

Date: September 30, 2014
To: All BRS Employees – Signals & Communications
From: Rosina Morales, Assistant Manager – Planning & Administration
Re: 2015 Vacation Selection

Attached is a Vacation Selection form for 2015. **Please complete this form and return it to your foreman no later than 8:00 a.m. on Friday, October 31, 2014.**

Below are the instructions for filling out the form:

- Write in the information requested in the first section on the left-hand side (i.e.: name, employee number, helper roster number, vacation entitlement).
- When selecting your dates for each week of vacation, please mark your first choice (the Calendar Week you want most) with a 1, your second choice with a 2, your third choice with a 3, etc. All Calendar Weeks should have a marking of 1 through 52 in preference order.
 - For example, if your first choice is Calendar Week 19 (5/4 through 5/10), place a 1 in the box next to this; if your second choice is Calendar Week 33 (8/10 through 8/16), place a 2 in the box next to this. Continue until all of the boxes have been marked. If the week that you want least is Calendar Week 2 (1/5 through 1/11), this should have a 52 in the box next to it.
 - **Note 1:** Calendar Week 1 will actually begin on Thursday, January 1 and will end on Thursday, January 8; this will encompass one holiday and five vacation days.
 - **Note 2:** Calendar Week 53 will actually begin on Thursday, December 24 and will end on Thursday, December 31; this will encompass one holiday and five vacation days. Weeks granted should be adjusted based on relief days so that the vacation ends on December 31, 2015.
- If your entitlement includes:
 - Less than 10 days – Complete as stated above for Week 1
 - 10 days – Complete as stated above for Weeks 1 and 2
 - 15 days – Complete as stated above for Weeks 1 through 3
 - 20 days – Complete as stated above for Weeks 1 through 4
 - 25 days – Complete as stated above for Weeks 1 through 5
- Selection of a Birthday Vacation Day will be determined after the weeks have been finalized.
- Once complete, return the form to your foreman.

Please note that although Calendar Weeks are listed starting with Monday, vacations for employees with relief days other than Saturday/Sunday will start as follow:

- Vacations for Monday/Tuesday relief will begin on the Wednesday **following** the Monday listed.
- Vacations for Tuesday/Wednesday relief will begin on the Thursday **following** the Monday listed.
- Vacations for Wednesday/Thursday relief will begin on the Friday **prior** to the Monday listed.
- Vacations for Thursday/Friday relief will begin on the Saturday **prior** to the Monday listed.
- Vacations for Friday/Saturday relief will begin on the Sunday **prior** to the Monday listed.
- Vacations for Thursday/Friday/Saturday relief will begin on the Sunday **prior** to the Monday listed.
- Vacations for Saturday/Sunday/Monday relief will begin on the Tuesday **following** the Monday listed.

Thank you.