

# Memorandum

**TO:** Jerome Johnson, General Chairman UTU/President Smart-TD Local60

**FROM:** Sheldon L. Booker  
Director Crew Mgmt/Ops Compliance/QA

**DATE:** December 17<sup>th</sup>, 2020

**SUBJECT:** Holiday Timecard Processing

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

## **Christmas December 25<sup>th</sup>**

All timecards \***Must Be received No Later Than 11 am Wednesday Dec 23<sup>rd</sup>** to be considered *current* and paid on Wednesday December 30<sup>th</sup>, 2020. Any and all cards stamped in the T & E Department after 11 am 12/23 will be processed for the following pay period which will be paid on Thursday January 7<sup>th</sup>.

Meetings with Rail Verification will not be held during the week of December 21<sup>st</sup>, 2020.

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

## **New Year's Day January 1<sup>st</sup>**

All timecards \***Must Be received No Later Than 11 am Wednesday Dec 30<sup>th</sup>** to be considered *current* and paid on Thursday January 7<sup>th</sup>. Any and all cards stamped in the T & E Department after 11 am 12/30 will be processed for the following pay period which will be paid on Thursday January 14<sup>th</sup>.

Meetings with Rail Verification will not be held during the week of December 28<sup>th</sup>, 2020. Normal scheduled meetings will resume Monday, January 4<sup>th</sup>, 2021.

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

**Sheldon L. Booker**

Director Crew Management/Ops Compliance  
New Jersey Transit Rail Operations