

CALIFORNIA INSTITUTION FOR MEN STAND-BY VACATION REQUEST FORM
(Use separate form for each month)

NAME: _____ PPAS ID #: _____ RANK: LT _____ SGT _____ C/O _____
 (Print Last, FI, MI.)
 HRO _____ PIE _____ VRO _____ TRO _____ SLO _____ CRO _____

SIGNATURE: _____ TODAY'S DATE: _____

SENIORITY DATE: _____ FACILITY: MSF RCC RCW RCE

WATCH: 1ST 2ND 3RD

STAND-BY VACATION REQUEST

I AM REQUESTING VACATION DURING THE MONTH OF _____ YEAR: _____
 WHICH WILL INCLUDE THE FOLLOWING WEEKS:

MONDAY _____ THRU SUNDAY _____

MONDAY _____ THRU SUNDAY _____

MONDAY _____ THRU SUNDAY _____

MONDAY _____ THRU SUNDAY _____

MONDAY _____ THRU SUNDAY _____

FOR A TOTAL OF _____ WEEKS

NOTE: STAFF THAT OBTAIN THEIR STAND-BY REQUEST WILL BE PLACED ON THE PERSONNEL MOVEMENT REPORT AND POSTED 10 CALENDAR DAYS PRIOR TO THE START OF THE VACATION PERIOD. STAFF ARE RESPONSIBLE TO KEEP TRACK OF THEIR REQUESTED DATES AND CHECK THE POSTED PERSONNEL MOVEMENT REPORT TO ASCERTAIN IF THEY OBTAINED THE VACATION PERIOD. IT IS SUGGESTED THAT STAFF SUBMIT STAND-BY REQUESTS FOR THEIR DESIRED VACATION PERIODS ONLY. IF NOT, YOU COULD BE SCHEDULED AN UNWANTED VACATION PERIOD.

VACATION WILL NOT BE CANCELLED ONCE IT HAS BEEN POSTED ON STAFF BULLETIN BOARD.

STAFF WILL NOT BE NOTIFIED VIA TELEPHONE OF THE APPROVED STAND-BY VACATION, BUT MAY CALL PERIODICALLY TO PERSONNEL ASSIGNMENTS TO DETERMINE WHERE THEY ARE ON THE STAND-BY LIST AT EXTENSION 4121.

STAND-BY VACATION CANCELLATION PROCESS

STAND-BY VACATION CANCELLATIONS MUST BE SUBMITTED NO LESS THAN 21 CALENDAR DAYS PRIOR TO THE START OF THE VACATION PERIOD.

STAFF MUST SUBMIT A CANCELLATION FORM TO CANCEL A VACATION OR REMOVE YOUR NAME FROM THE STAND-BY LIST. REQUESTS MADE OVER THE PHONE WILL NOT BE ACCEPTED.

CANCELLATION FORMS WILL ALSO BE ACCEPTED VIA FAX FOR STAFF THAT CANNOT REPORT IN PERSON (FAX# 909-606-7105)

STAFF THAT OBTAIN A STAND-BY VACATION AFTER THE CANCELLATION PERIOD WILL NOT BE CANCELLED.

STAFF MUST CANCEL THEIR STAND-BY VACATION REQUEST NO LESS THAN 21 CALENDAR DAYS PRIOR TO THE START OF THE VACATION PERIOD.

RECEIPT VERIFICATION STAMP