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MEMORANDUM

DATE: November 7, 2013

TO: Hotel Association of New York City, Inc.
Labor Relations Members
General Managers, Human Resources Directors and Controllers

FROM: Kane Kessler, P.C.
Labor & Employment Law Department

RE: Vacation Scheduling

As the end of the year approaches, we would like to remind Hotels of the vacation scheduling provision in the Industry Wide Agreement. Article 28(D)(1) of the IWA states:

Vacation requests received prior to January 15th of each year will be scheduled in accordance with seniority and approved or denied within two (2) weeks after the January 15th deadline. Employees who have not handed in a request by January 15th will have a final opportunity to turn in a vacation request by May 1st for any remaining weeks available and will be scheduled in accordance with seniority and approved or denied within two (2) weeks after the May 1st deadline. Vacation requests received after the May 1st deadline will be scheduled by the Hotel on a “first come, first served” basis for any remaining vacation weeks available. All vacation requests must be submitted in writing and will be responded to in writing and shall be determined by the Hotel based on business demands.

We enclose the 2014 Vacation Request Form, which you may choose to use to facilitate the processing of vacation requests. We recommend that you encourage employees to make use of their vacations in the first quarter of 2014 in an effort to minimize potential layoffs.

If you have any questions, please do not hesitate to call David R. Rothfeld, Judith A. Stoll, Niki J. Franzitta, Lois M. Traub, Alexander Soric or Robert L. Sacks.

cc: Joseph E. Spinnato, Esq.
Geoffrey A. Mills, Chairman

2014 VACATION FORM

- **Vacation request approvals are based on business demands.**
- **Vacation requests received prior to 1/15/2014 will be scheduled in accordance with seniority and will be approved or denied in writing no later than 1/29/2014.**
- **Employees who did not turn in a vacation request by the first deadline of 1/15/2014 will have a second opportunity to hand in a request by 5/01/2014 for any remaining weeks available and will be scheduled based on seniority and will be approved or denied no later than 5/15/2014.**
- **Vacation requests not turned in by 05/01/2014 will be granted on a first come, first serve basis.**
- **Regularly scheduled Part Time employees will receive their vacation pro-rated in relation to the number of hours they regularly work.**
- **In the event an employee is absent due to layoff, illness or injury, closing or excused absence for a period aggregating more than sixty (60) days in any employment year or such longer period the employee's vacation pay shall be pro-rated in proportion to the number of weeks actually worked during said employment year.**

Employee Name (Last, First, M.I.)		Hire Date
Employee ID #		Department/Position
<input type="checkbox"/> 01/15/2014 Deadline		<input type="checkbox"/> 05/01/2014 Deadline
Date of Request	Date submitted to Department	Date received by Department
Last day at work before vacation / /	First Vacation Day / /	Last Vacation Day / /
Day Returning to Work / /		
Status of Request <input type="checkbox"/> Approved <input type="checkbox"/> Denied		

EMPLOYEE SIGNATURE	DATE
DEPARTMENT HEAD APPROVAL (NAME/SIGNATURE)	DATE
PAYROLL APPROVAL (NAME/SIGNATURE)	DATE