



President Container Group

290 Ballard Road • Middletown, New York 10941
 Phone: 845.516.1600
 Fax: 845.692.2001

Revision Date:
 2/18/2020

Time Table for all switched / OT Decline / OT Taking / Request Off's

	Schedule posted	Switches	Decline OT	Take OT
8 hour Emp	Weekday – wed 3 weeks prior	9am Friday For following Mon	9am Thursday – Weekday for upcoming week	9am Friday – Weekday for upcoming week
	Weekend – wed for upcoming Final posted Friday by noon	9am Friday prior for upcoming weekend	9am Thursday – Weekend For upcoming weekend	2 weeks prior to the requested “take” of OT
12 hour Emp	Wed 3 weeks prior	7 days prior to day of work	14 days prior to day of work	14 days prior to day of work
8 hour Emp		Personal Day	Vacation Day	
		3 days advance notice	2 weeks prior request	
12 hour Emp		3 days advance notice	2 weeks prior request	

The schedule will be locked in and no changes will be accepted after the dates mentioned above.

*** when a call out or personal/sick time request is received 5 days or less from the actual schedule change the company will text and/or call the employee to notify you of the change. It is the employee responsibility to have accurate and working phone and a working voice mail. It is the employee responsibility to insure these are working up to and including a voice mail that is capable of receiving voicemails. If a voice mail is not setup or is full the company is not responsible for the employee's inability to know his/her schedule. This will have an effect on your attendance points and/ or not reporting on an OT day of which both are disciplinary actions. It is the employee responsibility to always check the schedule upon arrival and departures to additionally insure there are no schedule changes for the employee involved.

SEE OTHER SIDE

Corporate Headquarters

200 West Commercial Ave. • Moonachie, NJ 07074 Phone: NJ 201.933.7500 Fax: 201.933.8990 NY: 212.244.0345
 Mailing Address: P.O. Box 387 • Wood-Ridge, NJ 07075-0387





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General Rules

When turning in a personal day/Vacation request the following apply:

1. ALL forms must be submitted directly to HR. No supervisor approval required.
2. All submissions must be presented to HR in person – they are not to be left anywhere nor submitted by others.
 - HR Hours: **Mon – Fri** 6:30 am – 5:00 pm, **Sat** 6:30 am – 12 pm, **Sun** Closed.
 - Forms must be submitted before or after your shift and during your lunch break.
3. You must stay for accuracy review. All submissions once confirmed accurate will be stamped with date reviewed by HR.
4. IF a submission is ‘unapproved’ for any reason (example: incorrectly being filled out or others having those dates) the date of submission will change with each re-submission until being approved.
5. Reminder – seniority works for all submissions by March 15 of the current year – after that – “first come, first serve” applies – the only time it will not is when multiple people submit after March 15 and the stamp is the same date (time of submission is NOT used) of submission for both individuals, then seniority applies.

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