## Furloughed Employee Request for Vacation/Personal Days

Furloughed employees should use to days while in inactive status.	this form to request payment of sp	pecific vacation or personal leave
Employee First and Last Name  Employee SAP Number		
Last position and location held prior to furlough		Last date worked/on GEB
Requested Days (employees may so Date of Vacation/Personal Day	Type of Leave Used (Vacation or Personal Day)	
I confirm this request for schedulin understand that I will receive this p the request.		
Furloughed Employee Signature		Date
Contact E-mail:		
Contact Phone Number:		
Scan or photograph form and subn	nit to: py time@amtrak.com	