NOTICE

NOTICE NO: 053-20

May 15, 2020

To: All Division of Station Environment and Operations Employees

From: Dawn Rose, PHR, Senior Director, RTO & Stations Job Selection Programs & Picks, Operations Support/Department of Subways

Subject: STATION AGENTS’ 2020 HOLIDAY SELECTION

The Station Agents’ 2020 Holiday Selection will be conducted electronically, using this link: https://forms.gle/PF8vwrA2V6ureCP26. Please follow the directions listed on page 2.


Select each holiday of your preference, with number 1 being your first choice and 5 your last. The result will be based on your seniority as per Labor Contractual Agreements. A copy of your selection will be emailed to the address provided on the electronic submission.

If you are a vacation relief you must choose the tour you would like to observe the holiday.

The breakdown of holidays per tour is as follows:

<table>
<thead>
<tr>
<th>25 per tour</th>
<th>Independence Day</th>
<th>Saturday, July 4, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 per tour</td>
<td>Labor Day</td>
<td>Monday, September 7, 2020</td>
</tr>
<tr>
<td>30 per tour</td>
<td>Thanksgiving Day</td>
<td>Thursday, November 26, 2020</td>
</tr>
<tr>
<td>40 per tour</td>
<td>Christmas Day</td>
<td>Friday, December 25, 2020</td>
</tr>
<tr>
<td>30 per tour</td>
<td>New Year’s Day</td>
<td>Friday, January 01, 2021</td>
</tr>
</tbody>
</table>
A copy of this Notice can be obtained via MTA Today-NYCT.
Stations Holiday Pick for 2020
Instructions for all TWU Local 100 Stations employees eligible to pick holidays

Instructions
You can access the Stations Holiday Pick for 202 on any device or computer on most browsers and at any time prior to the deadline of the Holiday Pick.

The link is https://forms.gle/PF8vwrA2V6ureCP26.

You may also scan this QR code from your phone by using the camera function.
Data Collected

<table>
<thead>
<tr>
<th>Personnel Information</th>
<th>Refusal</th>
<th>Holiday Pick Options</th>
<th>Vacation Reliefs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td>Agree to Refusal or Decline Picking a Holiday</td>
<td>Rank your holidays from 1-5</td>
<td>Question for Vacation Reliefs Ranking of Tours for each Holiday</td>
</tr>
<tr>
<td>Pass Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirm your pass number</td>
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</tr>
<tr>
<td>First Name</td>
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<tr>
<td>Last Name</td>
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<td></td>
<td></td>
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<tr>
<td>Date of Birth</td>
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<tr>
<td>Phone Number</td>
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</tr>
</tbody>
</table>

Steps to Completing the Form

1. Login into the form by selecting the link above.

First Screen:

2. Complete the Personnel Information section.
3. A question will prompt the user if they want to refuse a pick holiday or accept a pick holiday.

   Holiday Pick Option *
   Do you plan on choosing a holiday?

   - Yes, I would like to pick a holiday.
   - No, I decline to pick a holiday.

   a. If refusal, agree to the following statement and your pick is finished.

   Refusal/Decline to Select a Holiday *
   I am deferring during this selection process only.

   - I agree.

   b. If you accept or would like to choose your holiday, proceed to the next question.

4. Rank your holiday preferences, with 1 being your first choice and your most preferred and 5 being the least preferred date for a holiday. Each row and column must have an answer and each answer (1-5) can only have one ranking. The form will prevent you
5. If you are not a vacation relief, you can submit your completed form.

6. If you are a vacation relief, answer the next question with the tour preference to be off on holiday. The choices are AM, PM, and NT for each holiday. Each holiday will only have one tour preference.
7. Press “Submit” and you are all set.
   
a. You may receive an email confirmation if you provided an email on the form.

**DOS/Stations Holiday Pick**

Your submission was recorded. Please check your email for a confirmation.