

ALLIANCE MAINTENANCE BASE
ADMINISTRATIVE GUIDES-HOLIDAY ARTICLE 7 (f)

Article 7 (f) of the Basic Agreement provides for the distribution of holiday work. To provide consistency in the distribution of holiday work at the Alliance Maintenance Base, the following rules will apply:

1.0 Selection-General

- 1.1 No employee shall be required to report for duty on a paid holiday except when absolutely required for the operation.
- 1.2 An employee not required to work on the holiday shall receive eight (8) hours pay at straight time rates or 10-hours pay for employees assigned to a 4/10 schedule.
- 1.3 The Company will “request” not later than seven (7) calendar days prior to each holiday volunteers to work on the holiday in the form of a “sign up” sheet.
- 1.4 Notification of volunteers and others required to work on the holiday will, except in case of emergency, be made not later than three (3) calendar days prior to the holiday.
- 1.5 A holiday “Worked List” in the form of a posting shall be maintained for each work unit.
- 1.6 If two or more volunteers within the work unit have the same number of holidays worked, seniority will break the tie. (Ref. letter dated 9/19/90)
- 1.7 If the number of employees who have volunteered to work the holiday is less than the number of employees needed to work the holiday, management will then proffer the holiday to those employees within the appropriate overtime work unit within the shop/dock. If more employees are still required, the Company will then proffer the holiday work, by volunteer lists, to other work units within the skill starting with the work unit with the lowest holidays worked, should this fail to produce a sufficient number of employees. The employee, who has worked the least number of holidays, in the original work unit, will be assigned. In the event of a tie, the least senior employee will be assigned to work the holiday.

2.0 **Recording and Posting**

- 2.1 When an employee transfers to another work unit/shop, he will take the shop average or his holiday work record whichever is greater.
- 2.2 Only employees that work the holiday will be charged to the holiday list.
- 2.3 All hours in excess of eight (8) hours worked on a holiday will be charged to the overtime list or 10-hours for employees assigned to a 4/10 schedule.
- 2.4 Employee holiday work records will be “zeroed” on January 1 of every odd-numbered year.

Agreed:

Gary G. Peterson
President Local 567
Transport Workers Union AFL-CIO

David L. Campbell
V. P. AFW Base Maintenance
American Airlines

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Date