

ANNUAL LEAVE INFO 2024

P&DC or Annex	Tour	Section	Number of Bid Jobs	Number of MHs Allowed Off For	
				10%	15%
P&DC	1	1st Floor	100	10	15
P&DC	1	2nd Floor	27	3	4
P&DC	2	1st Floor	87	9	13
P&DC	2	2nd Floor	29	3	4
P&DC	3	1st Floor	91	9	14
P&DC	3	2nd Floor	58	6	9
Annex	1	Tour	8	1	1
Annex	2	Tour	10	1	2
Annex	3	Tour	9	1	1

ITEM C - Formulation of Local Leave Program

Annual leave shall be granted on a **section and tour** basis by seniority during the calendar year, excluding the Christmas period.

Sections are defined as: **P&DC** are 1st Floor or 2nd Floor & Tour and Annex is Tour.

ITEM D - Duration of the Choice Vacation Period

The choice vacation period shall be the entire calendar year, excluding the Christmas Period, which is the two weeks preceding Christmas week and the week of Christmas: **Dec. 8-25, 2024.**

ITEM E - The Determination of the Beginning Day of an Employee's Vacation Period

The beginning day of the employee's vacation period will be **the first day of his/her basic work week.**

ITEM H - Determination of the Maximum Percentage of Employees Who Shall Receive Leave Each Week During the Choice Vacation Period

The percentage of employees granted leave shall be as follows based upon the **quantity of jobs assigned to the section.**

- a. First full week of May through last full week of September - 15%: **May 4, 2024 - Sept. 27, 2024.**
- b. From the end of the period in Paragraph A, above, through the week preceding the deer season week - 10%.
- c. During the first week of deer season, Monday through Saturday, inclusive - 15%: **Dec. 2-7, 2024.**
- d. From December 26 until the first full week in May - 10%.