

Banking FTOP Shifts

Members on regular ABCD squads may schedule additional shifts through the Future Time Off Program (FTOP). Shifts scheduled and completed through FTOP are “extra” work credits that do not expire; they can be saved and used in the future. These work credits are called *banked FTOP shifts*. The following is important information for any member who wants to bank FTOP shifts:

- 1. You must follow all standard FTOP procedures for scheduling and cancelling FTOP shifts.** Please see our *How It Works: FTOP* flier — available in the ground floor lobby, the Membership Office, and on the Coop website.
- 2. To use banked FTOP shifts to cover absences from an ABCD shift, members must accrue at least two (2) banked FTOP credits and miss at least two (2) consecutive meetings of their regular squad.** The banked FTOP program is designed for members who know in advance that they will be absent at their regularly scheduled shift for two or more consecutive cycles. Members who want to miss only one meeting of their squad should try to arrange to trade with another member. Look on the Coop’s website in the Member Information section for tips on arranging a shift swap, or use the Committee Schedule for your shift to call workers on other weeks.
- 3. To schedule the use of your Banked FTOP shifts, you must not owe any make-ups.** Members who owe make-ups must complete them on a regular ABCD shift and then may contact the Membership Office to schedule the use of their banked FTOP shifts.
- 4. Use of banked FTOP shifts must be scheduled through the Membership Office at least 48 hours in advance of a planned absence from your ABCD shift.** Let the office worker know you want to “schedule the use of your banked FTOP shifts.” Members may not use banked FTOP shifts as make-ups after an absence.
- 5. If you wish, you may be automatically returned to your regularly scheduled shift once your banked FTOP shifts have been used.** When scheduling the use of banked FTOP shifts, you may opt to go automatically back to your previous Squad once your banked FTOP shifts are used. If you wish to use this auto-return option, please inform the Membership Office when you schedule the use of your banked FTOP. We will calculate the return date to your regular shift, give you this information verbally, and schedule your automatic return. During the period of your absence from your Squad — covered by your banked FTOP shifts — your name will not appear in the Squad’s attendance book or the Committee list.