

**AGREED UPON QUESTIONS AND ANSWERS
TO THE VACATION AGREEMENT MODIFICATION AND
ADVANCED SCHEDULING OF SINGLE VACATION AND PERSONAL LEAVE DAYS**

Article II – Method for Single Vacation Day and Personal Leave Scheduling

Q1. What is the definition of an Extra Board Protection Territory?

A1. An Extra Board Protection Territory consists of all engineer assignments (regular, pool, extra, and supplemental) encompassed within, or primarily protected by, a particular engineer extra board (extra board protection territory).

Training boards, pilot board, peer trainer boards, bump boards, etc., are not protected by an extra board, and such boards are not considered in the computation of the number of employee assignments in an extra board protection area.

Q2. Can personal leave and/or single vacation day/s be scheduled in the next calendar year?

A2. Yes, if the requested day/s are within the 2-120-day scheduling window. However, December 16-31 is not available to pre-schedule single vacation day/s.

Q3. Does the December 16-31 period referred to above apply to pre-scheduling of personal leave days?

A3. No, it is only applicable to pre-scheduling of single vacation day/s.

Q4. If an employee pre-schedules a personal leave day and at the time of activation no longer occupies an assignment that qualifies for personal leave days, said employee has the option to convert the personal leave day to a single vacation day if available. Is the employee required to convert the personal leave day to a single vacation day?

A4. No.

Q5. What is a “walk-in” request and how are they handled?

A5. Although not specifically addressed in this agreement, a walk-in request is when an employee requests an immediate layoff and the granting of the request is contingent on sufficient manpower levels and needs.

Q6. If an employee pre-schedules their last single day vacation or personal leave day, is he/she precluded for using that day as a walk-in request earlier than it was scheduled for?

A6. No. The intent of the agreement is to prevent an employee from “canceling” their scheduled day for use later.

Q7. Referring to Question 6, does that slot become available for another employee to pre-schedule a single day vacation or personal leave day?

A7. Yes, if the day is within the 2-day to 120-day window.

- Q8. Can an employee that has pre-scheduled a single day vacation or personal leave day/s reschedule those day/s.
- A8. No, except as provided for in the agreement such as being at the away-from-home terminal at the time of the scheduled day off, etc.
- Q9. Will 72 hours or more of prescheduled single day vacation days still result in NR status between the hours of 0001 and 0500?
- A9. Yes.
- Q10. If an engineer is on a bump board with his 48-clock tolling and starts a prescheduled VAC will the clock stop on the 48 bump?
- A10. Yes, the engineers bump will be suspended until his prescheduled time concludes.
- Q11. If a calendar day's prescheduled allotment has not been met, will the walkup engineer be automatically approved?
- A11. No, walk up request are filled according to manpower needs.

Article IV – Back Filling Vacation Weeks

- Q1. If a scheduled vacation week/slot becomes available due to an employee's retirement, use of single vacation days, etc., does that slot add to the pre-arranged slots available?
- A1. No. The week/slot referred to in Article IV(A) only applies to a scheduled week of vacation, and does not affect pre-arranged slot(s).

Need to fix Note on Page 1 to reference both Personal Leave Days and Single Vacation Days for employees assigned to Supplemental Extra Boards.

May need a Q & A regarding Supplemental Board Employees pre-scheduling days through their Local Chairmen.