

## Rule 21(J) Authorization

Name \_\_\_\_\_

Employee Id \_\_\_\_\_

Hours of vacation requested \_\_\_\_\_

Date of displacement \_\_\_\_\_

Vacation end date \_\_\_\_\_

Work week of last assignment (5/8's, 4/10's, T-1 etc) \_\_\_\_\_

Request can be faxed or emailed to:

402-271-5621

nps\_baupdiv@up.com

**\*Vacation will only be paid out for periods where an employee does not hold an assignment. If you are currently working, your vacation will be paid out in lieu with Director approval in 2014.**