



RESERVE HOLIDAY TRIP REQUEST

See below for applicable holidays

FAX 480-693-3959

DATE SUBMITTED	ID#	SENIORITY #
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NAME	SIGNATURE
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REQUEST	TRIP NUMBER & DATE
1	
2	
3	

1. PLEASE FILL OUT FORM COMPLETELY. INCOMPLETE FORMS WILL NOT BE PROCESSED.
2. NO REQUESTS WILL BE TAKEN BY PHONE.
3. DAILY OPERATIONS WILL ASSIGN TRIPS 5 DAYS PRIOR TO TRIP REPORT DATE.
4. REQUESTS WILL BE GRANTED IN SENIORITY ORDER.
5. TRIP MUST START ON FIRST DAY OF AVAILABILITY & MUST CONTAIN A DUTY PERIOD ON THE ELIGIBLE HOLIDAY.
6. REQUESTS MAY NOT LEAVE 1 DAY OF RV AVAILABILITY. A RESERVE WITH 5 DAYS OF AVAILABILITY IS TREATED AS A 4-DAY RESERVE AND MAY LEAVE THE 5TH DAY AS A SINGLE RV DAY.
7. TRIP NUMBER REQUESTED MUST MATCH TRIP NUMBER IN OPEN TIME. IF TRIP NUMBER CHANGES, A NEW FAX IS REQUIRED.
8. A "DO" WILL NOT BE TAKEN UNLESS OPERATIONALLY NECESSARY.
9. FAX COMPLETED FORM TO DAILY OPERATIONS, 480-693-3959.

ALL FORMS ARE DUE NO LATER THAN 0800, 5 DAYS PRIOR TO TRIP REPORT DATE.

APPLICABLE HOLIDAYS: NEW YEAR'S EVE, NEW YEAR'S DAY, MEMORIAL DAY, JULY 4TH, LABOR DAY, THANKSGIVING DAY, CHRISTMAS EVE, CHRISTMAS DAY