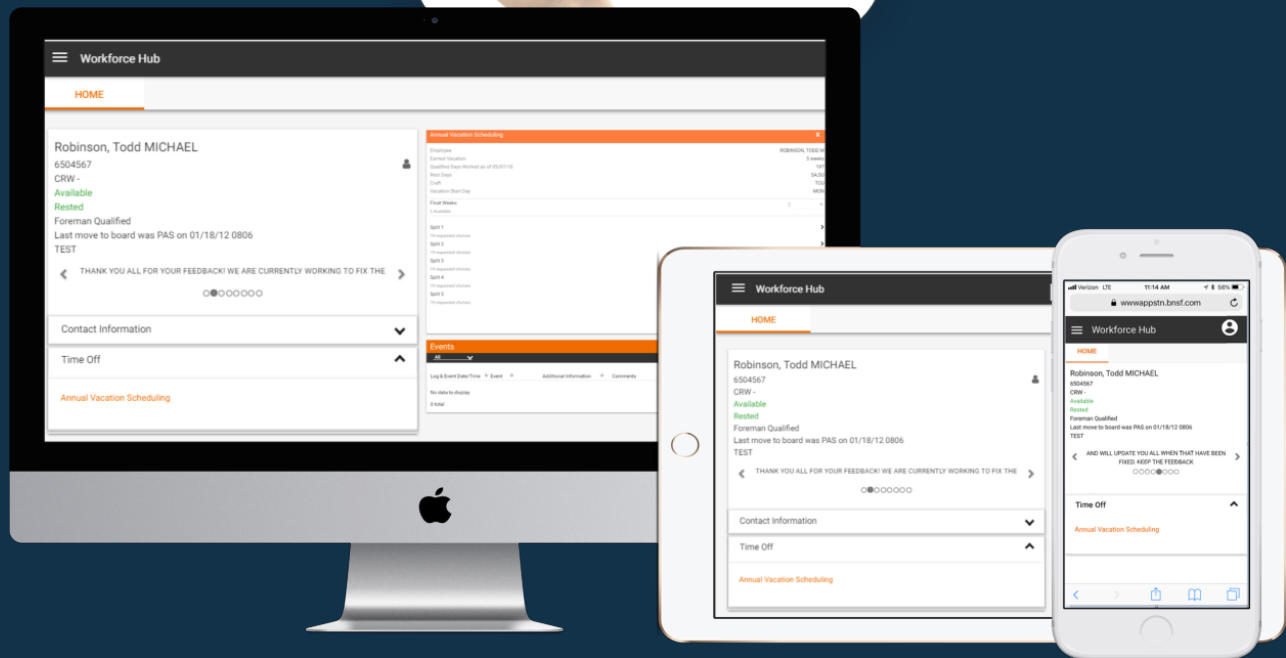


Annual Employee Vacation Request is now Mobile

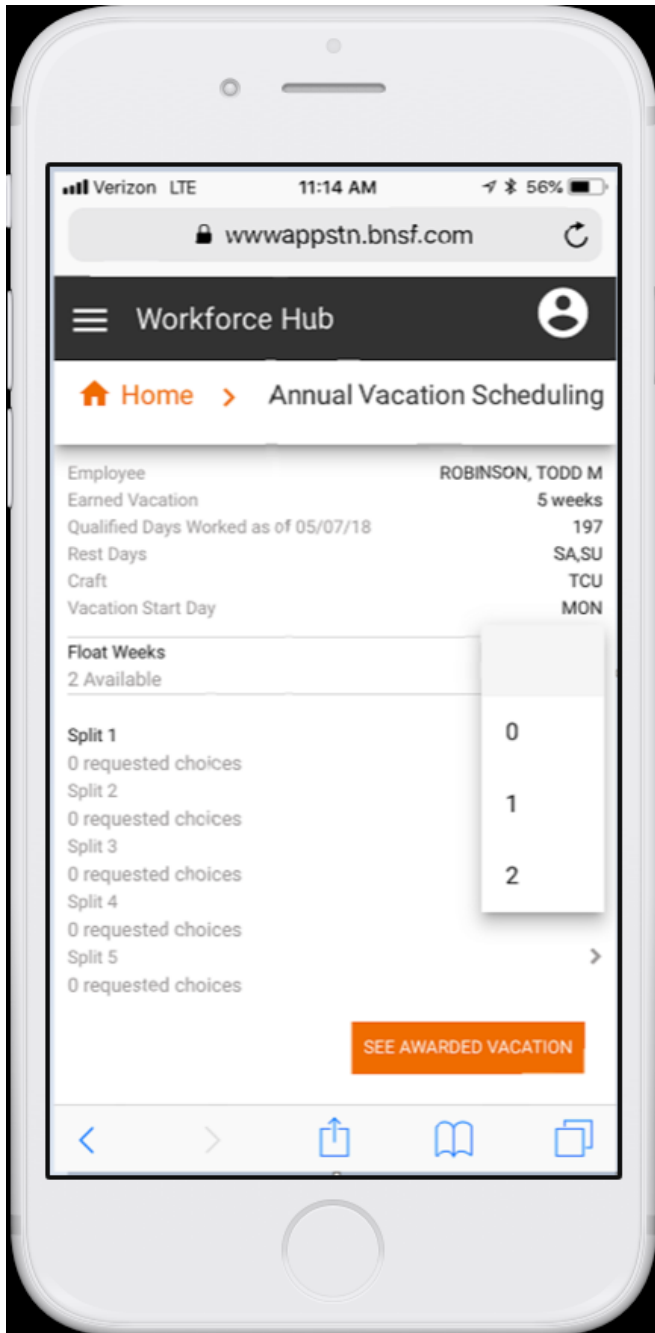


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Tap Next for the interactive step-by-step guide.

Choose Float Weeks

Reserve individual vacation days before building week requests.



WHAT THIS MEANS

Float Weeks are days you reserve to request individually during the next year.

DO THIS FIRST

- ☐ Check the maximum allowed by your agreement.
- ☐ Tap Number of Float Weeks and select your amount.

REMEMBER

Your available week-request choices are based on earned vacation minus the Float Weeks you select.

Open a Split / Round

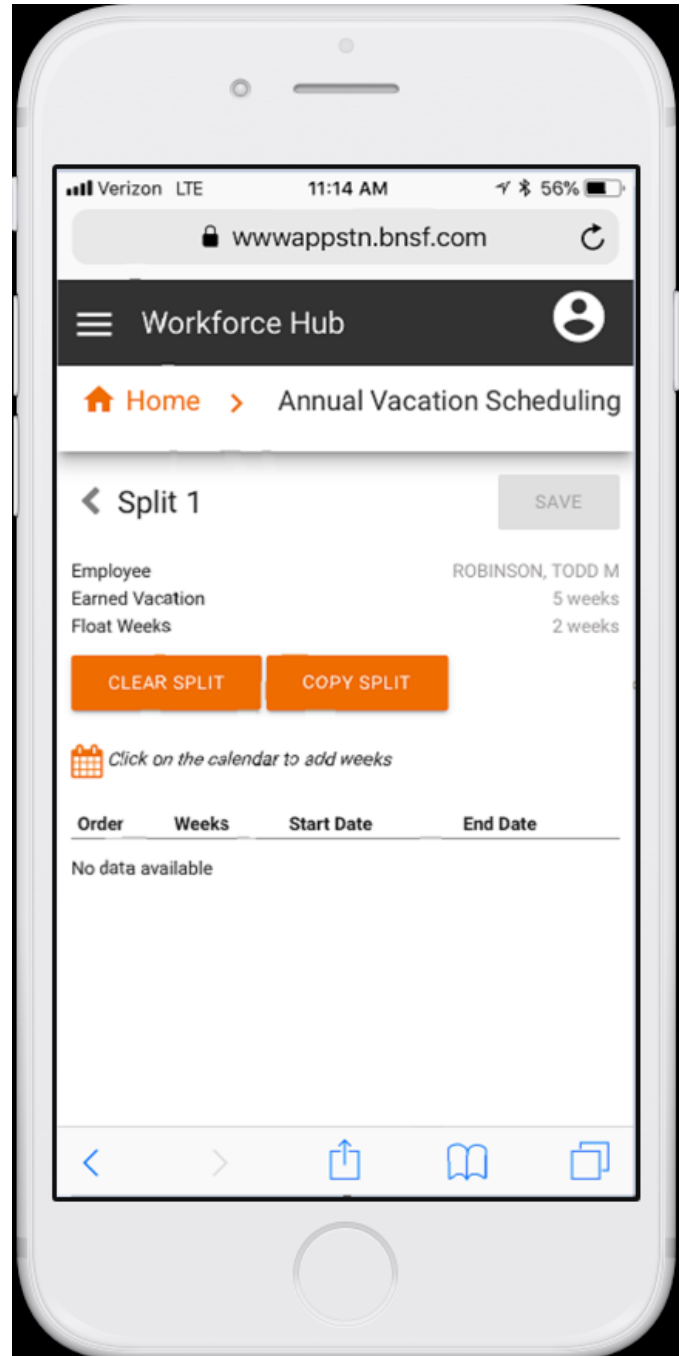
Each round is another chance to rank vacation-week combinations.

HOW TO THINK ABOUT IT

It works like a fantasy draft: instead of ranking players, you rank combinations of vacation weeks.

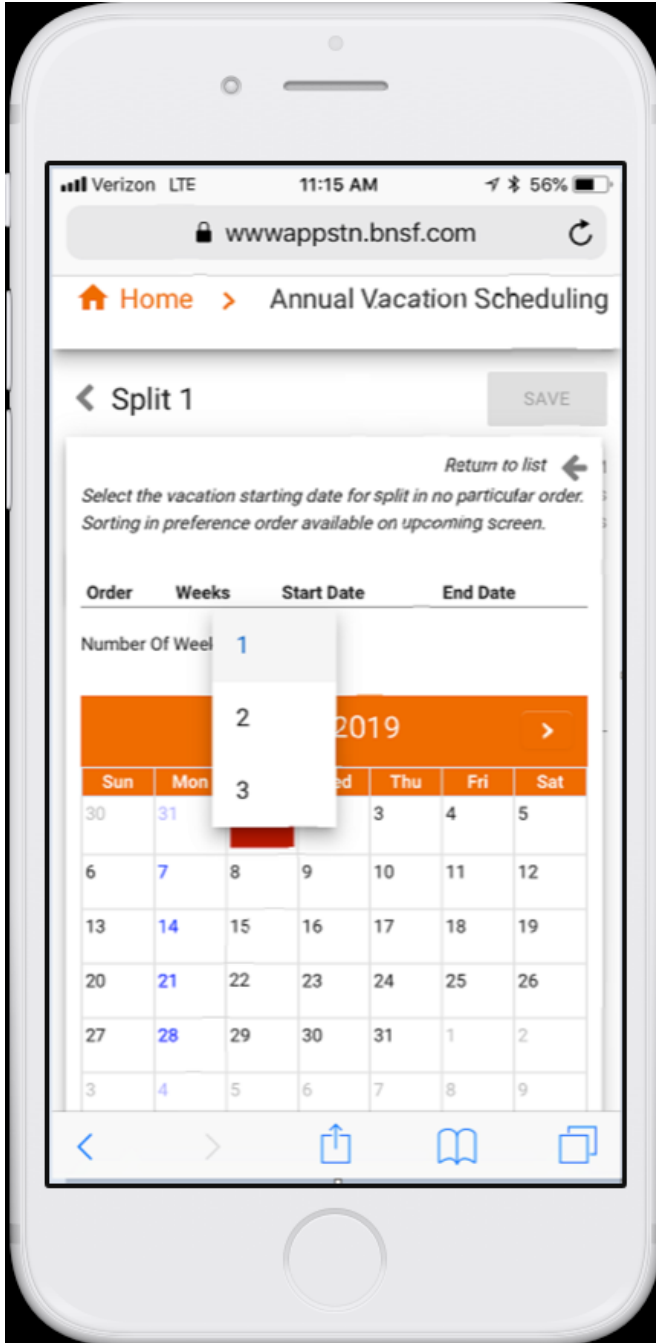
YOUR ACTIONS

- ☐ Open the Split / Round you want to build.
- ☐ Tap the calendar icon to start a request.
- ☐ Create several combinations in every round.



Choose Number of Weeks

Set the length for every vacation request you add.



SELECT A LENGTH

- ☐ Tap Number of Weeks for the request.
- ☐ Choose a value from the drop-down list.
- ☐ Repeat this for every request.

WHY OPTIONS MAY VARY

The range depends on earned vacation minus the Float Weeks already reserved.

Pick dates, rank and save

STEP 4

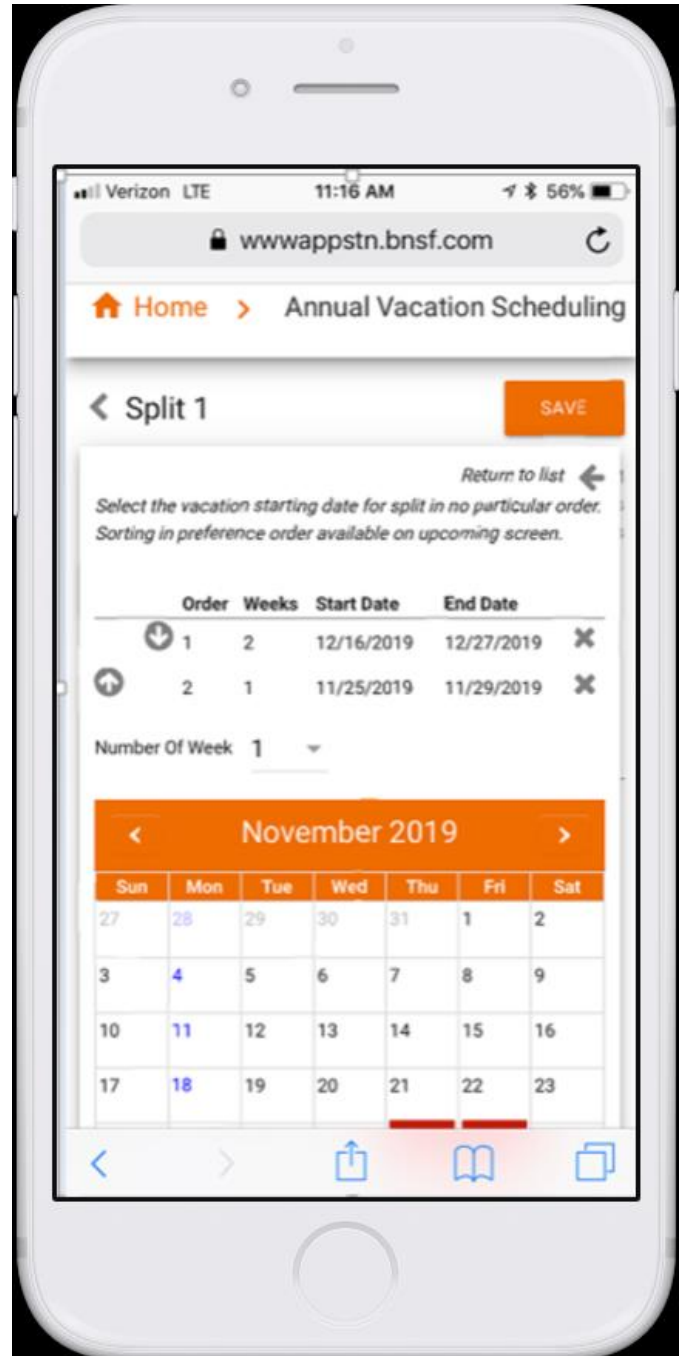
Blue dates can start a request. BNSF holidays appear in red.

ON THE CALENDAR

- ☐ Tap a blue date to choose a vacation start.
- ☐ Use the up/down arrows to change priority.
- ☐ Use X to delete an unwanted request.
- ☐ Add multiple combinations to each round.
- ☐ Tap Save before leaving the page.

SUCCESS = GREEN CHECK

Confirm it appears after Save.



Final review

Complete this checklist before you close Workforce Hub.

READY TO SUBMIT

- ☐ Float Weeks were selected first.
- ☐ Every Split / Round contains several request combinations.
- ☐ Every request includes a Number of Weeks and a start date.
- ☐ Requests are arranged in the preferred priority order.
- ☐ Save was tapped and the green success check appeared.

NEED HELP?

Contact the roster administrator about agreement limits or inaccurate earned-vacation and start-day values.

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[RETURN TO START](#)

Tip: Your checked boxes remain available when the PDF is saved in a compatible viewer.