

**Vacation Bid Instructions:**

All weeks of vacation are a solid block of seven consecutive days unless you specify that week to be single days of vacation. You can designate up to three weeks of your allowed vacation time to be single days of vacation and must specify each those weeks as single days of vacation when you bid for your next year's vacation.

Vacations will start the day of the week, Mondays, as dictated by our local agreement, unless you ask in advance that your vacation week be pushed back a maximum of three days or start three days earlier.

Vacations are assigned in seniority order; splits must be ranked in order of preference rather than chronological order. For example:

If you receive two weeks of vacation and want one week of vacation in March and one week of vacation in July and your July week of vacation is more important to you, then you would list your July vacation bid as your first preference on the bid form and your March bid as your second preference.

Some weeks of the year may fill-up prior to your next preference being honored, you should therefore indicate 1st choice, 2nd choice, and so forth, so that your vacation may be set as near to your desired preference as possible.

First preferences will be scheduled first. If splits are requested, second preferences will be scheduled after all first preferences are scheduled and so forth.

Failure to submit a vacation bid will result in your vacation being arbitrarily assigned by your local chairman and carrier officers.

You must work the minimum number of starts this year in order to qualify for vacation time in the next year as per the Operating Vacation Agreement Revised November 15, 1982:

"Section 1 (a) - Effective January 1, 1982, each employee, subject to the scope of schedule agreements held by the organizations signatory to the April 29, 1949 Vacation Agreement, will be qualified for an annual vacation of one week with pay, or pay in lieu thereof, if during the preceding calendar year the employee renders service under schedule agreements held by the organizations signatory to the April 29, 1949 Vacation Agreement amounting to one hundred sixty (160) basic days in miles ( 24,000 miles ) or hours paid for, as provided in individual schedules."

**VACATION INFORMATION**

**I. QUALIFYING FOR VACATION**

- A. The equivalent of 240 days of service, ( 24,000 miles ) rendered during the preceding calendar year, is needed to qualify.
- B. Each day worked in yard service shall be computed as 1.6 days (150 days needed to qualify).
- C. Each day worked in road service shall be computed as 1.3 days (180 days needed to qualify).
- D. Calendar days on which an employee is compensated while attending training and rules classes at the carrier's direction will be included in the determination of qualification. Such days are not subject to the multipliers.
- E. Calendar days on which an employee assigned to an extra board is available and not used, not exceeding 90 such days, will be included in the determination of qualification. Such days are not subject to the multipliers.
- F. Calendar days on which an employee is absent and unable to perform service due to an on-duty injury, not exceeding 45 such days, will be included in the determination of qualification. Such days are not subject to the multipliers.

**II. VACATION LENGTH**

- A. 1 Year ..... 1 Week
- B. 2 Years..... 2 Weeks
- C. 8 Years..... 3 Weeks
- D. 17 Years..... 4 Weeks
- E. 25 Years..... 5 Weeks
- F. Employees whose vacation entitlement is scheduled to increase on an anniversary date, are permitted to schedule their vacation time at any time during that year.

**III. VACATION PAY**

- A. Pay for each week of vacation is 1/52 of compensation earned during the previous year.
- B. Minimum pay for each week of vacation for road service employees is 6 minimum basic days at the rate of the last service rendered.
- C. Minimum pay for each week of vacation for yard service employees is 5 minimum basic days at the rate of the last service rendered.