

THE LONG ISLAND RAILROAD
MANAGER - TRANSPORTATION CREW MANAGEMENT SERVICES NOTICE NO. 9-24

Date: September 13, 2024

To: All Train Employees

From: Stephen Ertel, Lead Transportation Manager - Crew Management Services

Subject: VACATION REQUESTS – 2025

Selection for All Train Service employees will be made by calling 718-558-3777

***NOTE: EMPLOYEES FAILING TO SUBMIT A VERBAL OR WRITTEN VACATION REQUEST OR HAVE NOT SUPPLIED A 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, 2025, to June 30, 2025, and September 1, 2025, to December 14, 2025.

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 2025:

New Year's Day	- January	1	Juneteenth	- June	19
Martin Luther King Day	- January	20	Independence Day	- July	4
Lincoln's Birthday	- February	12	Labor Day	- September	1
Washington's Birthday	- February	17	Rosh Hashanah	- Sept 22 (sunset) – Sept 24 (nightfall)	
Good Friday	- April	18	Yom Kippur	- October	1
Easter	- April	20	Columbus Day	- October	13
Passover (begins at sundown)	- April	12	Election Day	- November	4
Mother's Day	- May	11	Thanksgiving Day	- November	27
Memorial Day	- May	26	Christmas Day	- December	25
Father's Day	- June	15	Hanukkah	- December	14 – December 22

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

WEEK NO.	WEEK STARTS
1	January 6
2	13
3	20
4	27
5	February 3
6	10
7	17
8	24
9	March 3
10	10
11	17
12	24
13	31

WEEK NO.	WEEK STARTS
14	April 7
15	14
16	21
17	28
18	May 5
19	12
20	19
21	26
22	June 2
23	9
24	16
25	23
26	30

WEEK NO.	WEEK STARTS
27	July 7
28	14
29	21
30	28
31	August 4
32	11
33	18
34	25
35	September 1
36	8
37	15
38	22
39	29

WEEK NO.	WEEK STARTS
40	October 6
41	13
42	20
43	27
44	November 3
45	10
46	17
47	24
48	December 1
49	8
50	15
51	22
52	29