

**KANE KESSLER, P.C.**  
**1350 Avenue of the Americas**  
**New York, N.Y. 10019**  
**(212) 541-6222**  
**fax (212) 245-3009**  
**Direct dial (212) 519-5154**  
[drothfeld@kanekessler.com](mailto:drothfeld@kanekessler.com)

**MEMORANDUM**

**DATE:** November 6, 2014

**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

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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 15<sup>th</sup> of each year will be scheduled in accordance with seniority and approved or denied within two (2) weeks after the January 15<sup>th</sup> deadline. Employees who have not handed in a request by January 15<sup>th</sup> will have a final opportunity to turn in a vacation request by May 1<sup>st</sup> for any remaining weeks available and will be scheduled in accordance with seniority and approved or denied within two (2) weeks after the May 1<sup>st</sup> deadline. Vacation requests received after the May 1<sup>st</sup> 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 2015 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 2015 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, Robert L. Sacks or Michael Lydakakis.

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

## 2015 VACATION FORM

- **Vacation request approvals are based on business demands.**
- **Vacation requests received prior to 1/15/2015 will be scheduled in accordance with seniority and will be approved or denied in writing no later than 1/29/2015.**
- **Employees who did not turn in a vacation request by the first deadline of 1/15/2015 will have a second opportunity to hand in a request by 5/01/2015 for any remaining weeks available and will be scheduled based on seniority and will be approved or denied no later than 5/15/2015.**
- **Vacation requests not turned in by 05/01/2015 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"/> 01/15/2015 Deadline		<input type="checkbox"/> 05/01/2015 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 / /		
<b>Status of Request</b> <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b>		

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