

Memorandum



New York City Transit

Date March 26, 2021

To All Employees

From Kim Moore-Ward, Deputy Chief People & Labor Relations Officer

A handwritten signature in black ink, appearing to read "Kim Moore-Ward".

Re **Vacation Carryover Program - 2021**

Over the past year, New York City Transit (NYCT) has experienced staffing constraints and other critical organizational issues, which have impacted the ability to use vacation time during the allotted timeframe. Additionally, due to the unprecedented emergency response to the COVID-19 crisis, employees have had their scheduled vacations canceled and/or have voluntarily foregone their scheduled vacations to aide in NYCT's response. Therefore, I am authorized to announce a vacation carryover program for all employees with a May 1 to April 30 vacation leave year as follows:

Managers and Non-Represented employees (Career & Salary and Operating)

Managers and non-represented employees will be allowed to carryover excess vacation that they will be unable to use in the 2020 - 2021 vacation year ending April 30, 2021. While recognizing that similar vacation carryover programs have been offered in the past, it is imperative that managers and employees take proactive steps to reduce and eliminate excess vacation leave balances. New York City Transit, and the MTA as a whole, have made it a priority to focus on reducing excess vacation liabilities and to ensure future enforcement of maximum vacation balances. The Timekeeping Unit will contact departments with the names of affected employees, including vacation balances, so that managers and their employees can plan for the use and reduction of excess vacation leave balances. As with all leave, use of vacation time is subject to supervisory approval and operational circumstances. Therefore, to ensure appropriate coverage, employees should make every effort to provide as much advanced notice as possible when requesting days off.

Represented Employees

Represented employees, on a non-precedential basis, will be allowed to carryover excess vacation that they will be unable to use in the 2020 – 2021 vacation year ending April 30, 2021 above and beyond contractual carry-over maximum allotments, even where vacation carry-over is not currently permitted under the terms of the collective bargaining agreement.

In implementing this vacation carry-over for represented employees, contractual provisions regarding end of the year vacation cash-outs remain in effect. As such, all remaining vacation days that fall within the annual contractual maximum allotment for

vacation that may be taken in single days/cash shall be cashed out. Any remaining vacation days will then be subject to the vacation carryover.

NYCT will continue to discuss with its Unions issues related to the impact of the carryover of additional vacation days as set forth in this memorandum, as well as other programs to reduce excess vacation balances. Additionally, Management should plan for the impact and scheduling of additional vacation liabilities.

For represented employees whose vacation leave year is the calendar year, Management should continue to work with employees to utilize excess vacation leave balances by the end of the vacation leave year (December 31).

If you have any questions concerning the Vacation Carryover Program, please contact the Timekeeping Unit at 646-252-4444 or email your departmental timekeeper.

cc: S. Feinberg
P. Fama
J. Patel
W. Vazoulas