

## TOWP Policy Change Relaxes Vacation Usage Requirements

- Online: [Time Off With Pay policy](#)

(May 17, 2002) As the result of a change in MTA policy, non-contract employees no longer will need to figure out how much vacation time they are required to take each year.

The change in the Time Off With Pay policy, effective immediately, abolishes the mandatory annual requirement that employees must use 80 hours of vacation and 64 holiday hours – a total of 144 hours.

“While we believe it is in the best interest of employees to take their vacation and holiday time,” says Aida Lagrimas, acting director of Human Resources, “we realize that the old policy created difficulties, especially for Operations, which provides services 24 hours a day, seven days a week.”

In addition to causing problems for employees who often were trying to manage their working hours and vacation time, the old TOWP policy was labor intensive for Human Resources, ITS and Payroll, which were inundated with exemption requests and accrual calculations at the end of each fiscal year.

The TOWP policy still includes a three-year cap on the maximum accrual of hours. And an employee who intends to cash out TOWP hours must first use up at least 80 vacation hours in the 12 months preceding cashout and must leave 160 hours in the TOWP bank.

“This policy change should benefit non-contract and AFSCME employees,” says Lagrimas. “They’ll have more flexibility in deciding whether to use the time, how much time they want to use, and when they want to take their vacations in coordination with their supervisors.”

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