MTA New York City Transit

MOW - Infrastructure, Department of Subways

Request For Leave

Date Submitted _____

Print All Information

To Be Submitted No More Than Fourteen (14) And No Less Than Two (2) Calendar Days In Advance Of Leave Date

Submited By:

Name: *IMIE NAZWISKO*

Title: *STANOWISKO*

Pass Number: *NR PASS*

Reporting Quarters **2ND AVE & HOUSTON ST**

Tour Of Duty **10PM - 6AM**

Regular Days Off **CZW / PT**

Qualified Chauffeur _____ Yes ____ No

Day of Week _____ **SOBOTA**

Date _____ *MM/DD/RR*

Chargeable To:

✓ Vacation Day

_____ Additional Vacation Allowance (AVA)

_____ Personal Leave Day (PLD)

_____ Overtime offset (OTO)

_____ Birthday

Reason For Request

PRZYKLAD - opisz powod, np. "AVA - dzien wolny"

Other Request

_____ Save Birthday (Falls On RDO)

_____ Pay For Birthday (Falls On RDO)

(zaznacz jesli dotyczy)

Employee's Signature: _____

(PODPIS)

Supervisory Section

Remarks

_____ Yes ____ No Coverage Required

_____ Yes ____ No Overtime Required

Supervisor's Endorsement: _____

Date: _____

Managerial Section

Remarks

Request Approved _____

Request Disapproved _____

Superintendent;s Approval: _____

Date: _____