

TRANSPORT WORKERS UNION LOCAL 555

CONTRACT CORNER

Vacation Declaration

What is Vacation Declaration?

The purpose of the declaration round is for agents to declare the number of block and/or DAT weeks, Freeday, or FTO days for the coming year. Agents will make their selection in STARS (My Declarations). If you DO NOT make a selection, you will default to DAT and FHL. The declaration round will begin on or after October 1, and no later than October 15. Agents who fail to bid vacation during the declaration round will automatically be given all DATs. *Article 14, Paragraph D on page 48 of the Gold Book C.B.A.*

What is a Block Week?

A block week is when you take a week's worth of vacation time at the same time by bidding for the week off in the previous year. Vacations are considered with working days being Monday-Friday. Your vacation days will be adjusted forward or backwards depending on your scheduled bidded days off.

ACTUAL DAYS OFF	VACATION DAYS ADJUSTED
SAT/SUN	NO ADJUSTMENT
SUN/MON	FORWARD
MON/TUE	FORWARD
TUE/WED	FORWARD
WED/THURS	BACKWARD
THURS/FRI	BACKWARD
FRI/SAT	BACKWARD

Did you know?

Agents can obtain their vacation pay in advance if they make a written request to their manager at least two (2) weeks prior to starting their vacation. *Article 14 Paragraph I on page 50 of the Gold Book C.B.A.*

What if I bid for block weeks, but miss the block bidding?

Once your selection is made during the declaration rounds you CAN NOT change to DATs. If an agent fails to select their declared number of weeks during the block week bidding process the block weeks will be assigned to them.

How many block weeks are available at my station?

The number of block weeks available will be based on how many are bid in the declaration round per classification (ramp/ops/provo/cargo) and then divided by 52 and rounded to the nearest whole number. *Article 14 Paragraph D.1 on page 49 of the Gold Book C.B.A.*

Example:

120 block weeks declared $120/52=2.3$

Rounded to the nearest whole number = 2 vacation slots per week that will be offered.

Remainder = .3

$52 \times .3 = 15.6$ rounded up = 16 additional block weeks that will be offered throughout the year.

Block Week Bid = 2 slots every week, with 16 slots placed in different weeks throughout the year.

What happens if I'm on OJI during my block week?

If an agent is on OJI or any other leave of absence during their scheduled block week, the vacation time will be rescheduled. If it cannot be rescheduled the agent will be paid for their time.

*any unused vacation time will be paid out on the January 5th check the following year. *Article 14, Paragraph E on page 49 of the Gold Book C.B.A.*