

We're approaching that time of the year again! You can find information covering the proper vacation bidding procedures in Article 14 of your contract and the Work Rule Interpretations. We highly encourage you to familiarize yourself with this part of your contract and the WRI.

VACATION DECLARATION ROUND

The vacation declaration round was created for the express purpose of allowing our agents to determine how many block weeks versus how many DATs they wanted to use in the following calendar year. This declaration round must begin no later than Oct 15, 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. **You will automatically be given all block weeks for the following calendar year if you fail to participate in the vacation declaration round.** The vacation declaration round is used to determine the number of block weeks and the numbers of DATs available for each day in your bid location. Don't ignore it!

An employee may bid consecutive weeks, and if his seniority will hold the specific period for which he bid, he 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, unless he otherwise indicates which week he'd like to be awarded if his seniority will hold it. Any of the other non-consecutive weeks he 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 you have the option of setting aside all your vacation time as DATs. As mentioned earlier, you may **only** designate how

much of your vacation you 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 any time after the bid closes. DATs requested with less than 24 hours notice are awarded at management's discretion. The company is contractually bound to award a DAT day if at least 24 hours notice is given and the minimum allotment of DATs for that day has not been met.

The company cannot force you to use vacation time for qualifying FMLA leave. It is now your choice whether or not to use vacation time.

CALCULATING MINIMUM AVAILABLE VACATION TIME

Our contract also includes language on how many block weeks and how many DATs must be available each day for bidding:

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...)
4. Take the remaining fractional number.
5. Multiply by 52.
6. Answer, rounded up to the nearest whole number to determines the number of extra block weeks available on the bid.

Note: The Company will also include as many extra weeks as is operationally possible. See WRI for more information.

DAT day formula:

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

