



October 6, 2015

Lisa Bolton, Vice President, CWA

**Re: 2016 Scheduled Legacy T - AT&T Occupational Represented VTP/Surplus Declaration Windows**

Dear Lisa,

The following represents the currently scheduled VTP/Surplus declaration windows for represented occupational employees for the year 2016. As you know, these windows are established routinely and may not be an all-inclusive list of potential declarations.

	<b>Declaration Date</b>	<b>VTP Off Payroll Date</b>	<b>Surplus Off Payroll Date</b>
1 <sup>st</sup> Quarter	12/15/15	1/15/16	2/26/16
2 <sup>nd</sup> Quarter	03/15/16	4/22/16	5/20/16
3 <sup>rd</sup> Quarter	06/15/16	7/15/16	8/26/16
4 <sup>th</sup> Quarter	09/15/16	10/21/16	11/18/16

Should you have any questions, please call me.

Regards,

*Diane Bradley*