



Brotherhood of Locomotive Engineers and Trainmen

A Division of the Rail Conference – International Brotherhood of Teamsters

Division 442 • Dexter, MO

538 Stotler Way
Jackson, MO 63755-1604

573-225-3985

St. Louis Hub Engineers

If you desire to change your vacation, whether to an open week or swap with someone else in your grouping, you **MUST** send an email to the local chairman that handles the group you were assigned to for this year.

The group you are assigned to can be found in CMTS if you start a vacation change request. It will populate somewhere on the screen after you put your employee ID number in. This form is not used to request the change; you are just looking for your grouping.

You may only request open weeks in your grouping (see the allocation screen, non-highlighted weeks have vacancies), and you may only swap weeks with someone else in your grouping.

Vacation Change Email Addresses:

Location	Grouping	Email Address
Dexter	XD024-ENG	<u>XD024BLET@GMAIL.COM</u>
St. Louis South and West	MX001-ENG	<u>MX001BLET@GMAIL.COM</u>
St. Louis North	MX001N-ENG	<u>MX001NBLET@GMAIL.COM</u>
Villa Grove North	ZB145-ENG	<u>ZB145BLET@GMAIL.COM</u>
Salem	ZC252-ENG	<u>ZC252BLET@GMAIL.COM</u>

If you have any questions or issues, call me (573-225-3985).