



THE BELT RAILWAY COMPANY OF CHICAGO

Office of the Director, Agency and Customer Service

TRANSPORTATION - CLERICAL NOTICE

#2017-C008

Effective 0001, October 27, 2017

To: All Concerned, Transportation – Clerical Employees

Subject: Holiday Plan

If you are scheduled to work any given Holiday, you are expected to oblige by your work schedule. There is no such thing as 'Marking off Holiday'. Be advised if you mark off sick on, before or after the Holiday this will lead to you losing your Holiday Pay. If you arrange for a co-worker to cover your shift, this is to be documented and provided to the Chief Clerk and myself 7 days prior to the Holiday. When this arrangement takes place, we are still obligated to attempt to fill the position through our seniority roster. When this is exhausted the employee agreeing to work the Holiday will then get precedence to cover the shift.

M. M. Martinez
Director of Agency and Customer Service
The Belt Railway Company of Chicago

Transportation - Clerical Notices in Effect:

Year of	Number
2016	001
2017	001, 003, 005, 007, 008