

## **AFW VACATION SELECTION**

Article 8 of the AA/TWU Agreement provides for the accrual and selection of vacation periods. In addition to the provisions of Article 8, the following guidelines will apply to TWU represented employees assigned to the Alliance Maintenance Base:

### 1. **Vacation Periods**

- 1.1 Vacations will be picked in whole week periods.
- 1.2 Employees who have less than one week of accrued vacation will bid such partial week as if it were a full week in accordance with the following procedures.
- 1.3 Vacation periods will commence after the employee's scheduled days off.
- 1.4 No employee will be required to utilize his/her vacation while on I. O. D.

### 2. **Vacation Bidding Procedures**

- 2.1 The following guidelines will determine the maximum number of vacation splits allowed per employee:

ACCRUED VACATION	MAXIMUM SPLITS	MAX. VACATION PERIODS
1-5 DAYS	0	1
6-10 DAYS	1	2
11-15 DAYS	2	3
16-20 DAYS	3	4
21-25 DAYS	4	5
26-30 DAYS	5	6
31-35 DAYS	6	7

- 2.2 Employees who wish to split their vacation must bid each vacation period in a sequential round of bidding. An employee may bid multiple weeks in a vacation period as long as each week is successive and there are vacation slots available in each of those weeks.
- 2.3 In work units where a majority of the employees vote to select vacation periods irrespective of splits (shotgun) a single proffer method will apply.
- 2.4 The employee whose turn it is to select vacation dates should be prepared to bid. If the employee does not indicate a choice from the dates available, they will be by-passed and must make their choice from the dates available at the time they are ready to make their selection.
  - 2.4.1 Any employee who will be on vacation, days off, or otherwise unavailable when their opportunity to select vacation dates arises, must submit their vacation bid, in writing, to the appropriate supervisor in advance. If an employee fails to submit such written bid, he/she will be by-passed and must make a selection from the dates available when he/she returns.

- 2.4.2 An employee who fails to make a vacation selection by the end of the selection period will be assigned a vacation period from those open vacation periods remaining on the selection list.
  - 2.5 In addition to the above, an employee may if he/she desires, designate five (5) “floating” vacation days. Such “floating” vacation days may be used one day at a time in accordance with the following:
    - 2.5.1 Requests to use a floating vacation day must be submitted to the supervisor in writing at least three (3) days in advance. Such requests are subject to approval by the supervisor, except in the event of an emergency wherein the request may fall within the three (3) days and will not be subject to approval.
    - 2.5.2 In the event two or more requests are received for the same floating day, such floating vacation will be awarded on the basis of Company seniority.
  - 2.6 Union representation will be afforded the opportunity to oversee the bidding procedure.
3. **Transfer/Reassignment**
  - 3.1 In the event an employee voluntarily relocates to another work unit, the employee’s vacation selection in the previous work unit will not apply unless the specific week the employee is carrying over is vacant at the new work unit or the employee’s previous vacation period can be reasonably accommodated in the new work unit. In the event an employee is involuntarily reassigned to another work unit, his /her vacation weeks will be carried over to the new work unit and will be honored.
  - 3.2 Vacation periods abandoned by transferring employees will be placed-up for bidding in seniority order amongst the shop/dock where the vacancy occurs. All postings will be made as soon as vacation periods are abandoned, but no further in advance than ninety (90) days. Notification of selectees will be no less than thirty (30) days, unless by mutual agreement between the supervisor and employee. (This procedure will be jointly administered by the Shop Steward and Supervisor)
4. **Vacation Purchased Under The Flexible Benefits Package**
  - 4.1 In order to determine the number of vacation weeks necessary in each work unit to accommodate Flexible vacation requests, employees will be polled between September 15<sup>th</sup> and September 30<sup>th</sup> of each year regarding their intent to purchase Flexible vacation.
    - 4.1.1 Employees must indicate in writing, if they desire to purchase a Flexible vacation period.
    - 4.1.2 Flexible vacation selections will be made by those employees who have indicated a desire to purchase Flexible vacation in accordance with the above selection procedures.
    - 4.1.3 Such Flexible vacation selections will be limited to those vacation periods remaining after all regular vacation selections have been made.

5. **Personal Vacation Days**

- 5.1 Personal vacations will be granted based on Company seniority.
- 5.2 Personal vacations will be coded as such, when properly requested by the employee, irrespective of other available options (e.g. vc, fv, etc.).
- 5.3 An employee will be entitled to forty (40) hours of Personal vacation in a calendar year, not subject to limitation based on occurrences.
- 5.4 All requests for personal vacation days will be subject to approval by the Supervisor, except in the event of an emergency.

6. **General**

- 6.1 Vacation Relief Assignments will be of no less than five (5) consecutive days exclusive of days off and will require seven (7) day notification.

Agreed:

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November 1, 2002  
Date