

Personal Business / Personal Leave Denial Form

Name: _____

ID # _____

Assignment: _____

Date and Time denied Personal business or Leave day: _____

How many extra board engineers were available: _____

Off days on your Assignment: _____

Callers reason for denying , if any: _____

Please turn in the form to the Local Committee by leaving in the Union Office or giving to a Committee member and they will be forwarded to the General Chairman for documenting violations of SSA 45 C:

C. Locomotive Engineers assigned to a pool or extra board may request to mark off personal business once bi-weekly conditioned upon the availability of qualified locomotive Engineers. The request for mark off must be made before the Engineer is called for service. If the Engineer uses this mark off and misses his turn(s), any guarantee will be adjusted accordingly. The Engineer who is granted a personal business mark off will not be subject to attendance handling.

Note: If it is apparent that there are sufficient Engineers at the supply point to protect all vacancies that are known to exist or may develop at the location, the request of the Engineer will not be denied.