



November 3, 2015

**Memorandum for: All Transportation Employees
Oakland P & D Center**

Subject: Annual Leave Sign Up For 2016

Annual leave sign up for calendar year 2016 will start November 9, 2015.

In the event that you are off work for any reason you must submit a proxy. If you fail to do so, you will be bypassed. . Please remember that annual leave is based on seniority, there is no guarantee that the slot(s) you select will be available.

Please be prepared. The sign- up cannot be held because you do not know what you want

Once the first round of annual leave sign up has been completed, the second round will be conducted. You will again be contacted based upon your seniority.

A handwritten signature in cursive script, appearing to read "H. Orozco".

for

**Henry F Orozco
Manager Transportation & Networks(A)**

Cc: Frederick Jacobs, President APWU (Oakland Local 78)