

Vacation Reporting Form

ILWU Local 500

PRINT CLEARLY

Name: _____

Work # _____

Date: _____

Phone # _____

# of days off	Vacation Starts On ▼	Vacation Ends On ▼	BCMEA ✓	Union Only ✓

Signature: _____

- BCMEA Days:**
- Are optional – you can use them to count towards Statutory Holiday Pay.
 - **Must be reported in four (4) or more day blocks.**
 - **Must be reported to the Union office NO LATER than seven (7) calendar days AFTER** the start of the vacation period.
 - Final declaration must be reported no later than December 20 of the current year.

- Union Days:**
- **Do not need to be reported** unless you want to prevent being fined for missing Union meetings / elections / votes. You may report just one (1) day.

Office Use Only
Batch # _____
Initial _____

All forms must be received by Office Staff and stamped as proof of vacation reporting.

