



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

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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