

TE&Y Vacation

Overview

TE&Y employees are entitled to vacation based on the number of years they have with the Company, provided they have met the annual and lifetime mileage requirements. Vacation is credited on January 1st to be used throughout the year. Your **Preponderance of Service** is based off the majority of hours worked between **April 1 through September 30**. That means where you had the most hours worked (Craft/Location) is what you earned for next year.

Qualifications/Entitlements

Employees with the number of years shown on the grid below must have earned a minimum of **24,000** miles in the preceding year in addition to having obtained the corresponding lifetime miles to be eligible for the number of week(s) listed for their respective years of service.

YEARS OF SERVICE	AMOUNT OF VACATION
1 Year	1 Week
2 Years	2 Weeks
8 Years	3 Weeks
17 Years	4 Weeks
25+ Years	5 Weeks

EARNING MILEAGE

TE&Y mileage earned during a tour of duty is multiplied by 1.6 for yard service and 1.3 for all other service. Most non-mileage (time and dollar based) payments are converted to miles which then have the appropriate multiplier applied. Additionally, employees assigned to an extra board will be credited automatically with up to 90 days annually for being available but not used. An employee will also be credited up to 45 days annually if required to miss work as a result of an on duty injury. Extra board and/or injury days are not subject to the mileage multiplier.

RATES OF PAY

Vacation is paid at the basic daily rate of the last service performed or at the employees 1/52 rate, whichever is greater, except TP SMART-TD Supplemental Board employees whose vacation is paid at the 1/52 rate, without regard to rate of last assignment.

When determining the rate of the last assignment for vacation purposes, one must use the basic daily (without car count or locomotive additives) then multiply by 5 (yard service) or 6 (road service) then divide by 7 (days in a week).

Q&A

Q: How do I determine if I have qualified for next year vacation?

A: After logging into CMTS from MyUP, then click "Timekeeping Statistics" (under Timekeeping), then click "Vacation Stats". Your current year mileage use for next year vacation qualification will be displayed under "Next Year Statistics." Once your Net Annual Miles reaches 24,000 you will have qualified. This can be confirmed by clicking the "Next Year" button toward the top of the screen. This

will transfer you to the following year statistics and you should see the number of weeks qualified.

Note: The vacation stats screen also has vacation allowed, paid, remaining for both full weeks and single days. Users may click the "Details" button to view dates taken and amount paid.

Q: How do I determine my Preponderance of Service?

A: After logging into CMTS from MyUP, then under the Inquiries column click "Vac Preponderance". Enter the 4 digit year and click "Select", your totals will be displayed. You can now select any of the lists displayed and click "Process" for further details.

Q: Can I work through my vacation and be paid for it?

A: In case of manpower shortages CMS may solicit vacation buybacks, otherwise working through vacation is not allowed.

Q: If I'm on a medical leave of absence when my vacation is scheduled, will it be paid or re-scheduled?

A: Employees who are inactive (MLOA, Furlough, Held Out of Service) at the time of their scheduled vacation will be paid by the Timekeeping office automatically without the need to submit a claim. However, employees who have multiple weeks remaining and anticipate an extended absence may open a Timekeeping customer service web ticket requesting your additional unused vacation be paid.

Q: When planning my retirement how do I request my remaining vacation be paid out?

A: When CMS changes someone's status to retired, dismissed, deceased or disabled, an electronic message is sent to Timekeeping who will immediately process unused current year vacation and next years vacation (where applicable) without the need to submit a claim or open a Timekeeping customer service web ticket.