



IBEW Vacation Fund

www.svcctr.org

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March 17, 2020

To All Participants of the
IBEW Vacation Fund

All 2020 Mandatory Vacation May Now be Taken in Daily Increments

This letter will serve as notification of an amendment to the 2020 vacation benefit schedule. **All remaining vacation time is now available in daily increments.** Previously, the fund required participants to apply for at least one full mandatory week (if applicable) with the remainder being available daily. Please note, if you do apply for individual days, you will receive payment from the fund once you have applied for and taken 5 vacation days.

The Trustees have amended the following mandatory/optional week(s) schedule for the 2020 benefit year:

Mandatory Weeks – Two (2) weeks (if applicable) are considered mandatory. Any or all mandatory weeks may be taken as weekly benefits or in daily increments. For example – if you qualify for 4 weeks of vacation benefits, two (2) weeks are mandatory and the remaining two (2) weeks are optional. You may take both (2) mandatory weeks in weekly or daily increments (10 individual days in this example).

Optional Weeks – Any accrued benefit weeks over two (2) are considered optional. If you qualify for and elect to take your optional vacation benefits, any or all optional weeks may be taken either as weekly benefits or in daily increments. For example – if you qualify for 4 weeks of vacation benefits, two (2) weeks are mandatory and the remaining two (2) weeks are optional. You may take both (2) optional weeks in weekly or daily increments (10 individual days in this example). If you elect to NOT take any portion of your optional weeks as time off, you can expect to receive payment for any remaining optional weeks in early/mid-December.

ONLINE VACATION APPLICATION – We're pleased to announce the implementation of an Online Vacation Application, which is now live at www.svcctr.org! We hope that you will consider utilizing the Online Vacation Application as it's extremely user friendly and will certainly increase the efficiency of your Vacation application process.

Should you have any questions relative to this letter or the employment record, please call this office.

Sincerely,

Board of Trustees
IBEW Vacation Fund