

**QUARTERLY**  
**EMPLOYEE PREFERENCE REQUEST FORM**

**Article 18, Section d(2)(d):** The roster committee will consider preference requests in order of seniority and will make reasonable efforts to grant such requests. Reasonable efforts means that Management will not arbitrarily deny such requests. (Seniority is defined in Article 19).

**DATE OF REQUEST** \_\_\_\_\_

**NAME OF EMPLOYEE** \_\_\_\_\_ **POSITION** \_\_\_\_\_

**DEPARTMENT** \_\_\_\_\_ **E.O.D** \_\_\_\_\_

**SIGNATURE OF EMPLOYEE** \_\_\_\_\_

**Article 18, Section d(2)(a):** Employees may submit preference requests for assignment, shift, and days off, or any combination thereof,...

**My first choice request is:**

Shift \_\_\_\_\_ Days off \_\_\_\_\_

Assignment \_\_\_\_\_

**My second choice request is:**

Shift \_\_\_\_\_ Days off \_\_\_\_\_

Assignment \_\_\_\_\_

**My third choice request is:**

Shift \_\_\_\_\_ Days off \_\_\_\_\_

Assignment \_\_\_\_\_

\_\_\_\_\_ **To be completed by the Roster Committee** \_\_\_\_\_

Action by the Committee:

Shift \_\_\_\_\_

Days off \_\_\_\_\_

Assignment \_\_\_\_\_

**SENIORITY NUMBER** \_\_\_\_\_