

MARTINAIRE VACATION REQUEST

- **INSTRUCTIONS:** 1. There is no vacation accrued for 'New Hires' during first year of employment.
 - 2. No vacations are authorized in the month of December due to peak work loads.
 - 3. Vacation requests will be submitted no later than sixty (60) days prior to the start date of vacation and will be approved/disapproved based on the needs and available manpower of the company.

DATE OF REQUEST		
EMPLOYEE NAME:	EN	MPLOYEE ID #:
January S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12	February March S M T W T F S 1 2 3 4 5 6 7 8 9 3 4 5 6 7 8 9	DATE REQUESTED (INDICATE FIRST DUTY TO BE OFF AM/PM)
13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 10 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	FROM: PM OPS / AM OPS
April S M T W T F S	May June SMTWTFS SMTWTFS	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	1 2 3 4 1 1 1 2 3 4 5 6 7 8 1 1 1 1 2 13 14 15 16 17 18 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	TO:
21 22 23 24 25 26 27 28 29 30	19 20 21 22 23 24 25 26 27 28 29 30 31 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	PM OPS / AM OPS
July	August September	DUTY PERIOD TO RESUME:
S M T W T F S 1 2 3 4 5 6	S M T W T F S 1 2 3 1 2 3 4 5 6 7	
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	4 5 6 7 8 9 10 8 9 10 11 12 13 14 11 12 13 14 15 16 17 15 16 17 18 19 20 21 18 19 20 21 22 23 24 25 26 27 28 25 26 27 28 29 30 31	PM OPS / AM OPS
October S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12	November December S M T W T F S S M T W T F S 1 2 1 2 3 4 5 6 7 3 4 5 6 7 8 9 8 9 10 11 12 13 14	2019
13 14 15 16 17 18 19 20 21 22 23 24 25 26	10 11 12 13 14 15 16	

SUPERVISOR:		APPROVED
001 <u> </u>]	DISAPPROVED
DATE:		NEED TO RESCHEDULE