

## 2015 VACATION REQUEST FORM

*Signals & Communications Department*

**This sheet must be completed and returned to your foreman by 8:00 a.m. on Friday, October 31, 2014**

<b>Name (Last, First):</b>
<b>Employee Number:</b>
<b>Helper Roster No.:</b>
<b>Vacation Entitlement:</b>

<b>Birthday Vacation Day:</b>
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<b>Office Use Only</b>

Calendar Week	Start Date	End Date	Week 1	Week 2	Week 3	Week 4	Week 5
1* (H)	01/01/15	01/08/15					
2	01/05/15	01/11/15					
3	01/12/15	01/18/15					
4 (H)	01/19/15	01/25/15					
5	01/26/15	02/01/15					
6	02/02/15	02/08/15					
7	02/09/15	02/15/15					
8 (H)	02/16/15	02/22/15					
9	02/23/15	03/01/15					
10	03/02/15	03/08/15					
11	03/09/15	03/15/15					
12	03/16/15	03/22/15					
13	03/23/15	03/29/15					
14 (H)	03/30/15	04/05/15					
15	04/06/15	04/12/15					
16	04/13/15	04/19/15					
17	04/20/15	04/26/15					
18	04/27/15	05/03/15					
19	05/04/15	05/10/15					
20	05/11/15	05/17/15					
21	05/18/15	05/24/15					
22 (H)	05/25/15	05/31/15					
23	06/01/15	06/07/15					
24	06/08/15	06/14/15					
25	06/15/15	06/21/15					
26	06/22/15	06/28/15					
27	06/29/15	07/05/15					
28 (H)	07/06/15	07/12/15					
29	07/13/15	07/19/15					
30	07/20/15	07/26/15					
31	07/27/15	08/02/15					
32	08/03/15	08/09/15					
33	08/10/15	08/16/15					
34	08/17/15	08/23/15					
35	08/24/15	08/30/15					
36	08/31/15	09/06/15					
37 (H)	09/07/15	09/13/15					
38	09/14/15	09/20/15					
39	09/21/15	09/27/15					
40	09/28/15	10/04/15					
41	10/05/15	10/11/15					
42 (H)	10/12/15	10/18/15					
43	10/19/15	10/25/15					
44	10/26/15	11/01/15					
45 (H)	11/02/15	11/08/15					
46	11/09/15	11/15/15					
47	11/16/15	11/22/15					
48 (H)	11/23/15	11/29/15					
49	11/30/15	12/06/15					
50	12/07/15	12/13/15					
51	12/14/15	12/20/15					
52 (H)	12/21/15	12/27/15					
53 (H)	12/24/15	12/31/15					

\* Please note that Calendar Week 1 begins on Thursday, January 1 and ends on Thursday, January 8  
 \* Please note Calendar Week 53 begins on Thursday, December 24 and ends on Thursday, December 31.

**Please return this sheet to Rosina Morales, Assistant Manager - Planning & Administration**  
 MC: 3146 Fax: (718)-558-8057 or e-Mail: rmorale@lirr.org