ALD/PLD/Vacation Qualification Rules

What are the current rules for earning Current Year and Carryover Annual Leave Days (ALD-BLET) and Personal Leave Days (PLD-UTU)?

Please see the document below for the updated rules for earning Current Year and Carryover Annual Leave Days (ALD-BLET) and Personal Leave Days (PLD-UTU).

Updated August 2015

ALD/PLD Rules

Current Year Earned ALD (BLET)

- ALDs (Annual Leave Days) are earned based on the employee having a **BLET Craft Date** and having worked 150 working days in the previous year.
- Code AL is the correct code for current year ALDs. The number of days available each calendar year is governed by the employee **Service Date** and can be taken as of January 1, even in a Transition Year:

Years of Service	<u>ALDs</u>
Less than 5 years	3
5 years but less than 10 years	5
10 years but less than 15 years	7
15 years but less than 20 years	9
20 years or more	11

- Employees in furloughed status (Military Leave, Medical Leave, non-paid familiarization or on a bump board) will have zero earned until they are permanently assigned.
- Employees working at the LAJ Railway do not earn ALD or PLD.

- Earned ALD for the following year will be populated starting on 12/16-17 (after PP23 has closed and the following year's master has been built). This will allow employees to pre-schedule ALDs in the next year. This number will also change when the employee changes permanent assignments between 12/16 and 12/31. Note: When an employee changes assignments during this timeframe, the employee's current <u>and</u> future year earned will both change accordingly.
- Only active employees will receive an allocation for the following year. Employees who are on medical leave/furlough etc.., or otherwise in a status that is not likely to work in the following year, will be excluded from receiving an ALD allocation. However, in the event that an excluded employee marks up to a permanent assignment and works in the following year, then the appropriate allocation of ALDs will be awarded at that time. An employee moving from exempt to BLET would receive the appropriate current year allocation of ALDs.
- ALDs are offset by SMART-TD personal leave days taken and holidays (with the exception of ATSF BLET Thru Freight holidays).
- ALDs may be observed or claimed for pay (cashed-in). Current year ALDs can be claimed on a Road, Yard or Special Claim engineer ticket under Code 'AL'. Payment is based on the rate of pay of service performed prior to the ALD.
- ALDs will be paid to an employee that resigns, retires or dies as Ungranted Days for the subsequent year (Code UL) providing the employee has met the 150-day requirement outlined above.

Current Year Earned PLD (SMART-TD)

- PLDs are earned based on the current permanent assignment. This is determined each time the employee has a change in permanent assignment.
- Code 81 is the correct code for current year PLDs. The number of days available each calendar year is governed by the employee **SMART-TD Craft Date**, former Road and Kind of Service:

	ATSF					
	<u>BN</u>	<u>NP</u>	<u>HBT</u>	<u>EW</u>	NS/CL YARD	NS/CL ROAD
Less than 5 years	2	3	11	2	11	2
5 years but less than 10 years	4	5	11	4	11	4
10 years but less than 15 years	6	7	11	6	11	7
15 years but less than 20 years	8	9	11	8	13	10

Employees have maximum combinations of days as follows:

1. BN and ATSF Eastern/Western Lines:

Maximum combination of PLDs, ALDs and holidays (excluding ATSF BLET Thru Freight holidays) cannot exceed 11.

2. ATSF Northern/Southern Lines and Coastlines:

PLDs are offset by all holidays (excluding ATSF BLET Thru Freight holidays), annual leave days and personal leave days.

- 3. Payment is based on the rate of pay of service performed (less car scale additive) prior to the PLD.
- 4. Qualifications for PLDs vary depending upon former road, BN or ATSF, whether the employee is in road or yard service at the time taking PLD, and if in road service, whether working a job that is or is not subject to the Holiday Pay Rule.

ATSF:

Eastern/Western Lines -

PLDs are earned in increments from 2 to 11 days. No difference if works road or yard service or if works assignments that are or are not subject to the Holiday Pay Rule.

HBT (Houston Belt Terminal) -

11 PLDs are earned (increments not applicable).

LAJ Railway --

Employees do not earn ALD or PLD.

Northern/Southern Lines and Coastlines -

PLDs are earned in increments from 2 to 13 days while working jobs that are assigned over 100 miles (all Thru Freight and Locals over 100 miles).

PLDs are earned in increments from 11 to 14 days while working jobs that are assigned 100 miles or less (all Yard, Road Switcher and Locals 100 miles or less). **

** If an employee is assigned to a job that works both 100 miles or less and over 100 miles during the work week, the earned PLDs are based on "over 100 miles" increments from 2 to 13 days. If job was assigned to work 100 miles each day and the work week was reduced by RSIA to 5 days, the 5th day is now a flip day, the job is still considered as falling under the Holiday Pay Rule. Earned PL days are based on the "less than 100 miles" increments from 11 to 14 days.

BN:

PLDs are earned in increments from 2 to 10 (3 to 11 on NP) days while working jobs assigned more than 100 miles. Jobs falling under the Holiday Pay Rule (such as yard and road switcher - exceptions noted below), 100 miles or less assignments do not earn PLDs.

Exceptions:

- All NP, GN and SP&S road and yard service employees including those covered by National Paid Holiday Rules may observe PL days. (Effective 5/16/12 for NP, 6/5/12 for SP&S, and 8/1/12 for GN). No employee covered by this agreement will receive in the aggregate more than eleven (11) personal leave days and paid holidays in any calendar year. NOTE: The employees on NP earn PLD in the same increments as the BLET earn ALD (Effective 9/8/12), GN and SP&S earn in increments of 2,4,6,8, 10.
- Thayer road utility conductors and the Harvard utility jobs do not fall under the Holiday Rule and are allowed PLDs by agreement.
- Tulsa Road now earn PL Days equivalent to BLET.
- Uniform Yard Assignment Rule Tulsa, Enid, Amory, Birmingham, Memphis, Lindenwood(St. Louis)
- Uniform Road Assignment Rule Madill, Tulsa, Thayer, Enid, Memphis, Birmingham, Amory, Ft Worth-BN, Lindenwood(St. Louis)
- Teague Yard –
 Employees can claim PLDs or holidays.
- Seattle Commuter service, Glendive 3/12 Yard jobs, Northstar Employees can claim either PLDs or holidays.
- Shuttle Jobs –
 Employees can claim either PLDs or holidays. (Such as: Galesburg, Seattle, Interbay, Everett, Vancouver, Mandan, Lincoln, Laurel, etc.)

- Montana Western RR –
 Employees are allocated 11 PLDs and can use a combination of 11 PLDs or holidays per year effective with 09/2013 agreement.
- Portland Terminal Railroad –
 11 PLDs are earned (increments not applicable).
- SMART-TD Craft Date governs the transition to the next increase in available days and those additional days are not due until after that date. Example: BN employee with 5 years with an anniversary date of September 1 earns 2 PLD and 2 Transition Days for the year. The 2 days earned can be taken as of January 1; the 2 Transition Days can be taken as of the anniversary date, September 1.
- Employees in furloughed status (Military Leave, Medical Leave, non-paid familiarization or on a bump board) will have zero earned until they are permanently assigned.
- Employees on combo extra boards (Road/Yard) will earn PLDs at the road Thru-Freight rate. If the board guarantee is a Thru Freight rate, then the permanent assignment is considered to be Thru-Freight and PLDs will be assigned accordingly. If the board guarantee is a Yard or Switchman's rate, then the permanent assignment will fall under the corresponding Yard rules for PLDs and Holidays. (Conductor/Brakemen XBRD Thru Freight; Switchman XBRD Yard; Combo XBRD Thru-Freight)
- Earned PLD for the following year will be populated starting after PP23 has closed and the following year's master has been built. This will allow employees to pre-schedule PLDs in the next year. This number will also change when the employee changes permanent assignments between 12/16 and 12/31. Note: When an employee changes assignments during this time window, his/her current and future year earned will both change accordingly.
- Only active employees will receive an allocation for the following year. Employees who are on medical leave/furlough etc.., or otherwise in a status that is not likely to work in the following year, will be excluded from receiving a PLD allocation. However, in the event that an excluded employee marks up to a permanent assignment and works in the following year, then the appropriate allocation of PLDs will be awarded at that time. An employee moving from exempt to UTU would receive the appropriate current year allocation of PLDs.

ATSF: PLDs may be observed or claimed for pay (cashed-in).

BN: PLDs must be observed (cannot be claimed for pay or cashed-in). BN SMART-TD employees need to submit a PLD request and be approved for time off.

Exceptions:

Montana Western and Portland Terminal (PTRR) employees may cash out PLDs.

- Portland/Vancouver-Pasco ID pool and Vancouver-Wishram ID pool employees may compact up to 5 days. So for a single PLD layoff of one day they can request to be paid up to 5 PLDs for the single layoff occurrence.
- Glendive 3/12 and Great Falls 3/12 jobs can claim up to 2 PLDs for a single PLD layoff.
- Klamath Falls-Keddie ID pool may compact up to 5 days or until their turn comes back for a single layoff.

Carryover

- Carryover leave days are based on the permanent assignment as of 12/31.
- Code 'CA' is the correct code for carryover ALDs (BLET) and Code 'CO' is the correct code for carryover PLDs (SMART-TD).
- If an employee is in furloughed status (Military Leave, Medical Leave, paid/non-paid familiarization or on a bump board) on 12/31, carryover days will be calculated based on the last permanent assignment in the previous year. If the employee is in furloughed status the entire year, the earned for the year will be 0; therefore, the carryover from that year will also be 0.
- Unused Carryover days from previous years will be carried over (these days are not subject to kind of status or permanent assignment).
- All carryover days are available to the employee to be used, no matter what craft (BLET/SMART-TD) or company code (ATSF/BN) they are currently in. The payment for the carryover will be the rate of the last job worked. The exception to the rate of the last job worked is the Northern/Southern Lines and Coastlines SMART-TD only have a set rate code, 0060, for carryover PLDs.
- Once carryover days are allocated into the appropriate BLET or SMART-TD category, the days will become craft and company neutral for use. In other words, carry over days may be used while assigned to either craft or company code. For example, if an employee earned 5 SMART-TD carry over days but is currently assigned to a BLET position, the carryover days may be used consistent with the BLET assignment likewise for the reverse scenario. While the allocations will be accessible from either craft, the use of the days must be consistent and applicable under the current collective bargaining agreement for the employee's permanent assignment. (For example if an employee has SMART-TD carryover days but currently working as BLET we would pay code CO but at the BLET rate of pay)
- BN Holiday Jobs (yard, roadswitchers, locals or work trains 100 miles or less not covered by agreement) unless covered by special agreement (please see exceptions listed above), do not earn current year PLD's and would not have any carryover if this is the permanent assignment at the end of the year. If an employee changes the permanent assignment to a BN Holiday job later in the year and has carryover days they are able to cash in these carryover days but can't observe them for time off. (Days are available for pay purposes only not for lay off purposes.)

- There is no limit on accumulated carryover ALDs (BLET).
- Carryover PLDs (SMART-TD) cannot exceed 60.

Vacation Qualification

Vacation Qualification

Employees must have a minimum of 240 "inflated" days to qualify for next year's vacation. All miles that are paid for a trip with exception of non-taxable amounts, lump sum payments, and frozen miles are used for vacation calculation.

A running total of current year inflated days can be viewed in Crew Xpress on the 'Earned/Taken Info' screen. This number is updated after each payroll close.

Working Trips

Each trip worked has a mileage amount. Road service and yard service have different inflation amounts.

If working in yard service - 150 (starts) qualifying days @ 1.6 inflated factor = 240 inflated days.

If working in road service - 180 (starts) qualifying days @ 1.335 inflated factor = 240.3 inflated days.

Example; a yard start is a 100 mile basic day; the yard inflation factor is 1.6. So, for every yard start 1.6 inflated days towards vacation is earned. [100 miles x 1.6 (yard inflated factor) = 1.6 inflated days]

In road service the basic day is 130 (there are some locals and road switchers that are 100). To calculate the number, divide the miles run by 130, then multiply the number times the road inflation factor of 1.335.

Example; a thru freight pool turn runs 220 miles one way. 220 miles * 2 (round trip) = 440 divided by 130 (basic day) = 3.38 * 1.335 (road inflated factor) = 4.5 inflated days for the round trip.

ALD/PLD

All observed Annual and Personal days count as qualifying days. These days are not inflated.

Vacation

Paid Vacation days do not count as qualifying days for a vacation during the next year.

Guarantee

An employee can receive credit for up to ninety (90) calendar days he/she is assigned to an extra board and did not work. These days are not inflated.

On-Duty Injury

An employee can receive credit for up to forty-five (45) calendar days he/she took off because of an on-duty injury. These days are not inflated.

Work Retention

All days spent on a Work Retention board count as qualifying days. These days are not inflated.

Vacation Weeks Earned

A TYE employee with two or more years of continuous service who has at least one hundred and fifty (150) days in yard service or at least one hundred and eighty (180) days in road service during the preceding calendar year, and at least three hundred and twenty (320) days of compensated service during the two preceding calendar years, is eligible for two weeks of vacation.

The other breakpoints for additional weeks of vacation follow:

Years of Service	Cumulative Days of Service	Weeks of Vacation Earned
8 years	1280 days	3 weeks
17 years	2720 days	4 weeks
25 years	4000 days	5 weeks (6 for BLET)

Vacation Rate

The vacation rate is based on the greater of;

- 1/52 of last year's vacation qualified earnings OR
- The basic rate of the last job worked

The rate is determined for the calendar year upon the first vacation day observed.

To determine the 1/52 rate, take the prior years' qualified earnings divided by 52 weeks, divided by 7 days. Example; \$75,000 divided by 52 divided by 7 = \$206.04 daily rate.