



Additional Information

Applications for grants will be evaluated on an objective basis by an independent Relief Committee. More than half of the members of the Relief Committee will come from outside the MTA. Members of the committee, as well as directors and officers of the MTA Fund, will receive no compensation for their work and they will not be eligible for grants.

Helping Hands

The Metropolitan Transportation Authority
DISASTER RELIEF FUND

347 Madison Avenue, 7th Floor, New York, NY 10017

The Metropolitan Transportation Authority
DISASTER RELIEF FUND

When disaster strikes one of our fellow employees, what can we do to help?

In response to that question, the MTA created the **MTA DISASTER RELIEF FUND**, so that MTA employees can make donations to benefit their co-workers who are struck by tragedy.

The MTA Fund's initial focus will be on providing aid to employees most affected by Superstorm Sandy – individuals who have lost their homes or cars or are confronting significant damage that must be addressed immediately. The Fund will help fill needs that might not be met by insurance or FEMA.

But the MTA Fund will be ongoing, and will continue to aid MTA employees when they must cope with future disasters and unforeseen circumstances.

To ensure the MTA Fund has the maximum impact, all administrative costs will be borne by the MTA. That means that every dollar donated will be available to those in need.

Donating to the MTA Disaster Relief Fund is simple and donations are expected to be tax-deductible.* You can write a check and mail it to the Fund:

MTA Disaster Relief Fund
347 Madison Avenue
7th Floor
New York, NY 10017

In the future you will be able to sign up for convenient payroll deductions through the Business Service Center.

As a disaster relief fund, the fund will respond to employee needs caused by:

- a federally declared disaster such as a storm or significant environmental accident
- a disaster caused by terrorism or war

Only active (not retired) employees and their immediate families may receive grants from the Fund, which can be used only for reasonable and necessary expenses incurred for:

- repair or rehabilitation of a personal residence, whether owned or rented
- repair or replacement of the contents of a personal residence
- personal, family, living, or funeral arrangements

Grants will take into account payments from insurance companies; payments from the Fund will not cover lost wages.

The Metropolitan Transportation Authority Disaster Relief Fund provides you with a way to reach out a helping hand to fellow employees who need your help – today, in the wake of Hurricane Sandy, and in the future.

**Please reach out to those in need.
Help us to help each other.**

* 501(c)(3) application is pending with the IRS

1

Hurricane Sandy Emergency Vacation Buy-Back Program

Employees who have suffered losses can apply to buy-back up to 10 vacation days through this program. A simple application form is all that is necessary, and, once approved, funds should be available within one pay period.

You can download the application form from the Business Service Center website. (There is one form for headquarters employees, and a separate form for all others. Bridges and Tunnels employees will find forms on the Bridges and Tunnels intranet site.)

2

Hurricane Sandy Emergency Leave Transfer Program

To help employees take the time necessary to rebuild, the MTA is permitting us to transfer time from our various forms of leave to a special bank that can be used by those in need of additional time off.

You can donate up to 10 days from your vacation time, sick leave, compensatory time, floating holidays, or personal days into the bank, where it will be reallocated based on need.

Separate banks are operating in each agency, and donated time will be allocated within each agency separately.

To donate or apply for time, go to the BSC website and download the appropriate form. Again, there are separate forms for headquarters employees, LIRR employees, and those at other agencies, and Bridges and Tunnels employees can download their forms from the Bridges and Tunnels intranet site.

3

Metropolitan Transportation Authority Disaster Relief Fund

The MTA has also established the MTA Disaster Relief Fund to help employees in the wake of Sandy. The MTA Fund will be permanent and its charter calls for it to make funds available to employees in need.

On an immediate basis the MTA Fund will solicit money from MTA employees and will provide grants to active employees who establish a need for assistance. Donations from others are welcome, but the primary source of funds will come from MTA employees. Contributions are expected to be tax-deductible.*

Donations from employees can be made by check or money order or, in the future, via payroll deduction over a more extended period. A companion brochure will explain how the Disaster Relief Fund will operate.

Grants will be made to eligible MTA employees. Victims of Sandy and future disasters can apply for recovery grants covering uninsured expenses.

* 501(c)(3) application is pending with the IRS



We've all seen the photos and videos of the devastation left behind in the wake of Superstorm Sandy. Across the region there are homes and businesses damaged or destroyed, cars that have been submerged in seawater and totally lost to their owners.

And we've seen the anguish of the storm's victims. They are – whether we know them personally or not – our neighbors and friends. And some of them are our co-workers.

Before, during, and after the storm, thousands of MTA employees remained on the job, shutting down the system to protect it, waiting out the furious winds and waters, then returning to their work until the transportation system was restored.

When they finally arrived at home, they were confronted with the fact that their homes and families had not been spared in the storm. We are thankful that there were no deaths or serious injuries that we know of among members of the MTA family, but many of our fellow employees found themselves without homes, without power, without cars, or discovered damage that would cost thousands of dollars to repair.

As they confront the task of rebuilding, we at the MTA have sought ways to help them, and have developed three programs that will give them time off, money, or both to support their efforts.



Additional Information

Emergency Vacation Buy-Back – Because the program is geared toward helping individuals in need, funds must be taken as cash; no portion may be allocated to a deferred compensation plan. Funds are non-pensionable and appropriate deductions for taxes will be made. In most instances, the supplemental tax rate will be higher than the regular rate applied.

Emergency Leave Program – Employees who receive time will be able to use it as needed or can apply it retroactively if they have used up their own vacation time. Days received cannot be cashed in as part of any vacation buy-back program nor can they be used to establish initial eligibility for immediate retirement. Donations of leave time are made to a leave bank and are distributed to eligible employees.

MTA Disaster Relief Fund – Contributions are expected to be tax-deductible.* Grants will be made to eligible MTA employees. Victims of Sandy and future disasters may apply for recovery grants covering uninsured expenses.

* 501(c)(3) application is pending with the IRS



In the wake of Sandy

