

'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.

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 notify the crew management center 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 15th day of an employee's mileage period and ends at 0800 on the 18th 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 to CMC, 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.

Process for Requesting 'Earned Day Off'

RTE	<p>1. Notify the crew management center at least 72 hours prior to scheduling one or more earned days off within the assigned window¹.</p> <p>OR</p> <p>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 15th, 16th, or 17th 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 to the CMC, 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>3. Send an email to the CMC dispatcher 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>	

¹ This window commences at 0800 on the 15th day of an employee's mileage period and ends at 0800 on the 18th day of the employee's mileage period.

Questions & Answers for Clarification

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

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

2. If I properly notify the CMC of my intent 72 hours in advance of taking an EDO during my window, can the Company deny giving me an EDO?

No.

3. If I arrange for a Leave of Absence (LOA) 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?

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

4. Will EDOs be given priority over LOAs?

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

5. How will my turn be handled when I book back on from an EDO?

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

6. Will the establishments of EDOs reduce the amount of available LOA slots?

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.

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

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.

8. What is the difference between EDOs and LOAs?

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.

9. How do I notify the CMC of my intent to take an EDO?

Employees can pre-arrange EDO days via the VRU. ([Instructions attached](#)).

Initially, you can phone the CMC or send an e-mail or a fax. The objective over the long term is to implement an automated system.

10. How do I identify how many EDOs that I have?

Initially, crews can phone the CMC. Once changes are made to the CMA system, this information will be made available to be viewed by employees.

11. If I have notified the CMC of my intent to take an EDO and then no longer require it, can I cancel my EDO?

Yes. You must notify the CMC as far in advance as possible but no later than the start time of the EDO. Failure to provide such notification will count as taking an EDO; however, you may book on anytime afterward following the EDO book off.

12. Are EDOs considered pensionable service subject to pension arrears calculations?

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

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

No.

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

Both are stored on the 'Employee Master Record' screen. The new 'ELIGIBLE EDO DATES' field will also be displayed on the Personal Leave/Holidays screen.

15. How are the EDO dates identified for each employee?

It's pretty straight-forward. Starting with the mileage date as Day 1, the eligible dates are the 15th, 16th, 17th day of any given mileage period. This window commences at 0800 on the 15th day of an employee's mileage period and ends at 0800 on the 18th day of the employee's mileage period.

Here's an example:

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

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

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

17. What impact does a miss-call have on each EDO evaluation period?

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

18. How much notice must I give before requesting an EDO?

EDOs must be requested 72 hours in advance by field employees.

19. Can I use the 'Future Status Change' screen to book my EDO?

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.

20. Will I be able to request EDOs using the VRU?

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 15th, 16th, or 17th day of the employee's mileage period.

REQUESTING 'EDO' THROUGH THE VRU –
JOB AID FOR TRAIN CREWS



Requesting 'EDO' Through the VRU	
Responsible	Process Steps:
Employee	<ol style="list-style-type: none"> 1. Call VRU to request EDO. <ol style="list-style-type: none"> i. Receive global broadcast message, if applicable. ii. Enter employee ID. iii. Enter PIN number. 2. Press '9' to request an 'Earned Day Off'.
VRU	<ol style="list-style-type: none"> 3. "Please enter your six digit earned day off start date, followed by the pound sign."
Employee	<ol style="list-style-type: none"> 4. Enter your six digit 'EDO' start date (i.e., yymmdd) followed by the '#' sign.
VRU	<ol style="list-style-type: none"> 5. "Please enter the number of earned days off you are requesting, maximum of 3 days allowed."
Employee	<ol style="list-style-type: none"> 6. Enter the number of EDOs you are requesting (i.e., 1, 2 or 3).
VRU	<ol style="list-style-type: none"> 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"> i. "You entered an invalid date. Press '7' to speak to a Crew Dispatcher or press '#' sign to return to previous menu." ii. "You entered an invalid number of days. Press '7' to speak to a Crew Dispatcher or press '#' sign to return to previous menu." 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." iv. "You entered an ineligible start date. The start date must be the 15th, 16th, or 17th day of your mileage period. Press '7' to speak to a Crew Dispatcher or press '#' sign to return to previous menu." 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." vi. "Your earned day off request was successful." vii. "Your earned day off request was unsuccessful."
Employee	<ol style="list-style-type: none"> 8. Respond to the VRU messages by: <ul style="list-style-type: none"> ▪ pressing '7' (to speak to a Crew Dispatcher) ▪ pressing '#' (to return to the previous menu) ▪ hanging-up to end the call



FUTURE STATUS CHANGE REQUEST SCREEN – Job Aid for Train Crews

Figure 1: Future Status Change Request screen (CMA – MAC4 – screen 20)

4C CA	1	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			

PROCEDURE STEPS:

1. Enter 'W' before the hyphen in the '**STATUS-EDB CODES**' field.
2. Enter the date (yymmdd) 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.



FUTURE STATUS CHANGE REQUEST SCREEN – Job Aid for Train Crews

If the request is successful, the screen will update as follows:

- 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.
- L005-1 Message will appear at the bottom of the screen.

Figure 2: Future Status Change Request screen (CMA – MAC4 – screen 20)

```

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 AS01FO
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
    
```

Attention RTEs:

Below are the steps to perform if you wish to cancel an EDO day that you have already booked.

Step 1: Access Screen 20 in MAC4

Step 2: Press F10 'SHOW REQUESTS'

Step 3: Place a 'x' next to the date which you want to cancel

Step 4: Press ENTER

Step 5: Press F9 to delete

Step 6: Press F3 to exit

Your EDO day should now be cancelled, and you may re-book when you wish as long as it is 72 hours in advance. Please be reminded that EDOs may be booked through the VRU or on your local CMA kiosk. The cancellation process, however, can only be done by using the above steps on the CMA kiosk. The booking and cancellation of EDO days are entirely managed by the individual, and the CMC is not able to arrange EDO days for you.

Thank you,

CMC Management