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**FOR INTRA - COMPANY USES**

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From Division or Department **PROCESSING DEPARTMENT-PAYROLL**

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RE LETTER OF

SUBJECT Reporting Floating Holidays

To Division or Department **ALL DEPARTMENTS AND DIVISIONS**

June 3, 1983

DEPARTMENT HEADS  
DIVISION MANAGERS

It has come to our attention that, in some Company locations, employees responsible for completing weekly and/or daily exception time reports are changing the first scheduled vacation days an employee takes in the year to floating holidays. Although on the surface this practice seems to make sense in protecting an employee's total time off since vacation can be deferred and holidays cannot, it is contrary to the provisions in Sections 103.3 and 111.13 of the Physical Agreement and Sections 8.13 and 14.3 of the Clerical Agreement. Sections 111.13 and 8.13 provide employees with the ability to schedule their vacations with operational requirements and seniority as the controlling factors. Whereas Sections 103.3 and 14.3 provide that employees have the option as to when floating holidays may be taken during the course of the year, the only restriction is the number of employees off on a given day.

In order to insure Contract compliance, vacation days are to be charged on payroll records as they are scheduled and taken; and floating holidays are to be charged as they are taken so that they remain truly "floating."

Individual employees are responsible for insuring that they take floating holidays due them. This does not change existing practice for in-lieu holidays, which should continue to be taken in conjunction with the employee's next scheduled vacation as provided in Section 103.6 of the Physical Agreement and Section 14.6 of the Clerical Agreement.

  
S. M. BALDASSARRE

SMB(3860):rdl

cc:GELavering  
IWBonbright  
MAMederos (I.B.E.W.)  
EMSchroeder  
WKSnyder