VACATION REQUEST FORM



Windows Regional Office-regional dela Section Regional Dela Se

EMAIL to: tostryzniuk@hsc.mb.ca or FAX: 787-2823

Appointments will start on or after Feb 15th (appointment will be done via phone call @ 787-3055) Request for appointment dates will be sent out early February and will be done in order of seniority.

NAME:						
Vacation a	appointm	ent Date	is:			
ENTITLEMENT WEEKS:			See Vacation entitlement list	entitlement RONUS (SUDDIEMENTAL) WEEK		
so that if the	weeks you	ı wish to ch	_	•	iently during the vaca nployees before your	. • .
Centre and r	not accordii	ng to the n		master rot	the weeks you wish ation may be subject	
does not me scheduled or	an that yon those da	u are entit ays will be	led to two additional	days of value of the days of value of the days of the	vacation off work as acation. Any shifts the ithin the posted hour	nat would have been
A vacation v	veek is bo	oked for <u>s</u>	-		als one calendar week	
		TION REQ	UEST Please use	e dropdown	list. Complete & subr	nit electronically
Request in order starting	# of days <i>main office</i>	Start-DAY of week	Start DATE	End -DAY	End DATE	Comment
Apr 1	use only	M-F	DD-MMM-YY	of week	DD-MMM-YY	
•	use only	M-F	DD-MMM-YY	of week	DD-MMM-YY	
Apr 1 Wk 1 Wk 2	use only	M-F	DD-MMM-YY	of week	DD-MMM-YY	
Apr 1 Wk 1 Wk 2 Wk 3	use only	M-F	DD-MMM-YY	of week	DD-MMM-YY	
Apr 1 Wk 1 Wk 2 Wk 3 Wk 4	use only	M-F	DD-MMM-YY	of week	DD-MMM-YY	
Apr 1 Wk 1 Wk 2 Wk 3 Wk 4 Wk 5	use only	M-F	DD-MMM-YY	of week	DD-MMM-YY	
Apr 1 Wk 1 Wk 2 Wk 3 Wk 4 Wk 5 Wk 6	use only	M-F	DD-MMM-YY	of week	DD-MMM-YY	
Apr 1 Wk 1 Wk 2 Wk 3 Wk 4 Wk 5	use only	M-F	DD-MMM-YY	of week	DD-MMM-YY	Must be requested by
Apr 1 Wk 1 Wk 2 Wk 3 Wk 4 Wk 5 Wk 6 BONUS days	use only	M-F	DD-MMM-YY	of week	DD-MMM-YY	
Apr 1 Wk 1 Wk 2 Wk 3 Wk 4 Wk 5 Wk 6 BONUS days BANK days TOTAL days Regional Data	0 base Progra	m, more info	ormation go to: http://o	ccmdb.kualit	y.ca/index.php/Categor	Must be requested by Jan 15 or will be
Apr 1 Wk 1 Wk 2 Wk 3 Wk 4 Wk 5 Wk 6 BONUS days BANK days TOTAL days Regional Data During vaca	0 base Progra	m, more info	ormation go to: http://o	ccmdb.kualit	y.ca/index.php/Categor y from the Centre a	Must be requested by Jan 15 or will be y:Vacation t any time between
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