

# TRANSPORT WORKERS UNION LOCAL 555 CONTRACT CORNER FALL 2017



## VACATION DECLARATION/DAT/FTO/FREEDAY

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## FLEXIBLE TIME OFF - FTO

- The declaration period will begin for FTOs/Freedays between Oct 1-15th, 2017. The default is Freedays, meaning that if an agent fails to turn in a declaration, they will be given Freedays for 2018.
- If an agent chooses FTOs, the Company will perform a 10 month look-back from January 2017 through October 2017 to determine how many FTOs you qualified for, 10 being the maximum amount.
- The qualification is 40 hours per month worked(including LWOP), which is the same as the qualification for Freedays. Since the month of October will not be complete by the end of the declaration, an FTO for October will be temporarily counted as being qualified.
- If an agent fails to qualify for the October FTO, it will be removed prior to January 2018, when FTOs are awarded.
- The daily DAT/FTO allotment is determined by dividing total number of DAT and FTO days by 363. The resulting number (rounded up to the nearest whole number) will be the DAT/FTO days available per day.

## UTILIZING FTOS

- FTOs that are declared during the declaration period in October 2017 may be used beginning in January 2018 to utilize throughout the year in the same manner as DATs in any month, including November and December.
- After FTOs are awarded in January 2018, FTOs/DATs are bid on the same form, share the same bidding period, and are awarded based on classification seniority for each day. An agent may request an FTO/DAT at any time after the bid closes. DATs/FTOs requested with less than 24 hours notice are awarded at management's discretion.
- FTOs do not provide vacation protection like DATs, as an FTO does not protect an agent's days off from mandatory overtime.
- At the end of the year, all remaining DAT/FTO days not taken shall be paid on the last pay period of the year.
- If an agent leaves the work group with leftover FTOs, they are paid out.

## FTO CHART

The below chart illustrates scenarios for two agents. Agent #1 qualified for FTOs in all 10 months from January 2017 to October 2018. If Agent #1 chooses to declare FTOs for 2018, they will receive 10 in January 2018 to bid in any month in 2018.

- Agent #2 was on Leave during the months of April, May, and June of 2017 and only qualified for 7 FTOs. If they choose to declare FTOs, they would receive 7 FTOs in January of 2018 to bid in any month of 2018.
- If an agent does not qualify for the full 10 FTOs, they may be better off choosing the Freeday option. However, if an agent qualifies for less than 10 FTOs but is planning on leaving the work group early in 2018, they would benefit from declaring FTOs as the FTOs would be paid out upon leaving the work group.

### AGENT #1

|      |                                 |     |     |     |     |     |     |     |     |     |  |
|------|---------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|
| 2017 | JAN                             | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT |  |
| 2018 | 10 FTOS AWARDED IN JANUARY 2018 |     |     |     |     |     |     |     |     |     |  |

### AGENT #2

|      |                                |     |     |     |     |     |     |     |     |     |  |
|------|--------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|
| 2017 | JAN                            | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT |  |
| 2018 | 7 FTOS AWARDED IN JANUARY 2018 |     |     |     |     |     |     |     |     |     |  |

- = QUALIFIED WITH AT LEAST 40 HOURS WORKED + LWOP
- = DISQUALIFIED WITH LESS THAN 40 HOURS WORKED + LWOP DUE TO SHIFT GIVEAWAYS, LEAVES OF ABSENCE, ETC.

Agents who declare Freedays, or those who fail to declare and are given Freedays, will bid one per month January 2018 through October 2018, provided the 40 hour per month + LWOP qualification is satisfied.

## **VACATION DECLARATION**

- The declaration round will open on or after October 1st, but no later than October 15th, and must be open for at least 10 calendar days, and there must be at least 5 days between the close of the declaration round and the opening of the first week of block week bidding.
- The vacation declaration round is also used to determine the number of block weeks and the number of DAT/FTO available for each day in your bid location.

### **Remember, with our new CBA, comes a change to the vacation declaration:**

- DAT days are now the default option. Agents will automatically be given DATs for the following calendar year if they fail to participate in the vacation declaration round.
- During any round of vacation bidding, if an employee so chooses, they may bid two or more consecutive weeks, and if their seniority is enough to hold each of those consecutive weeks, they will be awarded all of the consecutive weeks in that round of bidding.
- If their seniority will not hold all consecutive weeks, then the bid will not be awarded for any of those weeks.
- Please keep this in mind as you are listing your vacation priorities during a bid. Any of the other non-consecutive weeks they may wish to hold must be bid in succeeding rounds (i.e. 2nd round, 3rd round, and so on).

**Note:** Agents on leaves of absence may bid.

## **DAT DAYS**

Contractually, agents have the option of setting aside all vacation time as DATs. As mentioned earlier, agents may only designate how much of their vacation they want as DAT days during the “vacation declaration” period prior to the first round of vacation bidding.

- DAT days are awarded based on classification seniority. Employees may request a DAT/ FTO any time after the bid closes. DATs/FTOs requested with less than 24 hours notice are awarded at management’s discretion.
- The Company is contractually required to award a DAT/FTO day if at least 24 hours notice is given and the minimum allotment of DATs/FTOs for that day has not been met.
- The Company cannot force agents to use vacation time for qualifying FMLA leave. It is the agent’s choice whether or not to use vacation time.

## **CALCULATING MINIMUM AVAILABLE VACATION TIME**

*Block week formula:*

1. Number of block weeks bid during declaration round.
2. Divided by 52.
3. Answer rounded to the nearest whole number.

*In cases where the number is rounded down, the number of additional weeks will be determined by:*

4. Taking the remaining fractional number.
5. Multiply by 52.
6. Answer, rounded up to the nearest whole number.

**Note:** The Company will also include as many extra weeks as is operationally possible. See Work Rule Interpretations for more information.

*DAT/FTO formula:*

1. Number of total DAT/FTO days bid during declaration round.
2. Divided by 363.
3. Answer rounded up to the nearest whole number.