

2017 TULE VACATION SELECTION GUIDELINES – TWU

October 1, 2016

To: TWU Represented Employees
Maintenance and Engineering
Tulsa Overhaul Base

Ref: Vacation Selection

Vacation selection will begin no later than October 15, 2016. Vacation posting, selection, and administration for TWU represented employees will be in accordance with Article 8 of the applicable AA/TWU Agreement. As a reminder, the TULE Maintenance Base will be closed during the designated Base Closure (date to be determined), in accordance with the applicable AA/TWU Agreement.

The following guidelines will be utilized to determine the number of splits/segments allowed:

Number of Vacation Days	Max. # of Splits	Max. # of Segments
1 Through 5 Workdays	0	1
6 Through 10 Workdays	1	2
11 or more Workdays	2	3

Titles I & II – Employees desiring to split their vacation will pick each segment on a sequential bidding basis, i.e., an employee may not choose more than one segment on a bid (one pick) basis. However, an employee may select his entire vacation at one time if he desires not to split the vacation.

Titles III, IV, and V – An employee may select his vacation in its entirety in weekly increments at the time of his selection period.

An employee with 1-4 days remaining must make his/her selection on a one-time basis. The remaining days selected will be recorded as a full week.

FOR THOSE WHO WILL BE ON VACATION, please submit an AOI to your immediate supervisor PRIOR to leaving on vacation; otherwise, you may be bypassed.

Every possible effort will be made to contact each individual at work. If for some reason this is not possible, please have your selection ready to give when you are contacted by telephone.

In addition to the above, an employee may, if desired, and if the operation allows, take vacation in no less than one hour increments and no more than the employee's schedule allows.

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1. All employees will be required to take the week of vacation that they bid. Incremental vacation hours will be subtracted starting with the latest week of scheduled vacation in the year unless the employee submits a request in writing for the time to be subtracted from another week. This is to prevent “bunching” of vacation at the end of the year.
2. No incremental day can be granted immediately before or after a regularly scheduled holiday.
3. Requests for routine incremental days must be received in writing seven (7) days in advance. Exceptions will be at the supervisor’s discretion.
4. A maximum of two (2) employees in any shop or dock may be granted an incremental day on any given day. Requests will be honored on a first-come, first-serve basis, provided they have their supervisor’s approval. In the event that more than two requests are received at the same time and for the same day, seniority will prevail.

All employees will be expected to take vacation during base closure in accordance with the applicable AA/TWU Agreement. The following options, in whole or part at the employee’s choice, will be available to employees in this regard:

1. Schedule up to five (5) days of vacation from his vacation accrual.
2. Take up to five (5) days of personal time off (POH) without pay.
3. Volunteer for a block option to work during base closure next year. This block option will only be available to selected shops on the Base. Advance solicitation is done in all shops.

If you have any questions, please contact your manager or supervisor.

Sincerely,

(Original signature on file)

Judy Cordray
Supervisor Administration – TULE

cc: Managing Directors – TULE
HR Operations Support – Tulsa
Dale Danker – President TWU Local 514