



CONNEX ENGINEER and CONDUCTOR  
2008 VACATION CHANGE REQUEST FORM

**Instructions: Employee making request shall complete the upper portion of this form and submit it to their designated labor representative for approval. If approved, that labor representative will forward this completed form to the employee's crew base manager for approval/denial.**

I request that my vacation be changed from the currently assigned period of

\_\_\_\_\_ (week # \_\_\_\_\_) to \_\_\_\_\_ (week # \_\_\_\_\_).

Reason for request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Crew Base

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As authorized labor representative for employee vacations of the above named employee, I approve this request:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Management Approved By/Date: \_\_\_\_\_

Management Denied By/Date: \_\_\_\_\_

CMS Data Entry By/Date: \_\_\_\_\_