



VACATION BIDDING

We're approaching that time of the year again! Many stations will start vacation bidding the first week of October. You can find information covering the proper vacation bidding procedures in Article 14 of our contract.

The vacation bids need to be posted at your station no later than November 15th. You will bid in blocks of 5 days each. Unless allowed by local agreement, you must bid at least one *block of 5 consecutive days*. (For those with less than one year of service, if you have any days left over after bidding a 5-day block, those remaining days will be bid as DAT days.)

Vacation must be bid in blocks, based on classification seniority, and must be completed no later than January 1st. An employee may bid consecutive weeks, and if his seniority will hold the specific period for which he bid, that person will be awarded his bid vacation. If his seniority will not hold all the consecutive weeks, then the bid will not be awarded for any of the weeks.

The contract states in Article 14, Paragraph D, "*The Company shall determine the number of employees in each classification that may be on vacation during any given period, except that at least one (1) Employee in each classification shall be permitted to take his vacation at any given time.*" This means that every day is available for a vacation day or DAT. No days can be blocked or protected. The company cannot mandatory an agent to work his days off immediately prior to, during, or days after his vacation. This includes days off in conjunction with DAT days.

Any unused vacation or DAT days will be paid on the last pay period of the year.

DAT DAYS

Indicate the number of DATs you wish to take *on the first round of vacation bidding*. DAT days do not replace your first round block selection. Instead, the

DATs you designate for the following year will be in conjunction with the first block vacation bid. If, on the first round of vacation bidding, you fail to designate the number of DAT days you wish to set aside for the following year, you will be unable to choose DAT days later on.

DAT days are awarded based on classification seniority. Employees may request a DAT any time after the bid closes. Any DATs requested with less than 24 hours notice can be awarded at management's discretion. A DAT day will be awarded if 24 hours notice is given, the day is available, and the allotment has not been met. The formula to calculate the appropriate number of DATs available for each location is outlined in the contract. Station Representatives have additional information in the Work Rule Interpretations to ensure that management is allotting the correct number of days. The more agents that take DAT days, the higher the number of available DATs will be.

Remember that federal law has changed. The company can no longer force you to use vacation time for qualifying FMLA leave. It is now your choice to use vacation time or not.

Article 14 is one of the three portions of the contract that may be customized by local agreement to better suit the agents in the station. The contract states in Article 14, Paragraph F #7, "*Payment for DAT days not taken shall be permitted for one five day block of DAT days per year...*" The agent must give two weeks advance notice that they are "cashing in" or "selling" their DATs and will not be able to take them later, even unpaid. Enjoy your vacation. You earned it!

ADDRESS CHANGES

It is very important that the Union office has your current address and phone number on file. Any correspondence from this office will be sent to the address that we have on file. This includes all ballots, bulletins that are mailed, TWU Express, and other Union related printed materials. Having your current address on file will ensure you of the right to vote in Union elections, referendums, and contract proposals.

