

THE LONG ISLAND RAILROAD
MANAGER - TRANSPORTATION CREW MANAGEMENT SERVICES NOTICE NO. 9-22

Date: September 16, 2022

To: All Train Employees

From: David Nicastro, Manager - Transportation Crew Management Services

Subject: VACATION REQUESTS – 2023 (SEE NOTICE OUTLINING PHONE CALL PROCEDURES)

Attached are Vacation Request Forms to be used in selecting your 2023 vacation. These forms must be completed and returned to the Transportation – Crew Management Services Office on or before such time as you are scheduled to pick.

***NOTE: EMPLOYEES FAILING TO SUBMIT A VERBAL OR WRITTEN VACATION REQUEST OR HAVE NOT SUPPLIED SUFFICIENT NUMBER OF REQUESTS WILL BE ASSIGNED THEIR VACATIONS. ONCE ASSIGNED, VACATIONS WILL NOT BE CHANGED UNDER ANY CIRCUMSTANCES.**

In accordance with the current Agreement, the qualifications for vacation allowance are:

<u>Years of Qualifying Service</u>	<u>Vacation Allowance</u>
15 Years, And Over	5 Weeks
10 Years, But Less Than 15 Years	4 Weeks
5 Years, But Less Than 10 Years	3 Weeks
1 Year, But Less Than 5 Years	2 Weeks

Train Service employees who are entitled to five (5) weeks vacation may elect to take one (1) of their vacation weeks in days. Those employees may take their split days either consecutively or individually during the periods of January 1, 2023 to June 30, 2023 and September 1, 2023 to December 14, 2023.

In addition to the vacation weeks, each train employee is entitled to a vacation day in lieu of the birthday holiday. You may elect to choose the vacation day on the vacation request form. The vacation day in lieu of the birthday holiday may be taken between January 1 and December 31.

**VACATIONS WILL NOT BE CHANGED EXCEPT IN CIRCUMSTANCES
BEYOND THE CONTROL OF THE INDIVIDUAL INVOLVED**

To assist in making your vacation selection, the following is a list of major dates for 2023:

New Year's Day	- January	1	Juneteenth	- June	19
Martin Luther King Day	- January	16	Independence Day	- July	4
Lincoln's Birthday	- February	12	Labor Day	- September	4
Washington's Birthday	- February	20	Rosh Hashanah	- Sept 15 (sunset) - Sept 17 (nightfall)	
Passover (begins at sunset)	- April	5	Yom Kippur	- Sept 24 (sunset) – Sept 25 (nightfall)	
Good Friday	- April	7	Columbus Day	- October	9
Easter	- April	9	Election Day	- November	7
Mother's Day	- May	14	Thanksgiving Day	- November	23
Memorial Day	- May	29	Christmas Day	- December	25
Father's Day	- June	18			

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The following week numbers are to be used when making your selections on the Vacation Request Form:

<u>WEEK NO.</u>	<u>WEEK STARTS</u>
1	January 2
2	9
3	16
4	23
5	30
6	February 6
7	13
8	20
9	27
10	March 6
11	13
12	20
13	27

<u>WEEK NO.</u>	<u>WEEK STARTS</u>
14	April 3
15	10
16	17
17	24
18	May 1
19	8
20	15
21	22
22	29
23	June 5
24	12
25	19
26	26

<u>WEEK NO.</u>	<u>WEEK STARTS</u>
27	July 3
28	10
29	17
30	24
31	31
32	August 7
33	14
34	21
35	28
36	September 4
37	11
38	18
39	25

<u>WEEK NO.</u>	<u>WEEK STARTS</u>
40	October 2
41	9
42	16
43	23
44	30
45	November 6
46	13
47	20
48	27
49	December 4
50	11
51	18
52	25