

### Excluded Time:

Your layoff threshold is earned based upon the time you are otherwise marked up and available for service

Some time away from work is considered excluded time; you do not earn any threshold for excluded time

Excluded time includes, but is not limited to, vacation, paid

personal leave days, medical leave, FMLA, time on the bump board, time on work retention and furlough boards, travel time to new assignment, etc.

Note: time on bump board will count as a layoff for employees subject to call if there is a failure to take notification for greater than 10 hours

Excluded time does not count as a layoff, but the time will ultimately lower your overall layoff threshold

### Layoff Thresholds:

5-day service assignments (assignments working 5 starts with 2 rest days, 05/02 extra-boards, daily mark, etc.) may earn 1 “any day” per month

- Excluded time will reduce this threshold
- You must be marked up and available for service at least 16 calendar days in a month in order to earn the 1 “any day” (otherwise the threshold is 0)

14/1 assignments may earn up to 3 weekdays (WD) and 2 weekend days(WE) per month in addition to their rest days

- Excluded time will reduce this threshold
- WD – you must be available at least 18 WD per month to earn 3 WD; 12-17 earns 2 WD ; 7-11 earns 1 WD and 0-6 earns 0 WD
- WE – you must be available at least 8 WE days to earn 2 WE days; 5-7 earns 1 WE; 0-4 earns 0 WE
- Rest days are considered available time

For all of the above assignments, you must be marked up and available for service at least 16 calendar days in a month in order to earn any threshold

### Mixed Service (MX)

- Mixed service is when you have various assignments within a month that have differing layoff thresholds (example, you work a 5-day assignment part of the month and unassigned extra board part of the month)
- In mixed service the potential layoff threshold (boundary) will be 25% of weekdays (WD) and 25% of weekend days (WE), measured separately, in a given month
- This 25% includes your rest days (in other words, any rest days observed while in assigned service count as layoffs against the 25% threshold)

- How is it measured? You start out the same as unassigned by determining the initial 25% layoff threshold – then you have to subtract all rest days observed. The resulting threshold is the potential number of layoff days you might lay off over and above rest days

Mixed Service Calculations (Scenario 1)

- This is a straight forward calculation, and we will look at a scenario that is a little more complicated later, but in the end it is still just a matter of 25% less rest days
- The first step is to determine the initial 25% threshold in the same manner as unassigned service as follows:
- In the month of July, there are 22 WD and 9 WE days. After removing excluded time and multiplying by 25%, this is the initial threshold result (before considering rest days):

<b>July 2007</b>	<b>WD</b>	<b>WE</b>
<b>Days in Month</b>	<b>22.00</b>	<b>9.00</b>
<b>Minus Excluded Time</b>	<b>- 2.00</b>	<b>- 1.00</b>
<b>Remaining Days</b>	<b>20.00</b>	<b>8.00</b>
<b>Multiply by 25%</b>	<b>X .25</b>	<b>X .25</b>
<b>Initial Layoff Threshold</b>	<b>5.00</b>	<b>2.00</b>

- Referring to the previous slide, you earned a potential 7 days off (5 WD and 2 WE); during the month you observed 4 rest days (3 WD and 1 WE), leaving a total of 3 days that you can layoff over and above rest days
- The next question, after subtracting rest days observed - is the remaining threshold on the WD or WE? The answer is dependent upon how much of your 25% you used up with observed rest days:

<b>July 2007</b>	<b>Total</b>	<b>WD</b>	<b>WE</b>
<b>Initial 25% layoff threshold from previous slide</b>	<b>7.00</b>	<b>5.00</b>	<b>2.00</b>
<b>Less rest days observed</b>	<b>- 4.00</b>	<b>- 3.00</b>	<b>- 1.00</b>
<b>Threshold to lay off over &amp; above rest days</b>	<b>3.00</b>	<b>2.00</b>	<b>1.00</b>

## Mixed Service Calculations (Scenario 2)

- In this scenario, the initial 25% threshold is 7 total days (5 WD and 2 WE) you observed 6 (WE) rest days, so the layoff potential is 1 day over and above rest days
- The next question is, what is the remaining WD/WE threshold after subtracting out rest days observed? The answer is dependent upon how much of your 25% you used up in each area
- Did you use up all of your 25% WE allotment with observed rest days? If the answer is yes, your threshold can only be on a WD

	Total	WD	WE
<b>Initial 25% threshold</b>	<b>7.00</b>	<b>5.00</b>	<b>2.00</b>
<b>Less rest days observed</b>	<b>- 6.00</b>		<b>- 6.00</b>
<b>Time can lay off over &amp; above rest days</b>	<b>1.00</b>		
<b>Did you use your 25% WE time up with rest days? Yes, so can only apply time to WD</b>			
<b>Threshold to lay off over &amp; above rest days</b>		<b>1.00</b>	

- ◆ So, what's important in mixed service is to
  - Keep up with your 25% initial threshold for WD and WE
  - Keep up with your rest days (as rest days observed are counted as layoffs against the threshold)
- ◆ And remember this helpful rule of thumb:
  - In a month when you are in mixed service, if you have observed at least 2 WE rest days, don't lay off on the weekend (over and above your rest days) or you will exceed the potential threshold every time

## Weekday vs. Weekend

- Any unpaid layoff that touches a weekend counts against the weekend, for example:
  - ◆ Lay off 11:30 Friday, mark up 11:29 on Sunday (2 WE days)
  - ◆ Lay off 13:00 Sunday, mark up 12:59 on Monday (1 WE day)
  - ◆ As such, you may be charged with 3 weekend days over single weekend
  - ◆ Exception - 30-minute grace period:
    - ◆ If you mark up by 00:30 on Saturday or lay off after 23:30 on Sunday, it counts as a weekday
    - ◆ Exception – for employees on a regular 5 or 6-day assignment, WD/WE is based on the assigned start of the shift (a start at 23:00 on Friday would count as a weekday; a start at 23:00 on Sunday would count as a weekend)

### Counting Days Off

Any layoff from 0-25 hours is counted as a day (there is a one-hour grace period for counting full days). The following is the progression of counting days off:

<b>Layoff Hours</b>	<b>Days</b>
<b>0 - 25</b>	<b>1.0</b>
<b>&gt; 25 - 36</b>	<b>1.5</b>
<b>&gt; 36 - 49</b>	<b>2.0</b>
<b>&gt; 49 - 60</b>	<b>2.5</b>

However, if you are on a regular 5 or 6-day assignment and you have a layoff that spans 2 shifts, regardless of how many hours you lay off, you will be charged 2 days.

### Bunching Days Off

Can we bunch days off? Yes, but you have to manage those days carefully (if you bunch in one month, you must watch the next 2!)

Example, you are assigned to a 5-day job - under the 5-day assignment you have a potential of one any day per month

In this scenario, you did not lay off any in October or November, choosing to take 3 days in Dec – this is OK - BUT, BE CAREFUL GOING FORWARD

	<b>Threshold Earned</b>	<b>Layoff</b>
<b>October</b>	<b>1</b>	<b>0</b>
<b>November</b>	<b>1</b>	<b>0</b>
<b>December</b>	<b>1</b>	<b>3</b>
<b>Total</b>	<b>3</b>	<b>3</b>

### Missed Calls, Lay off on Call, No-Shows

- If you are issued discipline or alternative handling for a LOC, EMC, or NOS, that day will NOT be counted against you in the attendance process as a layoff (status will be changed from layoff unavailable to excluded time)
- If you are not issued discipline or alternative handling, you will be held accountable for that day under the attendance guidelines as a layoff

### Death in Family (DIF)

- DIF is for employees who experience the unfortunate loss of a family member covered by bereavement pay and need an immediate layoff
- DIF is excluded time, however, if documentation substantiating bereavement pay is not submitted to Comp Systems by the 10<sup>th</sup> of the following month, the DIF layoff time will be considered unavailable
- Check System General Notice – TYE Time Off for complete instructions on use of this code

### Family emergency

- There is a system general notice that requires you to contact your supervisor with 24 hours of laying off FEM; should you fail to do so; you are subject to investigation for failure to comply. Any layoff for family emergency (FEM) is considered part of your layoff threshold and you are always accountable for that time off under the attendance guidelines, regardless if you have been investigated for failure to comply

### Failure to tie-up

- There is a system general notice that requires you to tie-up from service and failure to do so becomes subject to investigation for failure to comply with instructions
- Any failure to tie-up (LFT) is an attendance event and will count as a layoff regardless if you have been investigated for failure to comply with instructions

### Military Service (National Guard, Drill, Training, State Emergencies, etc.)

- You will need to provide your supervisor with a copy of your annual training schedule, along with subsequent orders (or your LES), in order for your military service to be counted as available time
- This is necessary so that your supervisor may update your service time as available time in the attendance system; otherwise, you may have an attendance exception which is subject to discipline

### ATG Discipline Progression

- The following is the progression of discipline for attendance only (assumes attendance is the only discipline on file)
  - 1st Offense 10 Day Suspension
  - 2nd Offense 20 Day Suspension
  - 3rd Offense DISMISSAL
- Attendance combined with other disciplinary events are subject to dismissal – for example:
  - 2 Attendance and 1 Level “S”
  - 5 violations of any kind in a 12-month period
  - Example: 1 Attendance, 2 EMC, 1 LOC, and 1 Level “S”