



COMMUNICATIONS WORKERS OF AMERICA
LOCAL 1168, AFL-CIO



DATE: November 23, 2010

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**

REVISED

When Do I Get Holiday Pay?

(Time & one/half)

Please refer to Article 20 - Section 14: PTO

Dec. 24th – Friday (Christmas Eve)

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

Dec. 25th – Saturday (Christmas Day)

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

Dec. 31st – Friday (New Years Eve)

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

Jan. 1st – Saturday (New Years Day)

Shifts:	7a – 3p	Yes
	3p – 11p	No
	11p – 7a	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 2010 plan year is ending **December 18th**. From December 19th 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 13th.

PTU usage is based on a calendar year **NOT** the PTO calendar year. Any PTO taken after the end of the PTO plan year will be utilized from the next years PTO bank.

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