

# FAX

To: John Jensen – Senior Manager CMS

From: \_\_\_\_\_

Fax: (402 )271-3005

Employee ID: \_\_\_\_\_

Phone: (402) 591-3201

Pages: \_\_\_\_\_

Re: Veterans Day

Date: \_\_\_\_\_

Reason: Request to observe Veteran's Day

Priority: Urgent

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Comments:

NOTICE OF INTENT TO OBSERVE VETERANS' DAY

To: All Concerned  
Union Pacific CMS Department  
Mr. John Jensen – Senior CMS Manger

From: \_\_\_\_\_

EID No: \_\_\_\_\_

Occupation: \_\_\_\_\_ TEY \_\_\_\_\_

Work Location: \_\_\_\_\_

Consistent with recent Iowa Law concerning the observation of the Nationally recognized Veterans' Day Holiday, please be advised that it is my intent to exercise my right under said Iowa Law to observe Veterans' Day by taking this day off in \_\_\_\_\_ compensated \_\_\_\_\_ non compensated status. I have enclosed all required documentation in my \_\_\_\_\_ fax \_\_\_\_\_ U.S. Mail correspondence. A copy of the Law is attached below:

**House File 2197 - Enrolled**

Chapter 1172  
Senate File 244  
House File 2197

AN ACT

PROVIDING VETERANS A HOLIDAY FOR VETERANS DAY AND MAKING PENALTIES APPLICABLE.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

Section 1. NEW SECTION. 91A.5A Holiday time off == Veterans Day.

1. An employer shall provide each employee who is a veteran, as defined in section 35.1, with holiday time off for Veterans Day, November 11, if the employee would otherwise be required to work on that day, as provided in this section.

2. An employer, in complying with this section, shall have the discretion of providing paid or unpaid time off on Veterans Day, unless providing time off would impact public health or safety or would cause the employer to experience significant economic or operational disruption.

3. a. An employer shall provide the employer with at least one month's prior written notice of the employee's intent to take time off for Veterans Day and shall also provide the employer with a federal certificate of release or discharge from active duty, or such similar federal document, for purposes of determining the employee's eligibility for the benefit provided in this section.

b. The employer shall, at least ten days prior to Veterans Day, notify the employee if the employee shall be provided paid or unpaid time off on Veterans Day. If the employer determines that the employer is unable to provide time off for Veterans Day for all employees who request time off, the employer shall deny time off to the minimum number of employees needed by the

employer to protect public health and safety or to maintain minimum operational capacity, as applicable.

PATRICK J. MURPHY  
Speaker of the House

JOHN P. KIBBIE  
President of the Senate

I hereby certify that this bill originated in the House and is known as House File 2197, Eighty-third General Assembly.

MARK BRANDSGARD  
Chief Clerk of the House

Approved April 27<sup>th</sup>, 2010

CHESTER J. CULVER  
Governor

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As you can see, the Law allows me, as a resident of Iowa, a provision to take this day off as a Veteran as defined in section 35.1 subject to the provisions contained herein.

Therefore, please consider this my request to observe Veterans' Day in the year 20\_\_\_\_.

Respectfully submitted,

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