



CONNEX ENGINEER and CONDUCTOR
SINGLE DAY VACATION and PERSONAL HOLIDAY REQUEST FORM

Instructions: Employee making request shall complete their portion of this form and submit to their local manager at least 48 hours in advance for review. The local manager will determine if the change request is approved. If approved, the employee will be notified and must mark off with CMS the evening prior to the single day vacation/personal holiday and mark up on the last evening of the single day vacation/personal holiday.

I request single day vacation(s) on _____.

I request 1 personal holiday on _____ and (will) (will not) work the holiday.

print name

date

signature

Approved: _____

Denied: _____

Local Manager's Signature

date