



NOTICE

NOTICE NO: 068-20

June 2, 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 CLEANERS' 2020 HOLIDAY SELECTION**

The Station Cleaners' 2020 Holiday Selection will be conducted electronically, using this link: <https://forms.gle/PF8vwrA2V6ureCP26>. Please follow the directions listed on page 2. Selections for the holiday must be submitted from Monday, June 8, 2020 through Thursday, June 18, 2020.

Select each holiday of your preference, with number 1 being your first choice and 5 your last.

Cleaners working in groups or gangs of three (3) or more are not permitted to pick a holiday as per Labor Contractual Agreements.

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:

15 per tour	Independence Day	Saturday, July 4, 2020
15 per tour	Labor Day	Monday, September 7, 2020
15 per tour	Thanksgiving Day	Thursday, November 26, 2020
15 per tour	Christmas Day	Friday, December 25, 2020
15 per tour	New Year's Day	Friday, January 01, 2021

A copy of this Notice can be obtained via MTA Today-NYCT.

Stations Holiday Pick for 2020- CTA

Instructions for all TWU Local 100 Stations employees eligible to pick holidays

Instructions

You can access the Stations Holiday Pick-CTA for 2020 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:



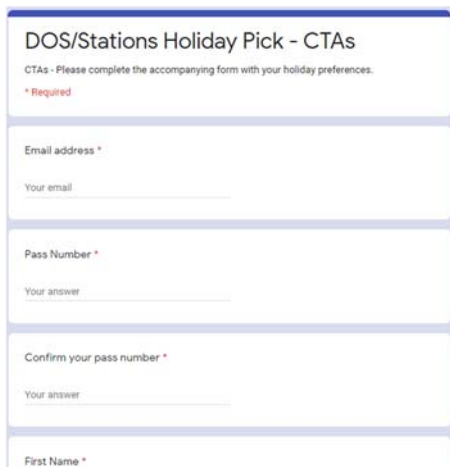
Data Collected

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

Steps to Completing the Form

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

First Screen:



The screenshot shows the first screen of the 'DOS/Stations Holiday Pick - CTAs' form. It includes the following fields:

- Email address ***: A text input field with the placeholder 'Your email'.
- Pass Number ***: A text input field with the placeholder 'Your answer'.
- Confirm your pass number ***: A text input field with the placeholder 'Your answer'.
- First Name ***: A text input field (partially visible at the bottom).

At the top of the form, there is a title 'DOS/Stations Holiday Pick - CTAs' and a subtitle 'CTAs - Please complete the accompanying form with your holiday preferences.' A red asterisk indicates that the fields are required.

2. Complete the Personnel Information section.

DOS/Stations Holiday Pick Please complete the accompanying form with your holiday preferences. * Required	
Email address * Your email _____	First Name * Enter your First Name. Your answer _____
Pass Number * Your answer _____	Last Name * Your answer _____
Confirm your pass number * Your answer _____	Date of Birth * Enter your date of birth without the year. MM DD _ / _
First Name * Enter your First Name. Your answer _____	Phone Number * Enter a phone number where you can be reached. The number format should be ###-###-#### only, no additional parentheses. Your answer _____

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? <input type="radio"/> Yes, I would like to pick a holiday. <input type="radio"/> No, I decline to pick a holiday.
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- 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 from submitting if you identical ranks for multiple holidays.

Holiday Pick Preferences

Rank your holiday pick preferences in order. *

The date below are listed in chronological order. Select each holiday to your preference, with 1 being the most preferred and the 5 being the least preferred. Your result will be based on your seniority as per Labor Contractual Agreements.

	1 (most preferred)	2	3	4	5 (least preferred)
Independence Day (SAT 7/4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Labor Day (MON 9/7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thanksgiving Day (THU 11/26)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Christmas Day (FRI 12/25)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2021 New Year's Day (FRI JAN 1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Are you a vacation relief? *

Yes

No

Holiday Pick Preferences

Rank your holiday pick preferences in order. *

The date below are listed in chronological order. Select each holiday to your preference, with 1 being the most preferred and the 5 being the least preferred. Your result will be based on your seniority as per Labor Contractual Agreements.

	1 (most preferred)	2	3	4	5 (least preferred)
Independence Day (SAT 7/4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Labor Day (MON 9/7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Thanksgiving Day (THU 11/26)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Christmas Day (FRI 12/25)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2021 New Year's Day (FRI JAN 1)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. If you are *not* a vacation relief, you can submit your completed form.

Are you a vacation relief? *

Yes

No

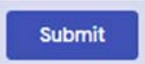
6. If you are a vacation relief, answer the next question with the tour preference to be off on holiday. The choices are AM, PM, and NT for each holiday. Each holiday will only have one tour preference.

Vacation Relief Pick

Selecting the tour. *

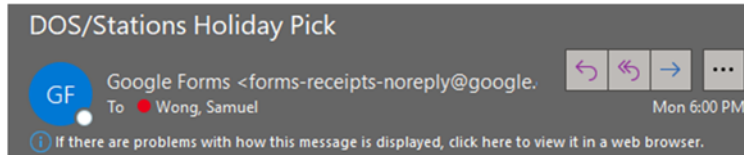
Choose the tour you would like to observe the holiday.

	AM	PM	NT/MN
Independence Day (SAT 7/4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Labor Day (MON 9/7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thanksgiving Day (THU 11/26)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Christmas Day (FRI 12/25)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2021 New Year's Day (FRI JAN 1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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.



Google Forms

Thanks for filling out [DOS/Stations Holiday Pick](#)

Here's what we got from you:

[Edit response](#)

DOS/Stations Holiday Pick

Please complete the accompanying form with your vacation preferences.

Email address *