

Tulsa Administrative Guidelines. Holiday Work - Article 7(f)

Article 7(f) of the Basic Agreement provides for distribution of Holiday work for employees who volunteer to work the holiday. It also provides a method of distribution in case of insufficient volunteers by stating that holiday work will be assigned on the same basis as overtime work.

"No employee will be required to report for duty on a paid holiday that falls on his regularly scheduled workday, except when absolutely required for the operation. An employee not required to work on the holiday will receive eight (8) hours of pay at his base hourly rate, or ten (10) hours if on a 4/10's schedule (HO). The Company will request, not later than seven (7) calendar days prior to each holiday, for volunteers to work on the holiday. Notification of volunteers and others required to work on the holiday will, except in case of an emergency, be made not later than three (3) calendar days prior to the holiday. In the event insufficient volunteers are available, holiday work will be assigned on the same basis as overtime work."

Selection - General

1. Each shop/dock/work unit shall maintain a holiday work list. Additionally, the list will be made available for employees within the shop/dock/work unit to review.
2. No employee shall be required to report for duty on a paid holiday except when absolutely required for the operation.
3. An employee not required to work on a holiday shall receive eight (8) hours pay (HO) at straight time rates, or ten (10) hours (HO) if assigned to a 4/10's schedule.
 - A. If an employee is on a 5/8's schedule and any holidays fall on his day off, whether the day off is a scheduled day off or due to a change of shift (CS) as authorized by the Supervisor, his next workday will be observed as the holiday. The Company may designate the employee's last workday before the holiday to be observed as the holiday with his consent.
 - B. If an employee is on a 5/8's schedule and any holidays fall within his vacation period, his next workday following the vacation period will be observed as the holiday.
 - C. If an employee is on a 4/10s schedule and any holidays fall on his day off, he will receive eight (8) hours at his base hourly rate in compensation for the holiday (HO), in addition to his regular pay for the week. The observance of the holiday will not move or change.

Tulsa Administrative Guidelines
Holiday Work - Article 7(f)

- D. If an employee is on a 4/10's schedule and any holidays fall within his vacation period, he will receive eight (8) hours at his base hourly rate in compensation for the holiday (HO) in addition to his vacation pay. The observance of the holiday will not move or change.
4. The Company will request not later than seven (7) calendar days prior to each holiday volunteers to work on the holiday.
 5. Notification of volunteers and others required to work on the holiday will, except in case of emergency, be made not later than three (3) calendar days prior to the holiday.
 6. The supervisor will only be required to contact employees away from their work area when:
 - (a) The employee has been temporarily reassigned (labor loaned) to another work unit.
 - (b) The employee is assigned to a training class.
 7. If two or more volunteers have worked an equal amount of holidays during this year, Occupational seniority will break the tie.
 8. In the event more employees are required than volunteered to work the holiday; the employee who has worked the least amount of holiday will be assigned. If two or more employees are tied, the employee with the lowest occupational seniority will be assigned to work.
 9. If there is a need for holiday work within the three (3) calendar days prior to the holiday, the selection will be made from the holiday volunteer list. If additional employees are required, follow procedure number eight (8).
 10. Payment for a holiday will not be made to an employee on a leave of absence or to an employee scheduled to work on the holiday who is not excused from work and who fails to report to work as scheduled.
 - A. If an employee has been absent because of illness or injury for a continuous period immediately preceding the holiday that does not exceed thirty (30) calendar days, exclusive of any vacation time, he is entitled to holiday off pay (HO) in accordance with this Article.

- B. If an employee has been absent because of illness or injury for a continuous period immediately preceding the holiday for more than thirty (30) calendar days, exclusive of any vacation time, he is deemed to be on a leave of absence and is not entitled to any holiday pay. Any pay due will be in accordance with Article 34.
11. Employees acting in the capacity of MPR will not normally be eligible for holiday work when:
 - (a) They have been assigned as MPR five (5) workdays prior to the holiday.
 - (b) They are assigned in the capacity of MPR the work day before and after the holiday.
 12. When an employee transfers to another shop/dock, he will take the shop average or his holiday work record whichever is greater.
 13. Only employees that work will be charged to the shop/dock holiday work list.
 14. All hours worked, past the employee's regularly assigned shift on a holiday, will be charged to the overtime list.
 15. Holiday lists will be zeroed on January 1 of every odd-numbered year.

Selection - Aircraft Maintenance

1. In addition to the selection procedures outlined in Selection - General, the following procedures will apply to Aircraft Maintenance before assigning holiday work (Article 6(c) (2));

First - Proffer and distribute holiday work to the personnel in the holiday work unit (posted crew schedule) who are regularly assigned to the type of work required to be accomplished during the holiday.

Second - If additional people are required, analyze the work to be done and proffer the simple non-complex work to employees assigned to the dock who have the ability to do it by virtue of previous assignments to that skill.

Third - If the work remaining after step one is complex and requires a fully qualified employee, then proffer employees "regularly" assigned to that skill from other docks in the appropriate product group (i.e. A300, 757, 737, MD80). A reasonable effort should be made to borrow from the holiday work unit having the lowest holiday average in the skill required.