

Base Maintenance Guidelines

Personal Hardship, Change of Shift and Partial Vacation

As a result of our ongoing efforts to ensure the successful implementation of our new work rules and the cost competitiveness of our products, we have recognized that Base Maintenance needed to standardize its guidelines for change of shift (CS) and partial vacation day utilization. The results and clarifications may require significant departures from some long standing traditions within our organization.

Our focus is to make sure that we have the ability to plan the workload based upon the operational requirements of our shops, docks, and work units. Proper planning provides that appropriate resources are in place when and where we need them. We also recognize that it is imperative that we establish a consistent, structured process that relates to CS, partial vacation day usage, and temporary hardships. This ensures a fair business based approach to achieve the flexibility our employees have requested.

These procedures apply to all scenarios:

- AOI must be submitted to the employee's immediate supervisor as far in advance of the need as practicable.
- AOI must include the date(s), start time and end time.
- Required to be reviewed by Supervisor. (Supervisor can deny for operational reasons).
- If required, escalate to Manager for review. Manager may overturn or concur with supervisor's decision.
- Once approved, requirements to ACP apply equally to all employees.

Standard Change of Shift (CS) & Shift Modification Guidelines:

- A "change of shift" is defined as a complete switch from one shift to another. For example, days to afternoons, midnights to days, etc. A CS does not include a change in start time for your shift.
- CS is a privilege and can be used as long as operational needs are met.
- No CS will be approved greater than one week. This would require hardship approval.
- Employees must be coded as CSO and CSW to comply with AUTOTA coding requirements.
- Managers will review the volume of CSs each month, within their areas, to ensure compliance.
- In some cases, an employee may need to leave during his scheduled shift. The employee may be afforded the opportunity to extend their shift and make up their time if the operational schedule allows within the same day i.e. if second or midnight shift is available.

Partial Vacation Utilization Guidelines: Ref

Partial Vacation utilization can be used as long as operational needs are met.

- Usage can be one (1) hour increments, up to 40 hours per calendar year.
- Managers will review the volume of partial vacation utilization each month to ensure compliance.

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Hardship Guidelines:

- Based on confidential needs of individual employees, special shifts may be required for specific circumstances that exceed a one week period. In these situations, a hardship request may be submitted by the affected employee to their immediate Supervisor. Details of the hardship are not required to be put on the AOI; however, employees with such a request should provide it to their supervisor/manager so as to give appropriate consideration and weight to the request.

Auto TA Coding Requirements

- CSW/CSO - for actual change of shift approved in advance
- TL - if operationally there is a temporary surplus of employees and not enough work, the employee can be coded Timecard Leave (TL)
- UA - unpaid absence. Operationally the employee is needed to work yet if approved in advance for adjustment to exit during their shift, they will be coded UA. The supervisor will need to update the C23 with notes to reflect the situation and differentiate so this occurrence will not count against their attendance.
- If an employee leaves during his scheduled shift and the supervisor has agreed the time can be made up, it will be coded REG for all hours worked. NOT CSW/CSO as it may have been handled in the past.