

Day at a Time (DAT) Policy- Tech Ops **For TWU Represented Employees**

Effective September 1, 2015

Day at a Time (DAT) provides employees enhanced flexibility and allows the Company to attract and retain valuable employees. DAT provide an employee the flexible to use vacation days one day at a time

A. General

1. For the remainder of 2015, employees may designate one of their remaining block vacation weeks to be converted to DAT vacation. Once the vacation week is designated, it may not be changed to another vacation week at a later date.
2. Beginning with the 2016 annual vacation bid process, an AMT may designate up to 120 hours of their accrued vacation for DAT usage.

B. Policy

1. When a DAT is desired, the request must be submitted in writing to their immediate supervisor, or designated admin person(s), no more than fourteen (14) and no less than five (5) days prior to the requested day.
2. Granting of a DAT will occur no more than seven (7) days and no less than five (5) days prior to the day requested off.
3. DATs will be granted if the allowable vacation ratio, for the requested day, is not met and the request is submitted within the timeline identified above.
4. If an employee gives less than the required five (5) day notice, and/or the request exceeds the vacation ratio, the company may grant the request based on the needs of service.
5. Multiple DAT requests, by the same person, will be granted if the vacation ratio allows and submitted within the timeline. For all other instances, the approval will be based on needs of service.
6. If multiple requests by different AMTs for the same day are received, the DATs will be granted to the company senior employee(s) as long as the vacation ratio is not exceeded and the submittal timeline is met. Once granted, a senior employee may not "bump" the junior employee already awarded the DAT.
7. If an employee is denied a requested DAT day due to needs of service, and subsequently arranges for another employee to work in his/her place, the employee shall be paid for the day at his appropriate straight time rate and a

Day at a Time (DAT) Policy- Tech Ops
For TWU Represented Employees

Effective September 1, 2015

DAT day will be deducted. This DAT CS shall not count as a CS for purposes of the limitations in the provisions detailed in the CS policy.

8. No restriction if a DAT is requested in conjunction with a holiday.
9. A DAT will not be awarded on a holiday, regular Day off (RDO), or during a bid vacation period.
10. Block vacation takes precedence over a DAT.
11. DATs may be take in Half or Full day increments.