



COMMUNICATIONS WORKERS OF AMERICA

LOCAL 1168, AFL-CIO



DATE: November 23, 2011

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**

When Do I Get Holiday Pay?

(Time & one/half)

Please refer to Article 20 - Section 14: PTO

Dec. 24th	(Christmas Eve)	Dec. 25th	(Christmas Day)
Shifts:	7 a– 3p No	Shifts:	7 a– 3p Yes
	3p – 11p No		3p – 11p Yes
	11p – 7a Yes		11a – 7p No
	7a – 8p No		7p - 8a Yes
	7p – 8a No		7a - 8p Yes
	10a – 11p No		10a – 11p Yes
Dec. 31st	(New Years Eve)	Jan. 1st	(New Years Day)
Shifts:	7 a– 3p No	Shifts:	7a – 3p Yes
	3p – 11p Yes		3p – 11p No
	11p – 7a Yes		11a – 7p No
	7a – 8p No		7a – 8p Yes
	7p – 8a Yes		7p – 8a No
	10a – 11p No		10a – 11p Yes

You will NOT get Paid if you CALL IN on the HOLIDAY!

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 2011 plan year is ending **December 17th**. From December 18th 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.

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