

8.18 Vacation Change Request

Crewmembers who wish to change their sign off date, or their return date must complete a Vacation Change Request Form (18.8.18). The company will work with crewmembers to accommodate the request as long as no negative impact on the operation is anticipated.

Vacation Change Requests must be submitted at least 60 days ahead of the scheduled sign off or return date. Requests submitted within 60 days are still reviewed but are likely to be denied.

HROM Form 18.8.18 must be completed and submitted to the crewmember's Head of Department.

Crewmembers can only submit vacation change requests for themselves; request submitted on behalf of an active crewmember cannot be considered.

When the request has been approved by the crewmember's head of department, the request must be sent to the F&B Director for final review and approval. The F&B Director is responsible to ensure that vacation change requests are not going to negatively impact the operation.

When the F&B Director has approved the request, the HR Coordinator must forward a scan of the signed form to Scheduling Manager, who will adjust the crew rotation required to accommodate the special request.

Crewmembers are not permitted to contact the Scheduling Managers directly and place a Special Request. Such vacation change request will be rejected by default.

If a crewmember is on leave and wants to extend his vacation, he must contact the Head of Department of the vessel to which the crewmember is assigned to for his next contract to facilitate the vacation change request.

Vacation change requests that shorten the contract may not be approved unless the change benefits the operation of the vessel.

Issued on: 05/31/2011	Page 1 of 1	Revised by: Othmar Hehli
Last revised on: 03/25/2013		Approved by: Steve Furness