

Human Resources Cautions: Keep Your TOWP Account Growing

(May 3, 2001) You say 10 months have gone by and you haven't taken a vacation this fiscal year? You haven't used your 80 TOWP hours or your 64 holiday hours?

If you're a non-contract or AFSCME employee, you'd better get with it between now and July 1, Human Resources cautions, or you'll stop accruing TOWP hours.

TOWP hours are used for scheduled or unexpected time from work for vacation, illness, injuries, medical/dental appointments, religious holidays, personal business and emergencies.

Click to read: [MTA Policy HR 7-2](#) Check your most recent pay stub to see how many hours you've taken this year. MTA Policy HR 7-2 explains the mandatory use of TOWP hours, how they are accrued and how many days of TOWP employees accumulate each year.

Questions about accrual of TOWP hours may be directed to Bill Hesser of Payroll at 922-6844. For questions concerning the TOWP policy, call Aida Lagrimas at 922-7150.

[Back to Bulletin Board](#)