

<b>SUBJECT:</b> VACATION POLICY- Mechanical Unions	<b>NORTH AMERICA</b> <b>MARC Baltimore, MD</b>  <b>POLICY # HR-04</b>
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#### 1.0 **PURPOSE**

The purpose of this policy to set forth guidelines regarding the Company policy on vacation.

#### 2.0 **SCOPE**

This policy applies to all mechanical union personnel of Bombardier Transportation, North America, MARC in Baltimore, MD. This policy set forth does not supersede any respective current Collective Bargaining Agreement(s). In the event of a contradiction to a current Collective Bargaining Agreement, the contractual language agreed upon between the Carrier and the Organization will prevail.

#### 3.0 **DEFINITION**

Vacation: Paid time off from work for any reason – sickness, vacation, medical or personal according to the employee's needs.

Vacation Calendar: January 1<sup>st</sup> through December 31<sup>st</sup> of each year.

Manager: White collar manager of the department or craft in which the employee works.

#### 4.0 **GUIDELINES**


All mechanical union employees are eligible for vacation days. All vacation days will be paid in eight (8) hour increments at their respective rate of pay and must coincide with their regular bulletined work schedule. All vacation time must be used by close of year end, therefore will not be carried over. Any employee with a remaining vacation balance due to the cancellation of their vacation request by the Company will be paid out in accordance to their respective Collective Bargaining Agreement as applicable.

All vacation requests must be pre-approved by your Manager by using the form in Appendix A. All vacation requests will be reviewed and approved based on operational and departmental needs.

- No more than one (1) employee per craft, per shift, per location will be granted a vacation request without approval by the superseding Department Head.
- Vacation requests submitted within the prescribed timeframe will be granted in the order of seniority for each block requested. A consecutive block can consist of up to fifteen (15) consecutive days.
- Vacations are to be taken in installments of at least one (1) week, constituting five (5) days.

*Exception:* One (1) week/five (5) days of the employee's entitled amount may be used for the purpose of One-Day Vacation.

- Vacation requests for one (1) day at least 24 hours in advance of the date the one (1) day vacation is desired, except in an emergency with notice from the employee to their Manager and subject to Manager approval. See Appendix B.

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Jeffrey Gaffney, Site General Manager				

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- All unused single-day vacation requests must be submitted by 5:00 PM on the last Friday of September unless otherwise communicated.

New employees accrue one (1) day of vacation for every completed calendar month of service, constituting of at least twenty (20) compensated days, earning up to a maximum of ten (10) days of vacation for use before December 31<sup>st</sup> of that calendar year. December's accrual will be allotted in advance for use within the month.

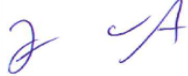
Employees are required to render the specified amount of compensated service in the previous year in order to qualify for their vacation entitlement. See the employee's applicable Collective Bargaining Agreement for the specified amount of compensated service requirements.

#### Vacation Eligibility Schedule

Fully Years of Continuous Service Completed	Vacation Entitlement
First Year of Service	One (1) day per full month worked (max 10)
1 to 4 years	Ten (10) days
5 to 15 years	Fifteen (15) days
16 to 24 years	Twenty (20) days
25+ years	Twenty-five (25) days

In the event vacation which has been previously approved needs to be revoked due to operational or departmental needs, the employee's respective Collective Bargaining Agreement will apply as to the notification requirements and the remedy to pay in lieu of if the vacation time cannot be rescheduled within the same calendar year.

The Human Resources Department will have access to records showing how much vacation has been accrued, as well as how much has been taken. Each employee should review his/her records and let their Manager and the Human Resources Department know if any discrepancies exist. The Company reserves the right to adjust accrued vacation time accordingly.

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**5.0 RESPONSIBILITIES**

Employees are responsible for submitting their vacation requests in advance by the identified deadline.

Manager will set the vacation calendar accordingly to the submissions received taking in to account the operational needs, submission date and seniority in craft.

Human Resources will maintain all official vacation records.

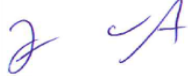
**6.0 PROCESS**

All employees will be notified of their eligibility and entitlement amount of vacation for the following year in the month of October; see Appendix A. Employees will be required to submit vacation requests for the following year prior to 5:00 PM on the last workday of November; see Appendix A.

The Carrier and Local Committee will cooperate in assigning vacation requests. The Carrier and Local Committee will also assign any unused vacation days not taken or scheduled prior to November 30 of the calendar year.

Vacation requests received after the deadline will be scheduled on a first come, first served basis, however if two requests from employees in the same department, which have similar responsibilities are received for the same date, seniority will prevail.

The vacation schedule for the following year will be communicated back to the employees by second (2<sup>nd</sup>) Monday in December.

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**APPENDIX A**

EMPLOYEE NAME  
POSITION  
SHIFT  
LOCATION

DATE

As of January 1, 20xx, you are eligible to schedule ## days of vacation. This includes your total allowance for the calendar year.

All vacation days must be pre-approved by your Manager. Vacation requests will be reviewed and approved based on operational needs. Vacation requests received prior to 5:00 PM on the last workday of November will be scheduled by seniority. Vacation requests received on/after the deadline will be reviewed on a first come, first served basis. All but five (5) days of vacation time must be used in a consecutive block (full week). A consecutive block can consist of up to fifteen (15) consecutive days.

Yearly Selection – Vacation Request Form

Date Received: \_\_\_\_\_  
Receiver's Initial: \_\_\_\_\_

**Week 1:** (mm/dd)

First Choice: \_\_\_\_\_ to \_\_\_\_\_ ☐ Approved ☐ Rejected  
Second Choice: \_\_\_\_\_ to \_\_\_\_\_ ☐ Approved ☐ Rejected

**Week 2:**

First Choice: \_\_\_\_\_ to \_\_\_\_\_ ☐ Approved ☐ Rejected  
Second Choice: \_\_\_\_\_ to \_\_\_\_\_ ☐ Approved ☐ Rejected

**Week 3:**

First Choice: \_\_\_\_\_ to \_\_\_\_\_ ☐ Approved ☐ Rejected  
Second Choice: \_\_\_\_\_ to \_\_\_\_\_ ☐ Approved ☐ Rejected

**Week 4:**

First Choice: \_\_\_\_\_ to \_\_\_\_\_ ☐ Approved ☐ Rejected  
Second Choice: \_\_\_\_\_ to \_\_\_\_\_ ☐ Approved ☐ Rejected

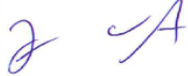
**Week 5:**

First Choice: \_\_\_\_\_ to \_\_\_\_\_ ☐ Approved ☐ Rejected  
Second Choice: \_\_\_\_\_ to \_\_\_\_\_ ☐ Approved ☐ Rejected

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date

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**APPENDIX B**

# Single-Day Vacation Request Form

This form must be submitted to Manager for approval **prior** to taking any vacation days. Manager must confirm with Human Resources vacation days are available **prior** to approving.

**SECTION 1: FOR EMPLOYEE TO COMPLETE**

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_ Location: \_\_\_\_\_

Manager: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Employee's Signature

Date

**SECTION 2: MANAGEMENT APPROVAL**

Date Request Submitted: _____		Receiver's Initials: _____
<input type="checkbox"/> <i>Approved</i>	<input type="checkbox"/> <i>Rejected</i>	If Rejected, State Reason:   

Manager Signature


Date

**SECTION 3: FOR HUMAN RESOURCES**

<input type="checkbox"/> Approved	Vacation Calendar Year	# Days Available	# Days Requested	# Days Remaining
<input type="checkbox"/> Rejected				

Human Resources' Signature

Date

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