SMART
Transportation Division
2018 VACATION REQUEST FORM

Employee Name		Employee No.	
Seniority Date		Previous Hire Date (for vacation allotment)	
Work Location		TOTAL VACATION WEEKS	1 2 3 4 5
E-Mail Address		SENIORITY DISTRICT ☐ CFT YARD ☐ NE-2 ROAD	
Telephone Number(s)		DO YOU DESIRE TO SPLIT YOUR VACATION ☐ YES ☐ NO	

Note: Vacations start on Mondays and end on Sundays. Indicate Single-Day Weeks (maximum 3) with ∗

1ST SPLIT

Choice	No of Weeks	Start Date	End Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

3RD SPLIT

Choice	No of Weeks	Start Date	End Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

2ND SPLIT

Choice	No of Weeks	Start Date	End Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

4TH SPLIT

Choice	No of Weeks	Start Date	End Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

SMART
Transportation Division

2018 VACATION REQUEST FORM

5TH SPLIT

Comments:

Choice	No of Weeks	Start Date	End Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Signature_____   Date Submitted_____

2018

January
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					