



Long Island Rail Road

Date: September 12, 2011
To: All BRS Signal Employees
From: Chris Yodice, Manager - Administration
Re: 2012 Vacation Selection

Attached is a Vacation Selection form for 2012. **Please complete this form and return it to your foreman by Friday, October 21, 2011.**

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 (5/7 through 5/13), place a 1 in the box next to this; if your second choice is Calendar Week 33 (8/13 through 8/19), 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 1 (1/2 through 1/8), this should have a 52 in the box next to it.
- If you are entitled to 10 days of vacation, complete the above for Weeks 1 and 2; if you are entitled to 15 days of vacation, complete the above for Weeks 1, 2, and 3; etc.
- If you are requesting your vacation for consecutive weeks, please indicate so and specify the weeks.
 - These will be granted if your seniority enables you to both weeks desired.
 - If you would like consecutive weeks regardless of specific dates, please note this. (For example: "Any two consecutive weeks based on Week 1 priority.")
- Select a Birthday Vacation Day.
- 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.

Lastly, please be aware that the holidays indicated are based on the U.S. 2012 calendar for federal holidays. They are subject to change upon the distribution of the Long Island Rail Road 2012 holiday listing.

Thank you.

2012 VACATION REQUEST FORM

Signal Department

This sheet must be completed and returned to your foreman by Friday, October 21, 2011

Name (Last, First):
Employee Number:
Helper Roster No.:
Vacation Entitlement:

Consecutive Week Request:
Birthday Vacation Day:

Office Use Only

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

FOREMEN: Please return this sheet to Sue Charles Parsanlal, Office Engineer - Signal, Mail Code 3155