

**NMC 009-10**

April 14, 2010

**'Earned Day Off' Status**

This procedure provides employees with the ability to earn and take 'Earned Days Off (EDOs)', as well as to bank and draw down non-chargeable miles and payments according to a set of established guidelines.

**The Crew Management centre is currently exploring a CMA enhancement that will allow all EDO's to be booked in blocks, but removed individually. Until such time, please avoid booking multiple EDO's at one time, and input each EDO as a separate entry.**

**Procedure Guidelines**

- i. Employees will earn 1 day's credit (unpaid) per each 4 week consecutive period without a voluntary absence from work, to a maximum of 12 days at any given time. The weekly period will coincide with the weekly crew change and the 4 week consecutive period will be rolling.
- ii. Voluntary absences include a personal leave of absence (excluding EDOs), missed call, sick day and any absence without authorization. Absences of elected local representatives for Union business will not be considered a voluntary absence.
- iii. Employees utilizing earned day(s) off within one of their particular windows will do so by arranging the EDO(s) either via the VRU or the CMA system. This must be completed at least 72 hours prior to scheduling one or more of their earned days off within their assigned window. 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.
- iv. Should the situation change and the employee did not, or was not able to provide such advance notice, the scheduling of an earned day off within the window must be scheduled through the local manager and obtain his approval for such.
- v. An employee may schedule earned day(s) off outside one of their windows with the approval of the local manager.
- vi. EDO's end at 0800; therefore when booking employees available, the following rules apply:
  - In unassigned service, the book-on is 0800 for a call at 1000 (or call time at the terminal).
  - Employees in assigned service that do not require a call for work (ie. Yard employees) 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 (call time) in order to work their own assignment).

- Similarly, an employee whose assignment starts at 0800, and is scheduled for an EDO book off at 0800 that day needs to get an EDO Bridge authorized, if in fact does not intend to work that day. Otherwise, the book off would occur upon tie up.
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### Process for Requesting 'Earned Day Off'

RTE	<p>1. Request 1 or more EDOs from the VRU. 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 (see job aid 'Requesting Earned Day Off Through the VRU').</p> <p>OR</p> <p>Use the EDO 'Future Status Change' screen to request 1 or more EDOs.</p> <p>2. Should the situation change and the employee did not, or was not able to provide such advance notice, the scheduling of an earned day off within the window must be scheduled through the local manager and obtain his approval for such.</p>
Local Manager	<p>1. Send an email to the Assistant Manager CMC authorizing an EDO day(s) (only applicable if step 2 applies above).</p>
<p>Additional Notes:</p> <p>An employee may schedule earned day(s) off outside one of their windows with the approval of the local manager.</p>	
<p><b>When booking two or more consecutive EDO's inside your window, please ensure each EDO is entered as a separate day. This process will allow all running trade employees the ability to cancel EDO's through CMA if a single EDO day is not required.</b></p>	