



**TO:** All Full-Time Bakers, 1<sup>st</sup> Cooks, Line Cooks, Prep Cooks, and Food Runners  
**FROM:** Workforce Management  
**DATE:** December 3, 2018  
**RE:** Vacation Bid

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*There is a change in process for how vacation bids are conducted. Moving forward you will now utilize Tugboat software for shift and vacation bidding purposes. **There is a link to Tugboat found on the Workforce Management page on Create the Escape (CTE) and you will also be able to access the application from any computer or smartphone.** There are "How to Videos" on CTE for each of the functions in Tugboat and it is important that you review the video entitled "Vacation Bidding" before completing your vacation bid choices in the system.*

*When you go to the Tugboat website there are three (3) fields to be completed: Site ID, Login and Password. The **Site ID** will always be **MCCP**, the **Login** will be **your badge number** and the **Password** will be **your first four (4) digits of your Social Security Number**. If you need to change your password or have it reset you will have to contact Workforce Management during normal office hours to have this completed.*

**Who is required to bid?**

- All full time associates interested in bidding on a vacation for the 2019 year. **If you choose not to participate in the vacation bid all available openings will be on a first come first serve basis.**

**When will the Vacation Bid take place?**

- The vacation bid will be available in Tugboat beginning **Tuesday, December 4, 2018.**
- All selections must be completed by **Wednesday, December 12, 2018 by 11:59pm.**

**Where can you bid on your vacation?**

- All associates will have to complete their choices on Tugboat by **Wednesday, December 12, 2018 by 11:59pm.**
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**How are Vacations awarded?**

- Associates will be awarded vacation based on seniority.
- You may bid all or part of available vacation time including up to eighty (80) hours of individual vacation days in accordance with Article 5.01(b) of the CBA.
- The vacation time to be bid upon will start on **Monday, January 7, 2019 through Sunday, January 5, 2020.**

**Important Notes**

- You do not have to bid for vacation.
- There will be no selection of vacations placed or received over the phone or any other method than the Tugboat software. In order to place your vacation time, the associate must complete selections by the deadline on **Wednesday, December 12, 2018 by 11:59pm. Vacations (on a first come/first serve basis) for the upcoming year will be available on Friday, December 14, 2018 at 12:01am.**