



MEMORANDUM

Date: September 27, 2024
To: Payroll/Timekeepers
Via: Human Resources
From: _____
Subject: **Teamsters Positions Banked Holidays**

Pursuant to the City of Key West and Teamsters #769 Collective Bargaining Agreement, Article 9 - Holidays, employees covered by this agreement effective October 1, 2024, at their option, may choose to accrue holiday pay in a reserve to be paid in November of each year, or members may choose to be paid for holidays throughout the year.

Please check one of the choices below indicating that you request banked holidays or get paid throughout the year.

- Be paid for holidays throughout the fiscal year 10/01/2024 - 09/30/2025
- Bank the holidays throughout the year and be paid Nov. 2025

Forms must be submitted to Human Resources no later than September 27, 2024, with your election. Failure to make an election will result in an employee's holiday pay being paid throughout the fiscal year.

Signature

Employee ID #

Print Name