

Vacation Bid Selection  
TUL/AFW Technical Specialists

1. All vacation selections will be in order of company seniority.
  - a. Employees who wish to split their vacation must bid each vacation period on a sequential basis. For example, an employee may not bid more than one vacation period at a time. However, an employee may bid his/her entire vacation period at one time if he/she does not desire to split his/her vacation.
  - b. The employee whose turn it is to select his/her vacation dates should be prepared to bid. If the employee does not indicate his/her choice from the dates available, they will be bypassed and must make their choice from the dates available at the time they are ready to make their selection.
  - c. Any employee who will be on vacation, days off, or otherwise unavailable when their opportunity to select vacation dates arises, must submit their vacation bid, in writing, to the appropriate supervisor in advance. If an employee fails to submit such written bid, he/she will be bypassed and must make a selection from the dates available when he/she returns.
  - d. An employee who fails to make a vacation selection by the end of the selection period will be assigned a vacation period from those open vacation periods remaining on the selection list.
  - e. If a holiday falls within an employee's vacation period, the next scheduled work day will become the employee's holiday.
  - f. After vacations are selected, no swaps will be permitted. Changes will be permitted with the approval of management.
  - g. In the event an employee voluntarily transfers to another work unit, the employee's vacation selection in the previous work unit will not apply unless the specific week the employee is carrying over is vacant at the new work unit or the employee's previous vacation period can be reasonably accommodated in the new work unit as determined by management.
  - h. In the event an employee is involuntarily reassigned to another work unit, his/her vacation weeks will be carried over to the new work unit and will be honored.
  - i. Any vacation selections, which have been vacated by an employee leaving the work unit, will be posted and awarded to the highest senior bidder. As a result of this award, the first resultant vacancy will also be posted and awarded to the highest senior bidder.
2. All vacation selections must commence following the employee's scheduled days off. This applies to full week vacation selections only.

3. Three (3) floating holidays designated by the employee may be bid to complete the scheduled vacation period. (Reference Article 7, 8)
4. All vacation and floating holidays must be bid prior to flexible vacation selections.
5. Overlaps in vacation selection will be permitted, provided that no more than two (2) employees are off within the work unit at any time, and they are not within the same days off grouping.