



THE BELT RAILWAY COMPANY OF CHICAGO

MECHANICAL NOTICE

#2016-004

Effective 0001, Thursday, October 6, 2016

To: ALL MECHANICAL DEPARTMENT LOCOMOTIVE PERSONNEL

Subject: 2017 VACATION SELECTION PROCESS AND FORM

The vacation selection process is the same as 2016. 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 2017 vacation selections. Only (1) one employee per week per craft will be allowed to schedule full weeks of vacation. 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 (1) one employee will be allowed to take a personal or vacation day at any given time. Consideration given to full week vacations. Seniority will prevail. 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.**

The vacation request form will be distributed by hand starting October 19th, 2016. Please have your request form completed and returned to General Foremen Todd Ruddy no later than November 30, 2016 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, 003, 004