

THE BELT RAILWAY COMPANY OF CHICAGO

6900 So. Central Avenue, Bedford Park, IL 60638

CHARLES S. RIDGEWAY
Manager Signal & Communications

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CIRCULAR NOTICE 20070409

TO: All Signal and Communications Department Employees

FROM: C. S. Ridgeway

Any unscheduled vacation requests or vacations that need to be rescheduled must be submitted in writing a week in advance.

All emergencies and unforeseen problems will be taken into consideration.

You must print your name and sign your name, fill in your work number and date and return bottom portion to the Supervisor upon receipt.

Circular Notice No. – 20070321

SIGNAL & COMMUNICATIONS VACATION REQUESTS/RESCHEDULING.

Received: _____
Print Name

Date: _____

Employee Signature

Work No.: _____