

Tulsa Maintenance Base Vacation Selection Guidelines

Vacation selection will begin no-later than Friday, October 15, 200X. Vacation posting, selection, and administration for TWU represented employees will be in accordance with Article 8 of the applicable AA/TWU Agreement. As a reminder, the TULE Maintenance Base will be closed from December XX, 200X, through December XX, 200X, in accordance with the applicable AA/TWU Agreement.

The following guidelines will be utilized to determine the number of splits/segments allowed:

<u>Number of Vacation Days</u>	<u>Max. # of Splits</u>	<u>Max. # of Segments</u>
1 through 5 Workdays	0	1
6 through 10 Workdays	1	2
11 or more Workdays	2	3

Titles I & II

Employees desiring to split their vacation will pick each segment on a sequential bidding basis, i.e., an employee may not choose more than one segment on a bid (one pick) basis. However, an employee may select his entire vacation at one time if he desires not to split the vacation.

Titles III, IV, and V

An employee may select his vacation in its entirety in weekly increments at the time of his selection period.

An employee with 1-4 days remaining must make his/her selection on a one-time basis. The remaining days selected will be recorded as a full week.

FOR THOSE WHO WILL BE ON VACATION, please submit an AOI to your immediate supervisor PRIOR to leaving on vacation; otherwise, you may be bypassed.

Every possible effort will be made to contact each individual at work. If for some reason this is not possible, please have your selection ready to give when you are contacted by telephone.

In addition to the above, an employee may, if desired, designate a "floating" vacation week -- one of the selected weeks to use one day at a time ("floating" vacation days) in accordance with the following guidelines:

1. All floating days must be taken prior to the selected floating week or the employee will complete the floating vacation days during the week selected. This is to prevent "bunching" of vacation at the end of the year.
2. No floating day can be granted immediately before or after a regularly scheduled holiday.

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3. Requests for routine floating days must be received in writing seven days in advance. Exceptions will be at the supervisor's discretion.
4. A maximum of two (2) employees in any shop or dock may be granted a floating day on any given day. Requests will be honored on a first-come, first-served bases, provided they have their supervisor's approval. In the event that more than two requests are received at the same time and for the same day, seniority will prevail.
5. Once a vacation week is designated floating, it will not be changed to any other period.

All employees will be expected to take vacation during base closure from December XX, 200X, through December XX, 200X in accordance with the applicable AA/TWU Agreement. The following options, in whole or part at the employee's choice, will be available to employees in this regard:

1. Schedule up to five (5) days of vacation from his vacation accrual, including any additional vacation purchased through the Flexible Benefit Package.
2. Utilize up to five (5) PV days as outlined in Article 8. (The employee is limited to a maximum of five (5) PV days at any time during the year.)
3. Take up to five (5) days of personal time off (POH) without pay.
4. Volunteer for a block option to work during base closure next year. This block option will only be available to selected shops in CAM or PALM. Advance solicitation is not being done in any other shops.
5. An employee hired on or after March 18 of this year will be given the option of taking POH or working during next year's base closure. If the employee will have one (1) to four (4) days of vacation accrued for next year, he will be provided with work opportunities for the difference only.

Example: If a newly hired employee earned vacation credit in September, October, November, and December of this year for a total of two (2) days of accrued vacation, he would be provided the opportunity to work only three (3) days during the base closure period. Any additional work opportunity would be granted in accordance with the volunteer process of the applicable AA/TWU Agreement.

Vacation purchased as part of the Flexible Benefit Package will be picked by Company seniority after all normal selections have been made. Please note, however, that although selection of this vacation is after all normal selections, as of 200X, flex vacation will be coded in AutoTA as the first actual days of vacation in the year.