

TELEX TIMES

Vacation Benefits –2018 Year-End Closing

Apply for Vacation and Port Relief Benefits early to avoid the year-end rush.

- **FILING DEADLINE:** The deadline for issuing checks dated in 2018 in the Outports *and* the Plan Office is Monday, December 17, 2018.
- **DIRECT DEPOSIT:** The final Direct Deposit Transfer for 2018 will be made on 12/18/2018 and the funds will be deposited into your bank account on 12/20/2018.
- Any requests for Port Relief and Vacation checks received after 12/17/18 at 5:00 PM will be paid on 1/2/2019.

Any member who requires that his/her check be dated in 2018 must file before this deadline. Remember, Tuesday December 25, 2018 and Tuesday January 1, 2019 are holidays and the Outports and the Plan Office will be closed. It is always wise to plan ahead, so you should verify your specific Outport holiday schedule with the Plan Office Representative.

Split Your Vacation Payments between 2018 and 2019

You can submit an Application for Vacation Pay prior to the end of the year and request that the payment of your vacation benefits be split. Two checks will be issued to you, one in 2018 and a second in 2019. The 12/17/2018 deadline applies to split claims also. The vacation benefits paid in this manner MUST be a **continuous vacation period**.

Please contact the Vacation Plan staff in Baltimore at 800-811-6322 or 410-547-9111 if you have any questions.