

VACATION REQUEST FORM INSTRUCTIONS FOR DIVISION 20 ENGINEERS

Vacations will be issued in seniority order for properly filled out forms using the process described below:

If you request your vacations weeks in all **CONSECUTIVE** ORDER, you will receive what your seniority will allow (provided you entered enough choices). If your first choice cannot be completely filled (like only two of the weeks you requested were available in your three week choice), then that choice is not available and your next choice will be considered and so forth until one of your complete choices is available or all choices have been denied. If your seniority does not allow you to fully complete any of your choices, then you may be assigned to weeks that were not requested (for example: 23, 24, 25 are consecutive weeks but 23, 24, 33 are not consecutive weeks).

You may also elect to **SPLIT** your vacation choices. You must understand that your **FIRST** choice of your split will be assigned in seniority order along with everyone who chose all consecutive order weeks. Once all consecutive and **FIRST** choice split weeks have been assigned, then the **SECOND** choice weeks will be assigned in seniority order for all of those who have split their vacations and again if you are not awarded one of your choices then you may be assigned to weeks that were not requested. Our agreement only provides for one split of consecutive weeks so even if you split your vacation, **both splits must ALSO CONTAIN CONSECUTIVE WEEKS** (for example: **FIRST split** 50, 51 and **SECOND split** 32, 33, 34 would be a valid request for someone with 5 weeks vacation who desired to split). You can include the same weeks in multiple choices such as 1st 23, 24, 25 | 2nd 24, 25, 26 | 3rd 25, 26, 27.

You must request **ALL** of the weeks that you are entitled to. **DO NOT** request single days on your vacation request form. Single day vacations will not be processed until after the vacation roster is completed and are handled in a different manner.

If you are in a transition year or you are not sure how many weeks you are entitled, call Amtrak vacation desk. If you think you qualify for more weeks than Amtrak is allowing, then immediately provide your supporting documentation with exact dates to Bryon Earnest or Chad Skinner.

AMTRAK BLET AGREEMENT RULE 27 -- VACATION

(a) The National Vacation Agreement of April 29, 1949, as amended, will apply to employees covered by this Agreement. The parties will make such modifications to the provisions of the National Vacation agreement as are necessary to conform to the basis of pay established in Rule 2. (See Appendix "B")

Note: Vacation qualification is generally computed by achieving a minimum of two hundred forty (**240**) **factored work days** in a prior calendar year coupled with **total years of continuous Amtrak service** and a threshold of total factored days in aggregate for progression to additional weeks.

Note: Effective August 1, 1998, in calculating factored work days, each basic day of service performed by an employee shall be computed as **1.6 days, which shall be known as the "multiplier factor."** It is the parties' intention that this subsection would require the equivalent of one hundred fifty (150) days in a calendar year to qualify for an annual vacation for the succeeding year. The following additional provisions will govern in the accumulation of vacation qualifying days:

(1) Calendar days on which an employee assigned to an **extra board** is available for service and on which day he/she performs no service, **not exceeding ninety (90) such days**, will be included in the determination of qualification for vacation; also, **calendar days, not in excess of forty-five (45), on which an employee is absent from and unable to perform service because of an injury received on duty** will be included. **Such days will not be subject to the multiplier factor** set forth in existing vacation rules as amended.

(2) Calendar days on which an employee is **compensated while attending training, corporate level joint labor-management committee meetings and rules class at the direction of the Company** will be included in the determination of qualification for vacation. Such calendar days shall **not be subject to the multiplier factor** set forth in existing vacation rules as amended.

<u>Years of Continuous Service</u>	<u>No. Weeks Vacation</u>
Less than two years	1
Two to Seven	2
Eight to Sixteen	3
Seventeen to Twenty-Four	4
Twenty-Five or More	5

(b) As provided in paragraph (a), the National Vacation Agreement of April 29, 1949, as amended, is modified as follows to conform to the basis of pay established in Rule 2:

(1) For the purpose of determining qualifications for vacation, service performed as a Passenger Engineer on Amtrak will be treated in the same manner as service performed as a train or engine service employee in yard service as set forth in Section 1 of the National Vacation Agreement.

(2) A Passenger Engineer receiving a vacation, or pay in lieu thereof, under Section 1 of the National Vacation Agreement, as modified herein, shall be paid for each week of vacation 1/52 of the compensation earned by such Passenger Engineer while engaged in train or engine service for Amtrak during the calendar year preceding the year in which the vacation is taken, but in no event, shall such payment be less than five (5) 8-hour days at the Passenger Engineer's rate if working as such at the time the vacation is taken.

(3) Vacation periods shall begin at 12:01 AM, Monday, and end at 11:59 PM, Sunday. A Passenger Engineer may take his/her annual vacation in any calendar year in weekly segments, and may take up to one (1) week of his/her annual vacation in single day increments.

(4) Any dispute or controversy arising out of the interpretation of any of the provisions of the Agreement shall be handled in the same manner as other disputes arising under the Passenger Engineers Rules Agreement.

(c) A Passenger Engineer involved in an accident resulting in a loss of human life will be entitled to utilize a vacation day(s) or holiday(s) for personal reasons related to the accident. For the purposes of this provision, the Passenger Engineer will be allowed to take vacation in less than a one-week segment. Nothing in this rule will serve to modify the provisions of Rule 32(b) or (h) regarding payment for working on a holiday.

(d) During **a calendar year in which an employee's vacation entitlement will increase on the anniversary date**, such employee shall be permitted to schedule the additional vacation time to which entitled on the anniversary date **at any time during the calendar year**.

(e) Vacation qualification criteria in effect on August 1, 1998 shall continue to apply to employees represented by the Organization who hold positions as working General Chairman, Local Chairman, and State Legislative Board Chairman ("local officials"). In other words, the changes in qualification as set forth in paragraph (e) above are not intended to revise vacation qualification conditions for such local officials. It is further understood that by providing this exclusion it is not intended that the total number of such officials covered be expanded.

(Please refer to your Amtrak CBA book for additional Q&A)