

# Memorandum

**TO:** Jerome Johnson, General Chairman UTU/President Smart-TD Local 60

**FROM:** Sheldon L. Booker

**DATE:** June 19, 2020

**SUBJECT:** Holiday Timecard Processing

As a reminder, during the upcoming holiday the following will apply;

## **Fourth of July (observed 7/3/20)**

All timecards ***\*Must Be received No Later Than 11 am Wed July 1<sup>st</sup>*** to be considered ***Current*** and paid on Thursday July 9th. Any and all cards stamped in the T & E Department after 11 am 07/01 will be processed for the following pay period which will be paid on Thursday July 16th.

Meetings with Rail Verification will not be held during the week of June 29<sup>th</sup>, 2020. Normal meeting schedules will resume Tue July 7th.

*\*No exceptions will be made for this date or time.*

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