

2024 CLERK ANNUAL LEAVE APPLICATION FORM

NO. OF WEEKS WANTED _____ 1st ROUND _____ 2nd ROUND _____

Clerks with higher seniority numbers should make sure they indicate enough selections in both rounds of bidding in case requested weeks are filled by senior clerks. (1st, 2nd, 3rd, etc). Weeks will start on Monday and end on Sunday, or at the option of the employee, shall begin on the day after the employee's non-scheduled day, provided the 13% limit is not exceeded.

WEEK

1. _____ May 27 - June 02
2. _____ June 03 - June 09
3. _____ June 10 - June 16
4. _____ June 17 - June 23
5. _____ June 24 - June 30
6. _____ July 01 - July 07
7. _____ July 08 - July 14
8. _____ July 15 - July 21
9. _____ July 22 - July 28

WEEK

10. _____ July 29 - Aug 04
11. _____ Aug 05 - Aug 11
12. _____ Aug 12 - Aug 18
13. _____ Aug 19 - Aug 25
14. _____ Aug 26 - Sep 01
15. _____ Sept 02 - Sept 08
16. _____ Nov 25 - Dec 01
17. _____ Dec 02 - Dec 08
18. _____ Dec 26 - Jan 01

1st Round: In the first round of bidding, an employee may, at his/her option, request: **One (1) week; Two (2) consecutive weeks, Three (3) consecutive weeks, Two (2) non-consecutive weeks; OR One (1) week and two (2) consecutive weeks**

The total number of working days off selected in the 1st round may not exceed:

Ten (10) Days: For clerks earning 104 hours of A/L per year	Fifteen (15) Days: For clerks earning 168, or 208, hours of A/L per year
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SELECTION OF THREE INDIVIDUAL WEEKS IN THE 1ST ROUND WILL NOT BE PERMITTED

2nd Round: Applications for 2nd round bids must be submitted by February 19, 2023. On the 2nd round bidding, clerks shall be entitled to pick any week of the leave year to which their annual leave balance entitles them, providing sectional limit has not been met.

Name (print) _____ Seniority No. _____

Section _____ Tour _____

A completed 3971 for each successfully bid week during the Choice Vacation Period must be submitted no later than 20 calendar days from the date of the final award posting. Failure to do so could result in the forfeiture of the leave week.

Completed bid forms must be placed in the vacation bid box located outside the MDO's office.