



The Joint Industry Board of the Electrical Industry
 158-11 Harry Van Arsdale Jr. Avenue • Flushing, NY 11365-3095
 Tel: (718) 591-2000 | Fax: (718) 380-7741 | www.jibei.org

Vacation Period: April 1 through March 31

Dear Participant:

Subject to your Collective Bargaining Agreement, participants with three or more weeks of vacation are entitled to take one week in days with the prior approval of your employer.

Employees in the ADM and Expeditor Divisions eligible for three or more weeks vacation are entitled to take an additional one week (5 days) in days for a total of 10 individual vacation days. You must submit an additional form to receive payment for the 6-10 days.

Payments shall be made from your account(s) subject to available balances and the priority order set by the Joint Industry Board of the Electrical Industry.

Payments received from the:

- Vacation, Holiday Unemployment Plan are not subject to withholding taxes as contributions were taxed before they were credited to your account.
- Additional Security Benefits Fund will be taxed according to your legal residence.
- Deferred Salary Plan are generally subject to 20% federal tax withholding and if received before attaining age 59½, may be subject to an additional 10% penalty.

This benefit is subject to the balance in the participant's account at the time the disbursement is made from the Plan for that vacation day.

Checks will be mailed two (2) weeks prior to your scheduled day off.

Please complete the section below and return this entire form to the Joint Industry Board by faxing it to (718) 591-2518. The maximum daily payment is equal to one-fifth of your maximum weekly amount. Please refer to your vacation letter for the amount.

	Month	Day	Year	Net \$ Amount Per Day
1 st vacation day				
2 nd vacation day				
3 rd vacation day				
4 th vacation day				
5 th vacation day				

THE EMPLOYER AGREES TO THE ABOVE VACATION SCHEDULE.

Employer: _____

Employer's Signature: _____ Date: _____

Print Member's Name: _____ PID # _____

Member's Signature: _____ Date: _____