

2020 SMART-TD Vacation Form

Mail to;

Boone SMART-TD Trainmen Vacation Requests

P.O. Box 382

Boone, IA 50036

Employee's Name _____ Employee ID _____

Seniority Date _____ Date of Hire _____

Work Location _____ Craft _____

I choose to split my vacation Yes _____ No _____ Authorized Weeks _____

I want my vacation as late in the year as possible yes _____ # of weeks as late in year _____

If you want specific dates , or splits , enter them below.

First choice or split	wks	Second Choice or split	wks
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 _____	_____

Note: Requests must be received by December 6, no bid will be accepted by hand receipt or in the claims box they must be mailed to the address listed on the form. Please note that we have added the ability to choose the number of weeks latest in year, ie; if you want a specific week bid that, if you are willing to split weeks to get later In year specify the number of weeks you would like late in year and number of weeks you are splitting.

