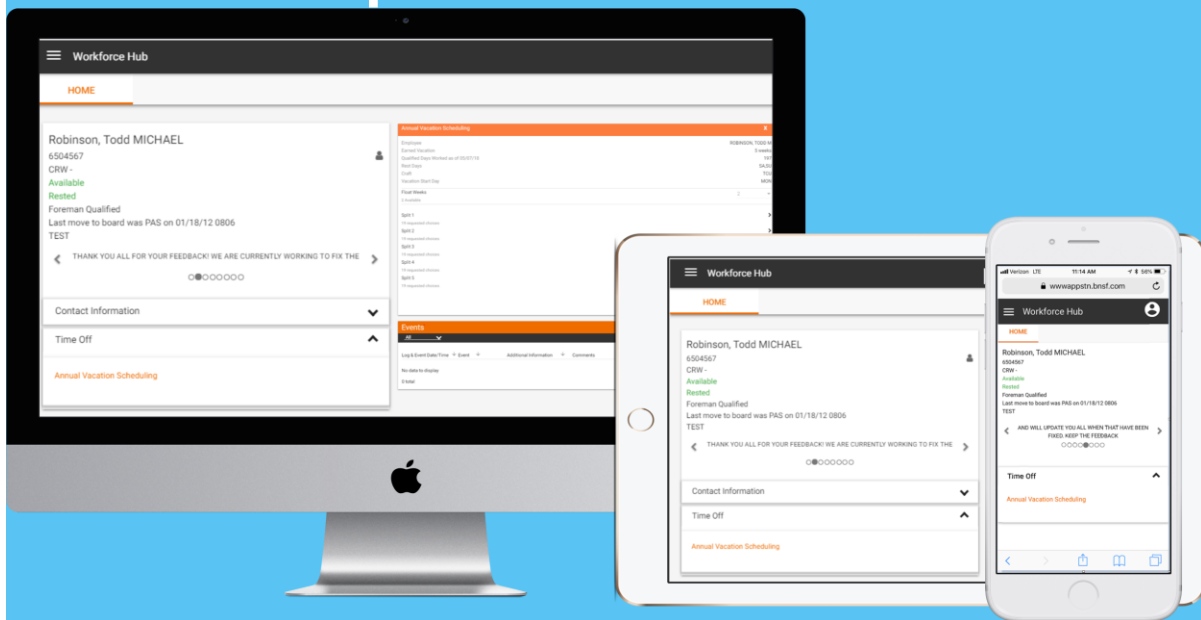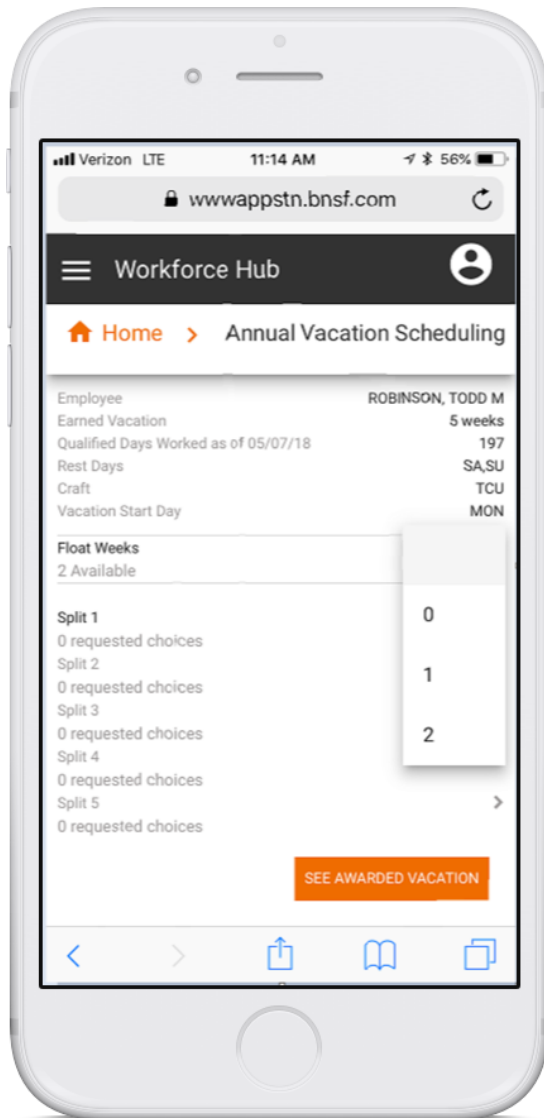# Annual Employee Vacation Request is now Mobile

SCHEDULE NOW

Float Weeks

Floating Weeks are the number of days an employee reserves to request individually during the next year.
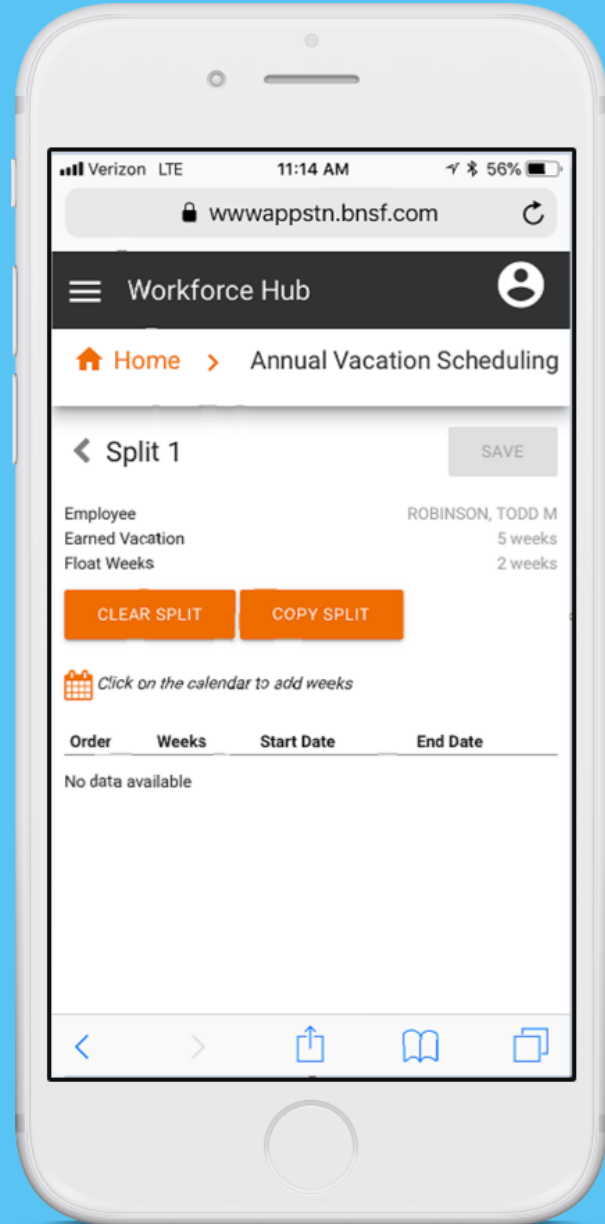
Quick Tips:

- Maximum number of Floating Weeks allowed varies by agreement

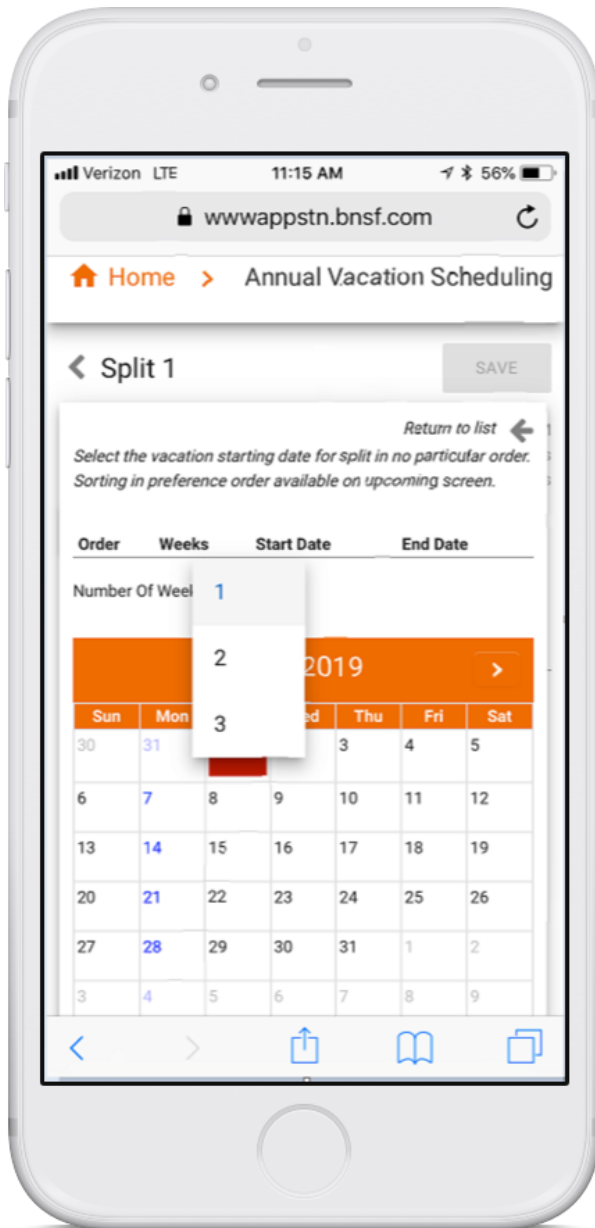- Float Weeks must be selected first

- Click the Number of Float Weeks

Split or Round

Split or Round is where requests for vacation weeks are made

Quick Tips:

- It is similar the number of rounds in a fantasy football draft

- Instead of sequencing football players employees sequence combinations of vacation weeks

- Click the Calendar icon to get started

Number of Weeks

Number of Weeks indicates the length of the vacation request
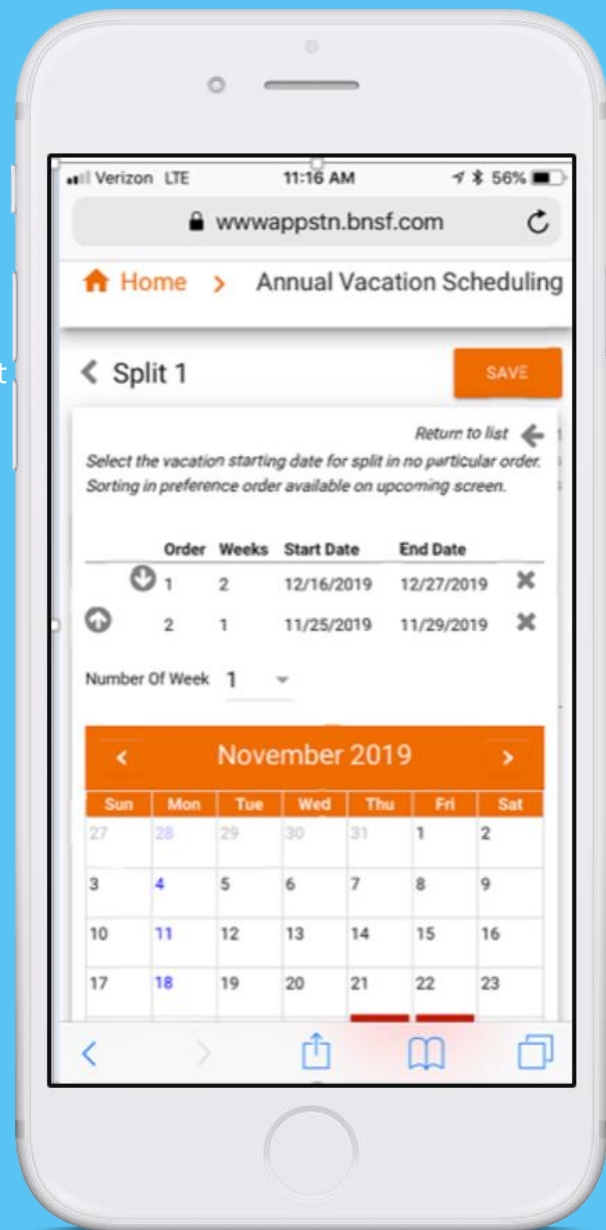
Quick Tips:

- Number of Weeks needs to be selected with each vacation request

- The drop-down number range will depend on the Earned Vacation amount minus the Float Weeks requested

- Click a Number of Weeks for the vacation request

Calendar

BNSF Holidays are indicated in Red and Days in Blue indicate where a vacation request can start

Quick Tips:

- Click a Day in Blue to make a Vacation request
- Rearrange sequence of requests with up and down arrows.
- Delete Request with - X
- Remember to always Save

Additional Information

- **Make many combinations of vacation requests in each Split/Round**

- **Make sure all Splits/Rounds have many requests**
- **Make sure to always click Save Button should see the Green Success Check image**
- **Make sure to contact the roster administrator for questions or inaccurate earned, vacation start day values**

[SCHEDULE NOW]