

Put your **NAME** and **Employee ID** Number on Form
 YES Members seem to overlook this little detail every Year
 NO NAME & ID, figure on being forced starting in JANUARY

SINGLE DAYS WEEK VACATION (1 to 3 Weeks)

Single Day Vac must be taken in **1 week** increments
 and you must declare which week it is.
 (All Single Days MUST be taken by end of week identified)

Place a **Check Mark** in accompanying box to identify choice
 that is to be used as **SINGLE DAYS VACATION**

← Check Box for Priority Week

Non-Split or 1st Split		2nd Split		3rd Single Day Vac Wk		2nd Single Day Vac Wk		1st Single Day Vac Wk		Start Date	End Date
Choice Order	No. Wks	Choice Order	No. Wks	Choice Order	No. Wks	Choice Order	No. Wks	Choice Order	No. Wks		

PRIORITY WEEK

is for **ONE** Week **ONLY**

Place a **Check Mark** in Priority Week Box to declare choosing Priority Week
 If NO NOTATION as to what week to use as Priority, 1st Split will be used for Priority Week
 If you Want to use a **SINGLE DAYS VAC WK** as your **PRIORITY WK** put a CHECK in BOX
 next to such under **NOTE TO VACATION COMMITTEE**

← Check Box for Priority Week

Non-Split or	3rd Single Day Vac Wk
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Use 1st Single Day Vac as Priority Wk

HOW TO FILL OUT CHOICES

Number each Split Choice 1 through 52. 1 being your first preference and 52 being your last choice
 Indicate how many weeks wanted per split.

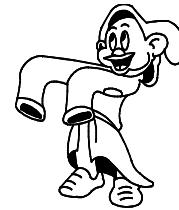
TOTAL WEEKS of ALL Splits MUST Equal TOTAL WEEKS Eligible for
 Example: Entitled to 5 Weeks, 1st split 1 Wk, 2nd Split 3 Wks, 3rd Split 1 Wk

Non-Split or 1st Split		2nd Split		3rd Single Day Vac Wk	
Choice Order	No. Wks	Choice Order	No. Wks	Choice Order	No. Wks

1 + 3 + 1 = 5

52	1	52	3	2	1
51	1	51	3	3	1
50	1	50	3	4	1
49	1	49	3	52	1
48	1	48	3	51	1
1	1	47	3	50	1
2	1	46	3	49	1
3	1	45	3	48	1
4	1	44	3	47	1
5	1	43	3	46	1

Those Who Elect **NOT TO BID**
 will be forced starting in JANUARY



Submit this form to BLET Division 236
 FAX (503) 282.4012
 Email: **BLET236LC@COMCAST.NET**
 Snail Mail:

5911 N.E. Emerson St.
 Portland, OR. 97218-2410

Bids CLOSE on DEC 1st 23:59 PM

DO NOT CALL CMS with BIDS
DO NOT REQUEST THROUGH CMTS