

THINGS TO REMEMBER

SINGLE VACATION DAYS

MUST BE REQUESTED BY OCTOBER 15TH

AND USED BY DECEMBER 15TH

PERSONAL DAYS

CANNOT BE USED AFTER NOVEMBER 30TH

CANNOT BE USED IN CONJUNCTION WITH THANKSGIVING OR NEW
YEARS DAY

**ONLY A VACATION BIRTHDAY CAN BE UTILIZED AFTER
DECEMBER 15TH**

VACATION ENTITLEMENTS

LESS THAN 1 YEAR OF SERVICE	1 DAY FOR EACH CALENDAR MONTH IN DAYS, NOT TO EXCEED 10 DAYS
1 YEAR COMPENSATED SERVICE	2 WEEKS
5 YEARS COMPENSATED SERVICE	3 WEEKS
10 YEARS OF COMPENSATED SERVICE	4 WEEKS
15 YEARS OF COMPENSATED SERVICE	5 WEEKS
*COMPENSATED YEAR	
UTU & MACHINISTS – 90 DAYS	ALL OTHER CRAFTS – 100 DAYS

PERSONAL DAY ENTITLEMENTS

3 RD CALENDAR YEAR – 3 DAYS	1 DAY FOR EACH CALENDAR MONTH IN DAYS, NOT TO EXCEED 10 DAYS
10 YEARS OF SERVICE (NOT CALENDAR YEARS) – 4 DAYS	UTU & MACH – ON ANNIVERSARY DATE ALL OTHER CRAFTS – IF ANNIVERSARY IS PRIOR TO SEPT 1 ST .
20 YEARS OF SERVICE (NOT CALENDAR YEARS) – 5 DAYS	
25 YEARS OF SERVICE (NOT CALENDAR YEARS) – 6 DAYS	