

# Memorandum



New York City Transit

**Date** March 30, 2016

**To** All Responsibility Centers

**From** Paul Camera, Chief Electrical Officer

**Re** **2016 – 2017 HOURLY VACATION SELECTION**

The hourly vacation selection for Signal Maintainer Trainees will commence on April 14, 2016 at 8:30am and proceed chronologically in accordance with the attached list. Employees that are unable to call may register their selections with their Division General Superintendent, and Union Division Chairperson, no later than April 8, 2016 (4:00pm). Employees on extended illnesses or other approved absences will not be permitted to pick until they return to active duty.

Failure to call on the date and time indicated on call sheets will result in employee being assigned.

	<u>Maintainer Trainees</u>	<u>Telephone Dates</u>
First Day	<u>ALL</u>	April 14, 2016
Second Day	<u>ALL</u>	April 15, 2016

Telephone calls will be limited to 10 minutes, the number is as follows:

Call Number (718) 694-3505

These telephone number is to be used exclusively for the vacation selection, during the hours/dates of the pick.

Vacation Quota Per Week

Maintainer Trainees
3

Cc: C. Patten  
 B. Marks  
 All Signal Managers and Supervisors  
 TWU  
 File