



You are receiving this email because you are at, near, or above, the amount of vacation time that you can accumulate under the UFCW Local 7 collective bargaining agreements. Under the contracts, you may accumulate up to twice the amount of vacation time that you accrue on an annual basis. Example: if you accumulate up to 4 weeks of vacation time per year, you cannot accumulate more than eight weeks of vacation.

This means you are at risk of losing time off that you worked hard to get.

Our Recommendations

It is our advice that you request and take vacation time. We know that due to the thinness of the company's staffing models this may not be easy or even possible. Therefore, you will want to take the following steps:

- Request time off in writing (and keep the request for your records)
- If you are unable to use vacation time and you reach the vacation cap and no longer accumulate vacation time please report the issues to the following link as we will file a grievance on it
 - <http://ufcw7.org/members/healthcare/denied-time-off/>
- Consider cashing out some of your vacation time during open enrollment, which is coming up soon