

2024 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 \_\_\_\_\_ Number of weeks \_\_\_\_\_

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

I want my vacation as late in the year as possible \_\_\_\_\_

I choose to split my vacation as late in the year as possible \_\_\_\_\_

I want specific dates, or splits, enter them below. \_\_\_\_\_

**Per the Paid Sick Leave agreement:**

I want 3 Single days of Vacation(LV) turned into 3 Paid Sick(PS) \_\_\_\_\_

1<sup>st</sup> week \_\_\_\_\_ 2<sup>nd</sup> Week \_\_\_\_\_ 3<sup>rd</sup> Week \_\_\_\_\_ 4<sup>th</sup> week \_\_\_\_\_ 5<sup>th</sup> \_\_\_\_\_

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 1, 2023**. No bid will be accepted by hand receipt or in the claims box they must be mailed to the address listed on the form.

Third choice or split wks

- 1. \_\_\_\_\_ to \_\_\_\_\_
- 2. \_\_\_\_\_ to \_\_\_\_\_
- 3. \_\_\_\_\_ to \_\_\_\_\_
- 4. \_\_\_\_\_ to \_\_\_\_\_
- 5. \_\_\_\_\_ to \_\_\_\_\_
- 6. \_\_\_\_\_ to \_\_\_\_\_
- 7. \_\_\_\_\_ to \_\_\_\_\_
- 8. \_\_\_\_\_ to \_\_\_\_\_
- 9. \_\_\_\_\_ to \_\_\_\_\_
- 10. \_\_\_\_\_ to \_\_\_\_\_

Fourth Choice or split wks -

- 1. \_\_\_\_\_ to \_\_\_\_\_
- 2. \_\_\_\_\_ to \_\_\_\_\_
- 3. \_\_\_\_\_ to \_\_\_\_\_
- 4. \_\_\_\_\_ to \_\_\_\_\_
- 5. \_\_\_\_\_ to \_\_\_\_\_
- 6. \_\_\_\_\_ to \_\_\_\_\_
- 7. \_\_\_\_\_ to \_\_\_\_\_
- 8. \_\_\_\_\_ to \_\_\_\_\_
- 9. \_\_\_\_\_ to \_\_\_\_\_
- 10. \_\_\_\_\_ to \_\_\_\_\_

Fifth choice or split wks

- 1. \_\_\_\_\_ to \_\_\_\_\_
- 2. \_\_\_\_\_ to \_\_\_\_\_
- 3. \_\_\_\_\_ to \_\_\_\_\_
- 4. \_\_\_\_\_ to \_\_\_\_\_
- 5. \_\_\_\_\_ to \_\_\_\_\_
- 6. \_\_\_\_\_ to \_\_\_\_\_
- 7. \_\_\_\_\_ to \_\_\_\_\_
- 8. \_\_\_\_\_ to \_\_\_\_\_
- 9. \_\_\_\_\_ to \_\_\_\_\_
- 10. \_\_\_\_\_ to \_\_\_\_\_

Employee Signature \_\_\_\_\_

Comments  
\_\_\_\_\_  
\_\_\_\_\_