

January 14, 2011

VACATION SELECTION FOR 2011

ALL CLERKS AND MAINTENANCE CRAFTS

THE FOLLOWING PRINCIPLE RULES ARE BASED ON THE ANNUAL LEAVE PROVISIONS OF THE NATIONAL AND LOCAL AGREEMENTS:

1. ANNUAL LEAVE SHALL BE INDIVIDUALLY SELECTED ON AN OFFICE WIDE SENIORITY BASIS WITHIN EACH CRAFT OR OCCUPATIONAL GROUP WITH DUE REGARD FOR THE NEEDS OF THE SERVICE.
2. THE VACATION WEEK SHALL BEGIN ON A MONDAY AND END ON A SUNDAY, REGARDLESS OF THE EMPLOYEE WORK WEEK.
3. THE CHOICE VACATION PERIOD SHALL BEGIN ON MONDAY, MAY 2ND, 2011 AND SHALL CONTINUE FOR 26 CONSECUTIVE WEEKS THROUGH THE LAST WEEK OF OCTOBER 24TH, 2011.
4. EMPLOYEES EARNING 20 OR 26 DAYS ANNUAL LEAVE PER YEAR ARE LIMITED TO: 3 WEEKS WITH NO MORE THAN 2 SELECTIONS DURING THE CHOICE VACATION PERIOD. IF YOU DESIRE 2 WEEKS TOGETHER, YOU MUST PUT A PLUS (+) BETWEEN THE 2 WEEKS. THIS WILL THEN BE CONSIDERED AS 1 SELECTION. IF YOU SELECT 2 WEEKS TOGETHER AND 1 OF THOSE WEEKS ARE NOT AVAILABLE, YOU WILL NOT BE AWARDED EITHER WEEK. IT IS ADVISED THAT YOU COMPLETE ALL THREE (3) CHOICES TO BE AWARDED A VACATION.
5. EMPLOYEES EARNING 13 DAYS ANNUAL LEAVE PER YEAR ARE LIMITED TO 2 SELECTIONS DURING THE CHOICE PERIODS, NOT TO EXCEED 10 DAYS.
6. THE MAXIMUM NUMBER OF EMPLOYEES ON ANNUAL LEAVE DURING ANY ONE WEEK OF CHOICE PERIOD SHALL BE AS FOLLOWS:
 - a) DURING THE MONTHS OF JUNE, JULY AND AUGUST- 12% OF THE TOTAL AMOUNT OF CLERK CRAFT EMPLOYEES ON THE ROLLS AS OF FEBRUARY 1ST OF THE LEAVE YEAR. DURING THE MONTHS OF MAY, SEPTEMBER AND OCTOBER THIS AMOUNT WILL BE 10%.
 - b) MAINTENANCE CRAFT- 25% FOR EACH OCCUPATIONAL GROUP BY TOUR, ROUNDED-UP.
- *7. THE MAXIMUM NUMBER OF WEEKS FOR A VACATION DURING THE "CHOICE VACATION PERIOD" IS LIMITED TO THREE (3) WEEKS. 2 WEEKS (+) CONSECUTIVE AND 1 OTHER WEEK (see #4).

2011 INSTRUCTIONS FOR VACATION SELECTION
CLERKS & MAINTENANCE

A. CIRCLE THE WEEK OR WEEKS YOU PREFER IN ACCORDANCE WITH THE RULES.

B. ALL APPLICATIONS MUST BE MAILED BACK AND RECEIVED BY
FEBRUARY 15TH, 2011

WEEK OF	FIRST CHOICE				
MAY	02	09	16	23	30
JUNE	06	13	20	27	
JULY	04	11	18	25	
AUGUST	01	08	15	22	29
SEPTEMBER	05	12	19	26	
OCTOBER	03	10	17	24	

WEEK OF	SECOND CHOICE				
MAY	02	09	16	23	30
JUNE	06	13	20	27	
JULY	04	11	18	25	
AUGUST	01	08	15	22	29
SEPTEMBER	05	12	19	26	
OCTOBER	03	10	17	24	

WEEK OF	THIRD CHOICE				
MAY	02	09	16	23	30
JUNE	06	13	20	27	
JULY	04	11	18	25	
AUGUST	01	08	15	22	29
SEPTEMBER	05	12	19	26	
OCTOBER	03	10	17	24	

TO ASSURE A VACATION SELECTION, MAKE A SELECTION IN ALL THREE CHOICES.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL (732) 389-7094 Clerks /7104 Maint.

PRINT NAME _____ TOUR _____ EMPLOYEE SIGNATURE _____

DATE _____ CRAFT _____ SENIORITY/ OR START DATE IN POSTAL SERVICE _____