

DATE: December 3, 2009

TO: **All BGH RN & TCC CWA 1168 Members**

FROM: Gloria Archie, CWA Local 1168 Area Vice President  
 Mary Janice Keller, CWA Local 1168 Area Vice President  
 Michele Murray, CWA Local 1168 Area Vice President  
 Linda Sheehan, CWA Local 1168 Area Vice President

RE: **Holiday Pay & PTO Plan Year**

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## When Do I Get Holiday Pay?

(Time & one/half)

Please refer to Article 20 - Section 14: PTO

### Dec. 24<sup>th</sup> – Thursday (Christmas Eve)

|         |           |     |
|---------|-----------|-----|
| Shifts: | 7 a– 3p   | No  |
|         | 3p – 11p  | No  |
|         | 11p – 7a  | Yes |
|         | 7a – 8p   | No  |
|         | 7p – 8a   | No  |
|         | 10a – 11p | No  |

### Dec. 25<sup>th</sup> – Friday (Christmas Day)

|         |           |     |
|---------|-----------|-----|
| Shifts: | 7 a– 3p   | Yes |
|         | 3p – 11p  | Yes |
|         | 11a – 7p  | No  |
|         | 10a – 11p | Yes |

### Dec. 31<sup>st</sup> – Thursday (New Years Eve)

|         |           |     |
|---------|-----------|-----|
| Shifts: | 7 a– 3p   | No  |
|         | 3p – 11p  | Yes |
|         | 11p – 7a  | Yes |
|         | 7a – 8p   | No  |
|         | 7p – 8a   | Yes |
|         | 10a – 11p | No  |

### Jan. 1<sup>st</sup> – Friday (New Years Day)

|         |           |     |
|---------|-----------|-----|
| Shifts: | 7a – 3p   | Yes |
|         | 3p – 11p  | No  |
|         | 11a – 7p  | No  |
|         | 7a – 8p   | Yes |
|         | 7p – 8a   | No  |
|         | 10a – 11p | Yes |

### **PTO Plan Year**

As per Article 20 - Section 13, “The new plan year begins on the first day of the first pay period of the new calendar year. The PTO plan year ends on the last day of the last pay period of the calendar year. Therefore, our 2009 plan year is ending **December 19<sup>th</sup>**. From December 20<sup>th</sup> on, there will be an automatic carryover of up to 48 hours for full time employees and 24 hours for regular part time employees. Any hours above and beyond the carryover allotment will be paid out in the pay period ending March 13<sup>th</sup>.

Any questions, please call your Union Stewards at 816-1168.