

TRAINMEN'S 2021 VACATION BIDS

Applications for **2021 Trainmen Vacations** will be accepted by the Crew Management Office at NJ TRANSIT ROC Building, 1148 Newark Turnpike, Kearny, NJ 07032-044 until **11:59 PM, November 1, 2020**

Train service employees will be awarded vacations on a straight seniority basis and by the division they are performing service as **of October 15, 2020**

Train service employees may take one (1) week of their **2021 vacation** in single days. In order to qualify for this provision, the employee must indicate so on the Vacation Bid Form. (See **UTU C&T Q&A 106**)

Bidders should indicate an enough choice to ensure that their preference of vacation weeks are protected, thus maximizing the interval their seniority allows. Insufficient choices will result in assigned vacations at less congested times of the year.

Vacation week choices should be numbered 1, 2, 3, etc. (**With #1 as your first choice**). Each week of eligible vacation should be bid in this manner. Contact a supervisor if you have questions regarding the proper completion of the form.

All bids must be stamped indicating the date submitted.

Forward all bids to:
John Capozzoli, Manager or
Kevin Taylor, Manager
Crew Dispatchers Office
1148 Newark Turnpike
Kearny, NJ 07032-4311
FAX: (201) 246-2279

Q&A Dated: October 17, 1996 - REVISED June 29, 1998

Q.106 Can Vacation Leave for Trainmen be taken in single day intervals?

1. Yes, Trainmen may take single day vacations according to the following process:

PROCESS

Up to one (1) week of vacation time may be taken on a single day basis effective January 1, 1999. In order to qualify for this provision, the employee must, at the time of the general bid for vacation leave, indicate that they would like to take one (1) week of their vacation time in periods of single days.

Eligible employees will notify the crew supervisor of their desire to take a single vacation day eight (8) hours in advance of the calendar day on which they want to take a single vacation day. NJTRO will grant a minimum of eight (8) such requests on the Newark Division and a minimum of six (6) such requests on the Hoboken Division on any given day. Seniority will govern should there be more than eight (8) requests on the Newark Division or six (6) requests on the Hoboken Division on any given day. The number of employees allowed to take single vacation days may increase based upon the established vacation formula.

The employee shall be responsible for ensuring that his single day vacation leave is exhausted within a calendar year. If an employee has not exhausted all his vacation leave, within a calendar year, he/she shall be compensated for such leave pursuant to the established formula.

ELIGIBILITY

To be eligible for single day vacation leave, the employee must be qualified for one (1) week of vacation

**NEW JERSEY RAIL OPERATION
VACATION BID FOR YEAR 2021
TRAIN SERVICE**

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I do not wish to take vacation time in single days.

I wish to take one (1) week of my 2020 Vacation in single days.

State your remaining choice of vacation periods as 1, 2, 3,4,5,6, etc. Do not indicate with (X) or (□).

		WEEK OF VACATION	WEEK OF VACATION	WEEK OF VACATION	WEEK OF VACATION	WEEK OF VACATION
JAN	04					
	11					
	18					
	25					
FEB	01					
	08					
	15					
	22					
MAR	01					
	08					
	15					
	22					
	29					
APR	05					
	12					
	19					
	26					
MAY	03					
	10					
	17					
	24					
	31					
JUN	07					
	14					
	21					
	28					
JUL	05					
	12					
	19					
	26					
AUG	02					
	09					
	16					
	23					
	30					
SEPT	06					
	13					
	20					
	27					
OCT	04					
	11					
	18					
	25					
NOV	01					
	08					
	15					
	22					
	29					
DEC	06					
	13					
	20					
	27					

TODAYS DATE: _____ DIVISION: HOBOKEN: _____ NEWARK: _____

ROSTER NO: _____ EMP. NO _____

NJT HIRE DATE: _____ PRINT NAME: _____