

Vacation Requesting: Processing / Packaging / Palletizing

If You Are A....	& You Want This Date Off	Enter Start Date	Enter End Date	Enter Start Time	Enter Duration (in Hours)
1 st Shift PMO / Specialist / Processing Operator / Coordinator	3/20	3/20	3/20	7am (front half / full day)	4 or 8
	3/20	3/20	3/20	11am (back half)	4
2 nd Shift PMO / Specialist / Processing Operator / Coordinator	3/20	3/20	3/20	3pm (front half / full day)	4 or 8
	3/20	3/20	3/20	7pm (back half)	4
3 rd Shift PMO / Specialist / Processing Operator / Coordinator	3/20 to 3/21	3/20	3/20	11pm (front half / full day)	4 or 8
	3/21	3/21	3/21	3am (back half)	4
12 Hr Day Shift PMO / Specialist / Processing Operator / Coordinator	3/20	3/20	3/20	7am (front half / 1 st shift / full day)	6, 8, or 12
	3/20	3/20	3/20	1pm (back half)	6
	3/20	3/20	3/20	3:30pm (4 hour only)	4
12 Hr Night Shift PMO / Specialist / Processing Operator / Coordinator	3/20 to 3/21	3/20	3/20	7pm (2 nd shift / front half/ full day)	4, 6, or 12
	3/20	3/20	3/20	11:00pm (3 rd shift)	8
	3/21	3/21	3/21	1am (back half)	6
1st Shift UT/ CET/ FST/ Robot	3/20	3/20	3/20	7:18am (front half / full day)	4 or 8
	3/20	3/20	3/20	11:18am (back half)	4
2nd Shift UT/ CET/ FST/ Robot	3/20	3/20	3/20	3:18am (front half / full day)	4 or 8
	3/20	3/20	3/20	7:18am (back half)	4
3 rd Shift UT/ CET/ FST/ Robot	3/20 to 3/21	3/20	3/20	11:18am (front half / full day)	4 or 8
	3/21	3/21	3/21	3:18am (back half)	4

Vacation Requesting: Quality

If You Are A....	& You Want This Date Off	Enter Start Date	Enter End Date	Enter Start Time	Enter Duration (in Hours)
Day Shift PCA 12 Hr.	3/20	3/20	3/20	6:30am (front half / full day)	5.5 or 11.5
	3/20	3/20	3/20	12:30pm (back half)	5.5
Night Shift PCA 12 Hr.	3/20 to 3/21	3/20	3/20	6:30pm (front half / full day)	5.5 or 11.5
	3/21	3/21	3/21	12:30am (back half)	5.5
Day Shift CLT 12 Hr.	3/20	3/20	3/20	6am (front half / full day)	5.5 or 11.5
	3/20	3/20	3/20	12pm (back half)	5.5
Night Shift CLT 12 Hr.	3/20 to 3/21	3/20	3/20	6pm (front half / full day)	5.5 or 11.5
	3/21	3/21	3/21	12am (back half)	5.5

Vacation Requesting: Receiving

If You Are A....	& You Want This Date Off	Enter Start Date	Enter End Date	Enter Start Time	Enter Duration (in Hours)
1 st Shift Receiving	3/20	3/20	3/20	7:30am (front half / full day)	4 or 8
	3/20	3/20	3/20	11:30am (back half)	4
2 nd Shift Receiving	3/20	3/20	3/20	3:30pm (front half / full day)	4 or 8
	3/20	3/20	3/20	7:30pm (back half)	4
3 rd Shift Receiving	3/20 to 3/21	3/20	3/20	11:30pm (front half / full day)	4 or 8
	3/21	3/21	3/21	3:30am (back half)	4

Vacation Requesting: Maintenance

If You Are A....	& You Want This Date Off	Enter Start Date	Enter End Date	Enter Start Time	Enter Duration (in Hours)
12 Hr Day Shift Mechanic	3/20	3/20	3/20	6am (front half / full day)	5.5 or 11.5
	3/20	3/20	3/20	12pm (back half)	5.5
12 Hr Night Shift Mechanic	3/20 to 3/21	3/20	3/20	6pm (front half / full day)	5.5 or 11.5
	3/21	3/21	3/21	12am (back half)	5.5

Vacation Requesting: Sanitation

If You Are A....	& You Want This Date Off	Enter Start Date	Enter End Date	Enter Start Time	Enter Duration (in Hours)
1 st Shift 8 Hr Sanitor	3/20	3/20	3/20	7:30 am (front half / full day)	4 or 8
	3/20	3/20	3/20	11:30 am (back half)	4
1 st Shift 10 Hr Sanitor	3/20	3/20	3/20	7:30 am (front half / full day)	5 or 10
	3/20	3/20	3/20	12:30 pm (back half)	5
3 rd Shift 8 Hr Sanitor	3/20 to 3/21	3/20	3/20	11:30 pm (front half / full day)	4 or 8
	3/21	3/21	3/21	3:30 am (back half)	4
3 rd Shift 10 Hr Sanitor	3/20 to 3/21	3/20	3/20	11:30 pm (front half / full day)	5 or 10
	3/21	3/21	3/21	4:30 am (back half)	5

Vacation Requesting: Warehouse

If You Are A....	& You Want This Date Off	Enter Start Date	Enter End Date	Enter Start Time	Enter Duration (in Hours)
12 Hr Day Shift Warehouse OPS	3/20	3/20	3/20	7:30am (full day / front half)	5.5 or 11.5
	3/20	3/20	3/20	1:30pm (back half)	5.5
12 Hr Night Shift Warehouse OPS	3/20 to 3/21	3/20	3/20	7:30pm (front half / full day)	5.5 or 11.5
	3/21	3/21	3/21	1:30am (back half)	5.5
12 Hr Day Shift Warehouse MX	3/20	3/20	3/20	6:00am (front half / full day)	5.5 or 11.5
	3/20	3/20	3/20	12:00pm (back half)	5.5
12 Hr Night Shift Warehouse MX	3/20 to 3/21	3/20	3/20	6:00pm (front half / full day)	5.5 or 11.5
	3/21	3/21	3/21	12:00am (back half)	5.5