

# **CMC**

## **Earned Days Off**



Crew Management Application Job Aid

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## Introduction

The purpose of this document is to outline the policies and procedures of accumulating, booking and cancelling Earned Days Off (EDO).

## How to Accumulate EDO's

Earned Days Off are awarded to RTE's who have above average attendance records. The following describes the attendance requirements:

1. Employees will be credited 1 EDO day for each 4 week consecutive period without a voluntary absence.
  - Voluntary absences include a personal leave of absence (excluding EDO's), missed calls, sick, and any absence without authorization.
  - Absences of elected local representatives for union business will not be considered a voluntary absence
2. The weekly period will coincide with the weekly crew change and the 4 week period will be rolling.
3. Employees may accumulate a maximum of 12 EDO's at any given time.
  - Once 12 EDO's are earned, you must use one, before another one will be credited.

## When Can RTE's Use an EDO?

Each RTE has an assigned window in which an EDO, if booked 72 hours prior to the start time of the requested date, cannot be denied. Booking an EDO within the assigned window is the responsibility of the RTE only.

1. The assigned window commences at 0800 on the 15<sup>th</sup> day of an employee's mileage period and ends at 0800 on the 18<sup>th</sup> day of the employee's mileage period.
2. If 72 hours advanced notice is not provided when booking an EDO within the assigned window, approval and scheduling of the requested date must be provided through local management.
3. RTE's may request an EDO outside their window with the approval of the local manager.
4. EDO's start and end at 0800; therefore the following rules apply when scheduled for work:
  - In unassigned service, the book-on is 0800 for an order time of 1000 (or call time at that terminal)
  - Employees in assigned service that do not require a call for work must ensure that they book on prior to the call time of the assignment in order to work their normal job.
    - IE. Assignment starts at 0800, employee must book on prior to 0600 (or applicable call time) in order to work their own assignment.
  - Similarly, if an employee is scheduled to work at 0800, with an EDO booked at 0800 that day, they need to get an 'EDO Bridge' authorized from the Shift Supervisor CMC, if in fact they do not intend to work that day. Otherwise the book off would occur upon tie up.

## Booking an EDO Step-By-Step

### Illustration 1.0 – Booking an EDO Through the VRU

Responsible:	Procedure Steps:
<b>Employee</b>	<ol style="list-style-type: none"> <li>1. Call VRU to request EDO.               <ol style="list-style-type: none"> <li>i. Receive global broadcast message, if applicable.</li> <li>ii. Enter employee ID.</li> <li>iii. Enter PIN number.</li> </ol> </li> <li>2. Press '9' to request an 'Earned Day Off'.</li> </ol>
<b>VRU</b>	3. "Please enter your six digit earned day off start date, followed by the pound sign."
<b>Employee</b>	4. Enter your six digit 'EDO' start date (i.e., yymmdd) followed by the '#' sign.
<b>VRU</b>	5. "Please enter the number of earned days off you are requesting, maximum of 3 days allowed."
<b>Employee</b>	<ol style="list-style-type: none"> <li>6. Enter the number of EDOs you are requesting (i.e., 1, 2 or 3).               <p><b>**NOTE:</b> Booking your EDO's one day at a time, by pressing 1, simplifies the cancellation process should you decide not to take the EDO.</p> </li> </ol>
<b>VRU</b>	<ol style="list-style-type: none"> <li>7. The VRU will send the data to CMA, where CMA will edit the data passed and send a response back to the VRU. Depending on the response from the mainframe, the employee will hear one of the following:               <ol style="list-style-type: none"> <li>i. "You entered an invalid date. Press '7' to speak to a Crew Dispatcher or press '#' sign to return to previous menu."</li> <li>ii. "You entered an invalid number of days. Press '7' to speak to a Crew Dispatcher or press '#' sign to return to previous menu."</li> <li>iii. "You have an insufficient number of earned days off for this request. Press '7' to speak to a Crew Dispatcher or press '#' sign to return to previous menu."</li> <li>iv. "You entered an ineligible start date. The start date must be the 15<sup>th</sup>, 16<sup>th</sup>, or 17<sup>th</sup> day of your mileage period. Press '7' to speak to a Crew Dispatcher or press '#' sign to return to previous menu."</li> <li>v. "The date you entered is not at least 72 hours in advance. Press '7' to speak to a Crew Dispatcher or press '#' sign to return to previous menu."</li> <li>vi. "Your earned day off request was successful."</li> <li>vii. "Your earned day off request was unsuccessful."</li> </ol> </li> </ol>
<b>Employee</b>	<ol style="list-style-type: none"> <li>8. Respond to the VRU messages by:               <ol style="list-style-type: none"> <li>i. Press '7' to speak to a Crew Dispatcher.</li> <li>ii. Press '#' to return to previous menu.</li> <li>iii. Hang up to end the call.</li> </ol> </li> </ol>

## Illustration 2.0 – Booking an EDO in CMA

### Procedure Steps:

In MAC4 of CMA, select screen 20 'FUTURE STATUS CHG'

- 1 Enter 'W' before the hyphen in the 'STATUS-EDB CODES' field.
- 2 Enter the **date (yyymmdd)** of your first EDO (before the hyphen) in the 'START DATE-TIME' field.
- 3 Enter '**0800**' after the hyphen in the 'START DATE-TIME' field.
- 4 Enter the **number of total EDOs ('xx')** to be taken in the 'NUMBER OF DAYS' field. Note: there is a maximum of 3 days.
- 5 Press '**PF6**' to submit request.

**\*\*NOTE:** Booking your EDO's one day at a time (01 in the 'Number of Days' field) simplifies the cancellation process should you decide not to take the EDO.

```

4C CA                FUTURE STATUS CHANGE
PSTS16A
  EMPLOYEE NAME: SYKES, D. (DAVE)          51 ) NUMBER: ( 000555229 )
STATUS-EDB CODES: ( W - )                 CURRENT STATUS: AVAILABLE NORMAL
START DATE-TIME : ( 081008 - 0800 )       END DATE TIME : (      -      )
NUMBER OF DAYS  ( 01 )
REASON REMARKS
APPROVED-DENIED : ( )
DENIAL REASON  :
(
)
(
)
NORMAL ASGN      : YCAS01FO
TEMPORARY ASGN   :
ON DUTY ASGN     :

                                VALID STATUS CODES
W  PERSONAL LEAVE DAY

                                5
                                ↓
ENTER=INQ  PF1=HELP  PF3=EXIT  PF5=UPD  PF6=ADD  PF9=DEL  PF10=SHOW REQUESTS
  
```

**If the request was successful:**

- The 'ED' code will automatically appear after the hyphen.
- Letter 'A' will appear in the 'APPROVED-DENIED' field.
- Further to the right-hand side of the 'A', a **time stamp** and **user ID stamp** will be added.
- The 'END DATE TIME' field will be filled in automatically.
- '**LAYOFF REQUEST HAS BEEN RECORDED**' message will appear at the bottom of the screen.

```

4C CA                                FUTURE STATUS CHANGE                                PSTS16A

EMPLOYEE NAME: ( SYKES, D. (DAVE)          51 ) NUMBER: ( 000555229 )
STATUS-EDB CODES: ( W - ED )                CURRENT STATUS: AVAILABLE NORMAL
START DATE-TIME : ( 081008 - 0800 )         END DATE TIME : ( 081009 - 0800 )
NUMBER OF DAYS : ( 01 )
REASON REMARKS : (
APPROVED-DENIED : ( A                      080930 1132 SYK0002
DENIAL REASON : (
(
(
NORMAL ASGN : YC S01FO
TEMPORARY ASGN :
ON DUTY ASGN :

VALID STATUS CODES
W PERSONAL LEAVE DAY

ENTER=INQ PF1=HELP PF3=EXIT PF5=UPD PF6=ADD PF9=DEL PF10=SHOW REQUESTS
LAYOFF REQUEST HAS BEEN RECORDED                                L005-1
    
```

### Cancelling an EDO Step-By-Step

Currently the cancellation of EDO's can only be made at a CMA kiosk. You may cancel an EDO any time before the automatic book off time of 0800. You may re-book the EDO as long as it is 72 hours in advance. If you have booked your EDO's in a block (more than 1 day in the 'Number of Days' requested) you can only cancel them as a block, which means you have to cancel the block and re-book the days that you still require as EDO's.

### Illustration 3.0 – Cancelling an EDO in CMA

FUTURE STATUS CHANGE REQUESTS								PSTS997
EMP NUMBER	START DATE / TIME	END DATE / TIME	ST/EDB	APP/DENY	REMARKS			
- 000948890	110416 0800	110417 0800	W ED	A				
000948890	110423 0800	110424 0800	W ED	A				
000948890	110904 0800	110905 0800	W ED	A	O/W			
000948890	110918 0800	110920 0800	W ED	A	OW			

ENTER=RESTART TO BEGINNING PF1=HELP PF3=EXIT PF7=PAGEUP PF8=PAGEDN

#### Procedure Steps:

In MAC4 of CMA, select screen 20 'FUTURE STATUS CHG' and press PF10 'SHOW REQUESTS'

- Place an 'X' next to the date(s) to be cancelled
- Hit 'ENTER' to open request
- Press 'PF9' to delete request

3E WY		FUTURE STATUS CHANGE		PSTS16A
EMPLOYEE NAME: ( SHEWCHUK, LJ (LACEY) ) NUMBER: ( 000966487 )				
STATUS-EDB CODES: ( W - ED )		CURRENT STATUS: AVAILABLE NORMAL		
START DATE-TIME: ( 110904 - 0800 )		END DATE TIME: ( 110905 - 0800 )		
NUMBER OF DAYS: ( )				
REASON REMARKS: ( O/W )				
APPROVED-DENIED: ( A )		110815 1723 SYL0002 ONE TRIP: ( )		
DENIAL REASON: ( )				
NORMAL ASGN: OBDT01CO				
TEMPORARY ASGN:				
ON DUTY ASGN:				
VALID STATUS CODES				
H	HELD OUT OF SVC	Q	SUPVR APPROVAL	
I	INVESTIGATION	S	OFF SICKNESS	
J	JURY DUTY	U	UNION BUSINESS	
K	OFF BEREAVEMENT	W	PERSONAL LEAVE DAY	
L	LEAVE OF ABSENCE	Y	TRANSFER TO NON-RUN	
M	OFF MILES/DAYS	%	SUSPENSION	
N	COMPANY BUSINESS			
P	PERSONAL			
ENTER=INQ PF1=HELP PF3=EXIT PF5=UPD PF6=ADD PF9=DEL PF10=SHOW REQUESTS				

000948890

**Q & A**

**Q** Once I book an EDO in my window, can the company take it away from me?

**A** No. Under special circumstances a manager may request an employee to move the EDO. This may only be done with the employee's agreement.

**Q** If I properly book an EDO 72 hours in advance of taking an EDO during my window, can the Company deny giving me an EDO?

**A** No.

**Q** If I arrange for a Leave of Absence (LOA) Bridge before my EDO in order to bridge the gap between the end of my rest and the start of my EDO, will this LOA count as a voluntary absence and reduce my ability to earn an EDO?

**A** No. Further, it will not be considered a penalty against a guarantee or MBR.

**Q** Will EDOs be given priority over LOAs?

**A** Yes. EDOs will be given priority and will not be denied if the EDO is booked at least 72 hours prior to the date of the EDO.

**Q** How will my turn be handled when I book back on from an EDO?

**A** It will be handled in the same manner as returning from LOAs are handled at your terminal.

**Q** Will the establishments of EDOs reduce the amount of available LOA slots?

**A** EDOs will supersede LOAs on any given day.

To illustrate this, in a terminal that previously had 10 LOA slots per calendar day for authorized leave, if there are 3 employees that use EDOs that day, there will be 7 LOA slots available for employees to obtain LOAs (i.e. 10 employees in total can still be on authorized leave that day).

Similarly, if there aren't any employees taking EDOs on a given day then the full slots available for authorized leave on that day remain available as before. Using our example above, 10 LOAs can be approved for that day.

**Q** If I want to take a leave of absence during my window, must I take an EDO?

**A** No. Employees may, at their discretion, elect to use their EDO on a given day or simply request an LOA. The decision rests with the employee alone.

**Q** What is the difference between EDOs and LOAs?

**A** EDOs are earned and cannot be denied as per the CPR-TCRC Memorandum of Settlement – December 5, 2007.

LOAs are allotted based on operational requirements on an ad hoc basis, and may be denied.

**Q** How do I notify the CMC of my intent to take an EDO?

**A** Employees can pre-arrange EDO days via the VRU or at a CMA Kiosk. (Instructions above).

**Q** How do I identify how many EDOs that I have?

**A** At a CMA kiosk, in screen 19 'EMPLOYEE MASTER RECORD' press F8 for 'PLEAVE' to see EDO's accumulated as well as EDO's taken and future EDO's booked.



**Q If I have booked an EDO and no longer require it, can I cancel my EDO?**

**A Yes.** You must cancel the EDO at a CMA Kiosk any time before the scheduled book off time of 0800. Failure to cancel prior to 0800 will count as taking an EDO; however, you may book on anytime afterward following the EDO book off.

**Q Are EDOs considered pensionable service subject to pension arrears calculations?**

**A No.** It is treated as an LOA and is deemed a non-pensionable absence.

**Q If I have been granted a LOA, can my leave be cancelled because another employee takes an EDO on the same date?**

**A No.**

**Q Where can we find the 'EARNED DAYS OFF' and 'LAST EDO AWARDED' fields in MAC4?**

**A Both** are stored on the 'EMPLOYEE MASTER RECORD' screen. The 'ELIGIBLE EDO DATES' field will also be displayed on the 'PERSONAL DAYS / HOLIDAYS' screen (from screen 19, press F8 'PLEAVE').

**Q How are the EDO dates identified for each employee?**

**A Starting** with the mileage date as Day 1, the eligible dates are the 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup> day of any given mileage period. This window commences at 0800 on the 15<sup>th</sup> day of an employee's mileage period and ends at 0800 on the 18<sup>th</sup> day of the employee's mileage period.

Here's an example:

If we assume a given employee has a mileage start date of '12', his Personal Leave/Holidays screen would display '26-27-28' for the eligible EDO dates.

**Q What is the maximum number of EDOs that can be banked at any given time?**

**A An** employee can only hold a maximum of 12 EDOs at any given time.

**Q What impact does a miss-call have on each EDO evaluation period?**

**A If** an employee is found to have missed a call, s/he will not be eligible for an EDO for the period being processed.

**Q Can I use the 'Future Status Change' screen to book my EDO?**

**A Yes,** the EDO 'Future Status Change' will be automatically approved if all EDO edits are passed.

As part of the EDO edit/approval process, the employee's EDO counter will be reduced by the number of requested EDO days (assuming the employee's Counter still has sufficient EDO days).

Once an EDO has been requested/approved, an employee's EDO request would show on the Future Status Change Request Listing as well as the employee's work history record.

**Q Will I be able to request EDOs using the VRU?**

**A Employees** will be able to request 1 or more EDOs from the VRU, as well as book-on from EDO (W-ED) status. As with EDOs requested by field employees on the Future Status Change screen, the employee must request the EDO at least 72 hours in advance. The EDO book-off request must also be for the 15<sup>th</sup>, 16<sup>th</sup>, or 17<sup>th</sup> day of the employee's mileage period.

# Links / Resources

## Host on Demand via Rail City

<http://railcity.cpr.ca/en-ca/WorkTools/Applications/Pages/HostonDemand.aspx>