

SCHEDULE REQUESTS

** The following are federal holidays and do not count as business days. You must back up your request by one day per each Federal holiday that falls between your requested schedule and the date you make the request.*

*New Years Day (January)
Martin Luther King Day (January)
President's Day (February)
Memorial Day (May)
4th of July (July)*

*Labor Day (September)
Columbus Day (October)
Veterans Day (November)
Thanksgiving (November)
Christmas (December)*

To have a schedule approved for:

Your request must be received by:

Sunday

Wednesday (4:30 p.m.)

Monday

Thursday (4:30 p.m.)

Tuesday

Friday (4:30 p.m.)

Wednesday

Monday (4:30 p.m.)

Thursday

Tuesday (4:30 p.m.)

Friday

Wednesday (4:30 p.m.)

Saturday

Wednesday (4:30 p.m.)

SCHEDULE

Permanent Schedule

Leave Time

Return Time

Day (s)

One Time Schedule

Leave Time

Return Time

Date (s)