

EMPLOYEE VACATION PICKS

Employee Name: _____ **NO DATES SELECTED**

1st Choice: _____ **APPROVED** **WAIT LIST**

2nd Choice: _____ **APPROVED** **WAIT LIST**

3rd Choice: _____ **APPROVED** **WAIT LIST**

4th Choice: _____ **APPROVED** **WAIT LIST**

5th Choice: _____ **APPROVED** **WAIT LIST**

6th Choice: _____ **APPROVED** **WAIT LIST**

7th Choice: _____ **APPROVED** **WAIT LIST**

8th Choice: _____ **APPROVED** **WAIT LIST**

9th Choice: _____ **APPROVED** **WAIT LIST**

10th Choice: _____ **APPROVED** **WAIT LIST**

Notes: _____

- Please select your weeks in the order you would like to have them (Most important should be first)
- Fill in as many choices as you want and please let me know how much time you want off (if you pick 5 weeks but only want 1 week off, please note that)
- If your first choice has been taken by someone with higher seniority, we will move on to your next choice.
- After each person is granted a week, we will begin again at the top of the seniority list and continue to do this until all time is picked.
- If you are not approved for a week, you will be put on a list and if it becomes available, you will be notified. In the event two people want the same time, the person requesting it first will be afforded the opportunity to have it off given they have PTO time. If they do not have PTO time and the second employee does, the second employee will be given that week off.
- If you choose not to fill this form out with dates, it still must be returned and check the box “no time requested”, please know that time will be then based on available dates in the employee calendar.

Any disputes regarding time off should be sent through Teams messenger to Becca within 10 days of this paper being returned to you.

RETURN TO BECCA BY 11/15/24