	4.	_____ To _____	_____
5.	_____ To _____	_____	5.	_____ To _____	_____
6.	_____ To _____	_____	6.	_____ To _____	_____
7.	_____ To _____	_____	7.	_____ To _____	_____
8.	_____ To _____	_____	8.	_____ To _____	_____
9.	_____ To _____	_____	9.	_____ To _____	_____
10.	_____ To _____	_____	10.	_____ To _____	_____

Fifth Split		Weeks
1.	_____ To _____	_____
2.	_____ To _____	_____
3.	_____ To _____	_____
4.	_____ To _____	_____
5.	_____ To _____	_____
6.	_____ To _____	_____
7.	_____ To _____	_____
8.	_____ To _____	_____
9.	_____ To _____	_____
10.	_____ To _____	_____

**PLEASE NOTE**

There are 5 splits because it represents the maximum number of weeks you can earn based on years of service, you don't have to use all splits.

You will have 60 days from the date that your vacation is assigned to appeal your vacation. All vacation questions will be handled by Vice-Local Chairman Karl Joost at **630-333-7110**.

Vacation bids are to be emailed in a **PDF FORMAT** to **vacationtrade577@yahoo.com** no later than December 1<sup>st</sup>.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_