



2016 TYAD OPERATING AND HOLIDAY SCHEDULE (1st SHIFT)

January 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Closed (Holiday)	2
3	4	5	6	7	8	9 (2015 leave year ends)
10	11	12	13	14	15 (RDO)	16
17	18 Closed (Holiday)	19	20	21	22	23
24	25	26	27	28	29 (RDO)	30
31						

February 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12 (RDO)	13
14	15 Closed (Holiday)	16	17	18	19	20
21	22	23	24	25	26 (RDO)	27
28	29					

March 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11 (RDO)	12
13	14	15	16	17	18	19
20	21	22	23	24	25 (RDO)	26
27	28	29	30	31		

April 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8 (RDO)	9
10	11	12	13	14	15	16
17	18	19	20	21	22 (RDO)	23
24	25	26	27	28	29	30

May 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 (RDO)	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 Closed (RDO)	28
29	30 Closed (Holiday)	31				

June 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 (RDO)	4
5	6	7	8	9	10	11
12	13	14	15	16	17 (RDO)	18
19	20	21	22	23	24	25
26	27	28	29	30		

Pay Period begins
 Operating
 RDO
 Closed



2016 TYAD OPERATING AND HOLIDAY SCHEDULE (1st SHIFT)

July 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Closed (RDO)	2
3	4 Closed (Holiday)	5	6	7	8	9
10	11	12	13	14	15 (RDO)	16
17	18	19	20	21	22	23
24	25	26	27	28	29 (RDO)	30
31						

August 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12 (RDO)	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 Closed (RDO)	3
4	5 Closed (Holiday)	6	7	8	9 (RDO)	10
11	12	13	14	15	16	17
18	19	20	21	22	23 (RDO)	24
25	26	27	28	29	30	

October 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7 (RDO)	8
9	10 Closed (Holiday)	11	12	13	14	15
16	17	18	19	20	21 (RDO)	22
23	24	25	26	27	28	29
30	31					

November 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 (RDO)	5
6	7	8	9	10	11 Closed (Holiday)	12
13	14	15	16	17	18	19
20	21	22	23	24 Closed (Holiday)	25 Closed (RDO)	26
27	28	29	30			

December 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9 (RDO)	10
11	12	13	14	15	16	17
18	19	20	21	22	23 Closed (RDO)	24
25	26 Closed (Holiday)	27	28	29	30 Closed (RDO)	31

Pay Period begins
 Operating
 RDO
 Closed



2016 TYAD OPERATING AND HOLIDAY SCHEDULE (1st SHIFT)

January 2017

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1	2 Closed (Holiday)	3	4	5	6	7 (2016 leave year ends)
8	9	10	11	12	13 (RDO)	14
15	16 Closed (Holiday)	17	18	19	20	21
22	23	24	25	26	27 (RDO)	28
29	30	31				

Pay Period begins Operating RDO Closed

DEPOT OPERATING SCHEDULE FOR LEAVE YEAR 2016

In accordance with Tobyhanna Army Depot's (TYAD) Labor Management Agreement and the negotiated Depot Closure Day Agreement, dated 26 May 2015, the Depot will be closed for business on the following six days during leave year 2016:

Friday, 27 May 2016 (RDO, 2nd Friday of the pay period)...

Friday, 1 July 2016 (RDO)...

Friday, 2 September 2016 (RDO, 2nd Friday of the pay period)...

Friday, 25 November 2016 (RDO, 2nd Friday of the pay period)...

Friday, 23 December 2016 (RDO, 2nd Friday of the pay period)...

Friday, 30 December 2016 (RDO)...

For employees working the 5/4-9 schedule, all six closure days are scheduled to coincide with the RDO for that pay period and to create extended holiday breaks.

For Employees who remain on the 5/8 tour of duty, the following provisions apply...:

Employees who are working the 5 day, 8 hour tour of duty, will have the opportunity to switch their work schedules to the 5/4/9 AWS schedule for each pay period that has a closure day. Employees are required to give a one (1) pay period notice of their desire to switch.

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Employees on the 5 day, 8 hour tour who opt NOT to switch to the RDO AWS tour of duty, may choose to take annual leave or LWOP for the closure dates.

Requests to work compensatory time to cover the closure days will be given serious consideration and approved when workload permits and all safety and security concerns are met.

In addition, requests for advanced annual leave will be considered on a case by case basis. These requests will be considered in accordance with TYAD Regulation 690-6, Absence and Leave.

Eligible employees working the 5x8 schedule will be allowed to telework on the closure days provided that they have independent work available.

Due to mission related contingencies and requirements, certain areas/employees may be required to work on the above closure days. These employees will be notified in advance.

Emergency personnel will follow scheduling and reporting procedures as directed by their supervisor. Employees who are in a TOY status on the above dates will not be impacted by this decision; rather, they will be governed by the operational status of the installation where they are performing TOY on the specified dates.

Point of contact is your Management Employee Relations Division representative:

Kathy Powell at X55870; Eric Langenbach at X55871; Margy Azevedo at X57962; Janel Kenas at X57222; James Lahr at X57711 ; Melissa Newman at X55869.

Team Tobyhanna - Excellence in Electronics!