

PERSONAL or FLOATING HOLIDAY FORM

Note: Taking a Personal Day or Floating Holiday does not guarantee that you won't be scheduled to work on your normally scheduled days off. In order to protect your normally scheduled days off, you must schedule a vacation day or week and that day or week must coincide with your normally scheduled days off (BLA, Section VII, Subsection 9.D.).

PERSONAL DAY

(check off which one)

FLOATING HOLIDAY

(check off which one)

NAME _____ **Today's Date** _____

PAYROLL # _____ **SENIORITY DATE** _____

DATE OF PERSONAL DAY _____

DATE OF FLOATING HOLIDAY _____

CREW COORDINATOR _____ **CREW #** _____

EMPLOYEE SIGNATURE _____

APPROVED BY _____