



How you want to be treated.

ROUND 3 VACATION PLANNING REQUEST FORM

Complete and submit this form to the People Staffing office, as per vacation guidelines
Please print legibly on form

Section 1. Employee		
Name (Last name, First Name):	Employee ID#:	Date (DD/MM/YYYY):
Site/Facility:	Unit/Department:	
Collective Agreement: <input type="checkbox"/> NBA <input type="checkbox"/> FBA <input type="checkbox"/> CBA <input type="checkbox"/> HSPBA	Occupation:	Status: <input type="checkbox"/> FT <input type="checkbox"/> PT

List Number:	Start Date:	End Date:	Return to Work:	Number of Shifts:

Employee Signature:	Date:
Manager Signature:	Date:

Section 2. Staff Scheduling		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Approved Dates:	Total # of Days:
Approved by:		Date:
Comments:		

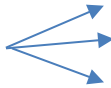
HOW TO FILL OUT ROUND 3 SCHEDULING FORM

Round Three (3): This process acts as a set of multi mini rounds within Round Three (3). Each list will be reviewed, and either approved or denied based on quotas. Only **ONE** request **per list** can be approved.

- a) Submit a minimum of three requests (which can be on the same list or multiple lists).
- b) Requests can be either blocks or single requests.
- c) Dates listed under the same list are considered alternate options
- d) Employees can only have one request approved from each list numbered i.e. List Number 1
- e) If you want to add additional vacation requests that you want to be reviewed for approval, add a them to a separate list i.e. List Number 2
- f) Order your lists from least to greatest in the order you want requests to be reviewed (i.e. List Number 1, List Number 2, and List Number 3 etc.)
- g) Maximum of 20 requests or choices spread out over multiple lists can be submitted

Example

Only one request can be approved per list. Add alternate dates per list in the order that you want your choices to be looked at.



List Number:	Start Date:	End Date:	Return to Work:	Number of Shifts:
1	April 10	April 14	April 19	4
1	April 19	April 22	April 25	3
1	April 25	April 28	April 29	3
2	June 13	June 16	June 17	3
2	July 11	July 15	July 18	3
3	May 16	May 20	May 23	4