

**Vacation Request Chart: PMO / Packaging Specialist / Auto Tech**

**Processing Operator / Processing Coordinator**

<b>If You Are A....</b>	<b>&amp; You Want This Date Off</b>	<b>Enter Start Date</b>	<b>Enter End Date</b>	<b>Enter Start Time</b>	<b>Enter Duration (in Hours)</b>
1 <sup>st</sup> Shift 8 Hr PMO / Specialist / Auto Tech / Processing Operator / Coordinator	3/20	3/20	3/20	7am (for full / half day on front half)  11am (for half day on back half)	4 or 8
2 <sup>nd</sup> Shift 8 Hr PMO / Specialist / Auto Tech / Processing Operator / Coordinator	3/20	3/20	3/20	3pm (for full / half day on front half)  7pm (for half day on back half)	4 or 8
3 <sup>rd</sup> Shift 8 Hr PMO / Specialist / Auto Tech / Processing Operator / Coordinator	3/20 Into 3/21  3/20 Into 3/21	3/20  3/21	3/20  3/21	11pm (for full / half day on front half)  3am (for half day on back half)	4 or 8
12 Hr Day Shift PMO / Specialist / Auto Tech / Processing Operator / Coordinator	3/20	3/20	3/20	7am (for 4, 6, 8 hours on front end of shift or for 12 hours)  1pm (for half day on back half)  3pm (for 4 hour partial day on back end of shift)	4, 6, 8, or 12
12 Hr Night Shift PMO / Specialist / Auto Tech / Processing Operator / Coordinator	3/20 Into 3/21  3/20 Into 3/21  3/20 Into 3/21	3/20  3/21  3/21	3/20  3/21  3/21	7pm (for 4, 6, 8 hours on front end of shift or for 12 hours)  1am (for half day on back half)  3am (for 4 hour partial day on back end of shift)	4, 6, 8, or 12

**Vacation Request Chart: Utility Technician or Case Erector Technician**

<b>If You Are A...</b>	<b>&amp; You Want This Date Off</b>	<b>Enter Start Date</b>	<b>Enter End Date</b>	<b>Enter Start Time</b>	<b>Enter Duration (in Hours)</b>
1st Shift 8 Hr UT / CET	3/20	3/20	3/20	7:18am (for full / half day on front half)  11:18am (for half day on back half)	4 or 8
2nd Shift 8Hr UT / CET	3/20	3/20	3/20	3:18am (for full / half day on front half)  7:18am (for half day on back half)	4 or 8
3 <sup>rd</sup> Shift 8 Hr UT / CET	3/20 Into 3/21  3/20 Into 3/21	3/20  3/21	3/20  3/21	11:18am (for full / half day on front half)  3:18am (for half day on back half)	4 or 8
12 Hr Day Shift UT / CET	3/20	3/20	3/20	7:18am (for 4, 6, 8 hours on front end of shift or for 12 hours)  1:18pm (for half day on back half)  3:18pm (for 4 hour partial day on back end of shift)	4, 6, 8, or 12
12 Hr Night Shift UT / CET	3/20 Into 3/21  3/20 Into 3/21  3/20 Into 3/21	3/20  3/21  3/21	3/20  3/21  3/21	7:18pm (for 4, 6, 8 hours on front end of shift or for 12 hours)  1:18am (for half day on back half)  3:18am (for 4 hour partial day on back end of shift)	4, 6, 8, or 12

### Vacation Request Chart: QC Technician

If You Are A...	& You Want This Date Off	Enter Start Date	Enter End Date	Enter Start Time	Enter Duration (in Hours)
Day Shift QC Tech	3/20	3/20	3/20	7am (for 4, 5.5, 8 hours on front end of shift or for 11.5 hours)  1pm (for half day on back half)  3pm (for 4 hour partial day on back end of shift)	4, 5.5, 8, or 11.5
Night Shift QC Tech	3/20 Into 3/21	3/20	3/20	7pm (for 4, 5.5, 8 hours on front end of shift or for 11.5 hours)	4, 5.5, 8, or 11.5
	3/20 Into 3/21	3/21	3/21	1am (for half day on back half)	
	3/20 Into 3/21	3/21	3/21	3am (for 4 hour partial day on back end of shift)	

**Vacation Request Chart: Preventative Controls Auditor**

<b>If You Are A...</b>	<b>&amp; You Want This Date Off</b>	<b>Enter Start Date</b>	<b>Enter End Date</b>	<b>Enter Start Time</b>	<b>Enter Duration (in Hours)</b>
Day Shift PCA	3/20	3/20	3/20	8am (for 4, 5.5, 8 hours on front end of shift or for 11.5 hours)  2pm (for half day on back half)  4pm (for 4 hour partial day on back end of shift)	4, 5.5, 8, or 11.5
Night Shift PCA	3/20 Into 3/21	3/20	3/20	8pm (for 4, 5.5, 8 hours on front end of shift or for 11.5 hours)	4, 5.5, 8, or 11.5
	3/20 Into 3/21	3/21	3/21	2am (for half day on back half)	
	3/20 Into 3/21	3/21	3/21	4am (for 4 hour partial day on back end of shift)	

**Vacation Request Chart: Central Lab Technician**

<b>If You Are A...</b>	<b>&amp; You Want This Date Off</b>	<b>Enter Start Date</b>	<b>Enter End Date</b>	<b>Enter Start Time</b>	<b>Enter Duration (in Hours)</b>
Day Shift CLT	3/20	3/20	3/20	6:30am (for 4, 5.5, 8 hours on front end of shift or for 11.5 hours)  12:30pm (for half day on back half)  2:30pm (for 4 hour partial day on back end of shift)	4, 5.5, 8, or 11.5
Night Shift CLT	3/20 Into 3/21	3/20	3/20	6:30pm (for 4, 5.5, 8 hours on front end of shift or for 11.5 hours)	4, 5.5, 8, or 11.5
	3/20 Into 3/21	3/21	3/21	12:30am (for half day on back half)	
	3/20 Into 3/21	3/21	3/21	2:30am (for 4 hour partial day on back end of shift)	

**Vacation Request Chart: Receiving Technician**

<b>If You Are A...</b>	<b>&amp; You Want This Date Off</b>	<b>Enter Start Date</b>	<b>Enter End Date</b>	<b>Enter Start Time</b>	<b>Enter Duration (in Hours)</b>
12 Hr Day Shift Receiving	3/20	3/20	3/20	7am (for 4, 5.5, 8 hours on front end of shift or for 11.5 hours)  1pm (for half day on back half)  3pm (for 4 hour partial day on back end of shift)	4, 5.5, 8, or 11.5
12 Hr Night Receiving	3/20 Into 3/21	3/20	3/20	7pm (for 4, 5.5, 8 hours on front end of shift or for 11.5 hours)	4, 5.5, 8, or 11.5
	3/20 Into 3/21	3/21	3/21	1am (for half day on back half)	
	3/20 Into 3/21	3/21	3/21	3am (for 4 hour partial day on back end of shift)	
1 <sup>st</sup> Shift 8 Hr Receiving	3/20	3/20	3/20	7am (for full / half day on front half)  11am (for half day on back half)	4 or 8
2 <sup>nd</sup> Shift 8 Hr Receiving	3/20	3/20	3/20	3pm (for full / half day on front half)  7pm (for half day on back half)	4 or 8
3 <sup>rd</sup> Shift 8 Hr Receiving	3/20 Into 3/21	3/20	3/21	11pm (for full / half day on front half)	4 or 8
	3/20 Into 3/21	3/21	3/21	3am (for half day on back half)	

### Vacation Request Chart: Sanitation

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

### Vacation Request Chart: Janitorial

If You Are A....	& You Want This Date Off	Enter Start Date	Enter End Date	Enter Start Time	Enter Duration (in Hours)
1 <sup>st</sup> Shift Janitor (9am start time)	3/20	3/20	3/20	9am (for full / half day on front half)  1pm (for half day on back half)	4 or 8
1 <sup>st</sup> Shift Janitor (7am start time)	3/20	3/20	3/20	7am (for full / half day on front half)  11am (for half day on back half)	4 or 8
2 <sup>nd</sup> Shift Janitor	3/20	3/20	3/20	3pm (for full / half day on front half)  7pm (for half day on back half)	4 or 8
3 <sup>rd</sup> Shift Janitor (7pm start time)	3/20 Into 3/21	3/20	3/20	7pm (for full / half day on front half)	6 or 12
	3/20 Into 3/21	3/21	3/21	1am (for half day on back half)	
3 <sup>rd</sup> Shift Janitor (9pm start time)	3/20 Into 3/21	3/20	3/20	9pm (for full / half day on front half)	5 or 10
	3/20 Into 3/21	3/21	3/21	2am (for half day on back half)	



**Vacation Request Chart: Warehouse**

<b>If You Are A....</b>	<b>&amp; You Want This Date Off</b>	<b>Enter Start Date</b>	<b>Enter End Date</b>	<b>Enter Start Time</b>	<b>Enter Duration (in Hours)</b>
12 Hr Day Shift Warehouse	3/20	3/20	3/20	7am (for 4, 5.5, 8 hours on front end of shift or for 11.5 hours)	4, 5.5, 8, or 11.5
				1pm (for half day on back half)	
				3pm (for 4 hour partial day on back end of shift)	
12 Hr Night Shift Warehouse	3/20 Into 3/21	3/20	3/20	7pm (for 4, 5.5, 8 hours on front end of shift or for 11.5 hours)	4, 5.5, 8, or 11.5
	3/20 Into 3/21	3/21	3/21	1am (for half day on back half)	
	3/20 Into 3/21	3/21	3/21	3am (for 4 hour partial day on back end of shift)	

### Vacation Request Chart: 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 & Storeroom (6AM Clock-In)	3/20	3/20	3/20	6am (for 5.5 hours on front end of shift or for 11.5 hours)  12pm (for half day on back half)	5.5 or 11.5
12 Hr Night Shift Mechanic & Storeroom (6PM Clock-In)	3/20 Into 3/21  3/20 Into 3/21	3/20  3/21	3/20  3/21	6pm (for 5.5 hours on front end of shift or for 11.5 hours)  12am (for half day on back half)	5.5 or 11.5
12 Hr Day Shift Mechanic (6:30AM Clock- In)	3/20	3/20	3/20	6:30am (for 5.5 hours on front end of shift or for 11.5 hours)  12:30pm (for half day on back half)	5.5 or 11.5
12 Hr Night Shift Mechanic (6:30PM Clock- In)	3/20 Into 3/21  3/20 Into 3/21	3/20  3/21	3/20  3/21	6:30pm (for 5.5 hours on front end of shift or for 11.5 hours)  12:30am (for half day on back half)	5.5 or 11.5
8 Hr Maintenance Planner (6AM Clock-In)	3/20	3/20	3/20	6am (for half day on front half of shift or 8 hours)  10am (for half day on back half)	4 or 8
8 Hr Maintenance Planner (7AM Clock-In)	3/20	3/20	3/20	7am (for half day on front half of shift or 8 hours)  11am (for half day on back half)	4 or 8
8 Hr Maintenance Planner (8:30AM Clock- In)	3/20	3/20	3/20	8:30am (for half day on front half of shift or 8 hours)  12:30pm (for half day on back half)	4 or 8