



THE BELT RAILWAY COMPANY OF CHICAGO

MECHANICAL NOTICE #2017-003

Effective 0001, Monday, October 9, 2017

To: ALL MECHANICAL CAR DEPARTMENT PERSONNEL

Subject: 2018 VACATION SELECTION PROCESS AND FORM

The vacation selection process is the same as 2017. All employees will be required to complete a Vacation Request Form. All vacations will be scheduled in a manner to give preference to employees in seniority order consistent with the requirements of the service; therefore, in order that vacations may be properly scheduled, giving senior employees preference, please make five (5) different choices for the weeks you are qualified for. Also indicate your personal day/s and single vacation days if known. The single vacation days will be granted on a first come, first serve notification.

Below are the guidelines, which have not changed from previous years.

Full Weeks

The following guidelines will be used in regards to your 2018 vacation selections. Only (3) three employees per week will be allowed to schedule full weeks of vacation. The only restriction is (2) two per shift per locations (Yards and Rip). Seniority will prevail. Once your choices have been selected, no changes can be made without a request in writing and approval of the Superintendent or Assistant Superintendent of the Mechanical Dept.

Floating Vacation Days and Personal Days

No more than (2) two employees will be allowed to take a personal or vacation day at any given time. Consideration given to full week vacations. Employees are only allowed to split one week of vacation if they have two or more weeks. Employee's that only have one week of vacation cannot split that week.

Requests for single days require 48 hours notice and will be granted on first come first serve basis. **All requests must be in writing.**

All personal days must be exhausted by December 15th of the calendar year.

The vacation request form will be distributed by hand starting October 16th, 2017. Please have your request form completed and returned to Car Foremen Tom Sipple no later than November 30, 2017 so the Master Vacation Schedule can be completed before year end.

Hugh J. Simon
Superintendent-Mechanical
Belt Railway Company of Chicago

Mechanical Notices in Effect:

<u>Year of Issuance</u>	<u>Numbers</u>
2016	001, 002, 007
2017	001, 003