



THE BELT RAILWAY COMPANY OF CHICAGO

TRANSPORTATION NOTICE #2021-039

Effective 0001, Wednesday, October 26, 2022

**To: YARDMASTERS
SWITCHMEN
ENGINEERS**

Subject: 2023 Vacation Requests

For your information, following are instructions governing submission of vacation requests for the year 2023.

All vacations will be scheduled in a manner to give preference to employees in seniority order consistent with the requirements of the service; therefore, in order that vacations may be properly scheduled, giving senior employees preference, please make five (5) choices for every week you qualify, and return it to the Transportation Office (**Crew Board**) so that it will be there no later than **December 01, 2022**.

Scheduled vacations will begin after assigned rest days during the week indicated.

Example #1: If your scheduled date indicates the week of January 1st and your rest days are Friday and Saturday, your vacation will start on Sunday, January 3rd.

Example #2: If your scheduled date indicates the week of January 11th and your rest days are Tuesday and Wednesday, your vacation will start on Thursday, January 14th.

All employees with rest days of Saturday and Sunday, in addition to Extra Board Employees, will begin their vacations on the actual (**Monday**) date indicated on the Vacation Schedule.

It is agreed that any employee who fails to express preference to their vacation dates in writing on or before **December 01, 2022** will forfeit their right to choice and will be assigned a vacation period without regard to their seniority.

After **December 01, 2022**, a Vacation Schedule will be prepared and posted on Bulletin Boards.

Be sure to fill out the enclosed form completely, return it in the addressed envelope to the Terminal Superintendent so that it will be received no later than December 01, 2022.

Subject to provisions of the National Vacation Agreement dated April 29, 1949, as amended to date, Vacation Allowances in 2022 for Belt Railway Engineers have been scheduled to begin on dates shown on attached schedule.

Scheduled vacations will begin **after** assigned rest days during the week indicated.

Example #1: If your scheduled date indicates the week of January 1st and your rest days are Friday and Saturday, your vacation will start on Sunday, January 3rd.

Example #2: If your scheduled date indicates the week of January 11th and your rest days are Tuesday and Wednesday, your vacation will start on Thursday, January 14th.

All employees with rest days of Saturday and Sunday, in addition to Extra Board Employees, will begin their vacations on the actual (**Monday**) date indicated on the Vacation Schedule.

No changes will be made in the Vacation Schedule, except on written application by the General Chairman to the Terminal Superintendent **at least fifteen (15) days** before the date on which the vacation is scheduled to begin, giving reason for desired change. All vacations are subject to payroll verification after processing of 2nd half December 2022 payroll to ensure each listed individual has adequate qualifying days.

Mr. Terry Hartwig, Terminal Superintendent:

My year 2023 vacation choices are shown below. These choices are in order of my first preference.

I HAVE INDICATED FIVE (5) DIFFERENT CHOICES FOR EACH OF THE WEEKS I AM QUALIFIED.

		MONTH	DATE
FIRST WEEK	CHOICE #1		
	CHOICE #2		
	CHOICE #3		
	CHOICE #4		
	CHOICE #5		
SECOND WEEK	CHOICE #1		
	CHOICE #2		
	CHOICE #3		
	CHOICE #4		
	CHOICE #5		
THIRD WEEK	CHOICE #1		
	CHOICE #2		
	CHOICE #3		
	CHOICE #4		
	CHOICE #5		
FOURTH WEEK	CHOICE #1		
	CHOICE #2		
	CHOICE #3		
	CHOICE #4		
	CHOICE #5		
FIFTH WEEK	CHOICE #1		
	CHOICE #2		
	CHOICE #3		
	CHOICE #4		
	CHOICE #5		

SIGNATURE: _____

WORK#: _____

OCCUPATION: _____

DAYS OFF: _____

DATE: _____

T. Hartwig
Terminal Superintendent

Transportation Notices in Effect:

2019	047
2020	002
2022	001, 004, 008, 009, 016, 017, 023, 024, 025, 026, 027, 028, 029, 030, 031, 032, 033, 035, 037, 038, 039