

To: All Tubular Employees
From: Tye Doll – Coordinator, Operations
Date: March 7, 2018
Re: Vacation Request Deadline

As a reminder, the Vacation Request Deadline must be submitted in the upcoming months. Please find below the Collective Bargaining Agreement language:

Article 11.01

...Annual vacation requests must be submitted by March 15 for the period of May 1 to April 30 of the following year. The approved schedule of annual vacations submitted by March 15 will be posted by April 1. Vacation requests submitted after March 15 will be approved on a first come first serve basis and a response will be provided within two weeks of the request.

The Company shall make every reasonable effort to ensure that an employee's vacation request is approved, consistent with operational requirements.

Where an employee transfers from one department to another, they shall take their vacation in accordance with the schedule established in their old department, unless there is an adverse operational impact in their new department...

Vacation requests submitted by March 15, 2018 will be posted by April 1, 2018. Those requests that are submitted after March 15, 2018 will be posted within 2 weeks.

If you have any questions, please contact Tye Doll or your General Foreman.