

# Memorandum



**New York City Transit**

**Date** March 23, 2022  
**To** All Employees  
**From** Kim Moore-Ward, Deputy Chief People & Labor Relations Officer  
**Re** **Vacation Carryover Program - 2022**

Over the past two years, New York City Transit (NYCT) and MTA Bus have experienced staffing constraints and other critical organizational issues, which have impacted the ability to use vacation time during the allotted timeframe. Additionally, due to the unprecedented emergency response to the COVID-19 crisis, employees have had their scheduled vacations canceled and/or have voluntarily foregone their scheduled vacations to aide in the Agency's response. Therefore, I am authorized to announce a vacation carryover program for all employees at NYCT, MTA Bus and SIRTOA with a May 1 to April 30 vacation leave year as follows:

**Managers, Non-Represented Employees (Career & Salary and Operating) and Represented Employees Who Receive By Contract Managerial/Non-Represented Employee Vacation Carryover Provisions**

The MTA is currently evaluating vacation balances, and further information will follow. Employees will continue to maintain current vacation banks pending a final determination.

**All Other Represented Employees**

Represented employees, on a non-precedential basis, will be allowed to carryover excess vacation that they will be unable to use in the 2021 – 2022 vacation year ending April 30, 2022 above and beyond contractual carry-over maximum allotments, even where vacation carry-over is not currently permitted under the terms of the collective bargaining agreement.

In implementing this vacation carry-over for represented employees, contractual provisions regarding end of the year vacation cash-outs remain in effect. As such, all remaining vacation days that fall within the annual contractual maximum allotment for vacation that may be taken in single days/cash shall be cashed out. Any remaining vacation days will then be subject to the vacation carryover.

Please be advised that the MTA intends to reduce all excess vacation balances to within contractual requirements by the end of the 2022-2023 vacation year. NYCT will continue to discuss with its Unions issues related to the impact of the carryover of additional vacation days as set forth in this memorandum, as well as other programs to reduce excess vacation balances to

achieve this goal. Additionally, Management should plan for the impact and scheduling of additional vacation liabilities.

For represented employees whose vacation leave year is the calendar year, Management should continue to work with employees to utilize excess vacation leave balances by the end of the vacation leave year (December 31).

If you have any questions concerning the Vacation Carryover Program, please contact the Timekeeping Unit at 646-252-4444 or email your departmental timekeeper.

cc: C. Cipriano  
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