

**GUIDE TO
HOLIDAY
SCHEDULING**

FOR THE CONTRACTUALLY CHALLENGED

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DMI-APWU
2007**

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This guide was compiled together in hopes that holiday scheduling will be easier and more important; contractually correct. In this guide you will find APWU National Agreement language specifically Art. 11 "Holiday", the DMI LMOU (Local Memorandum of Understanding), JCIM, examples of schedules, settlements, local practices, Q & A and step by step processes.

All the information within this guide has been grieved, re-grieved, arbitrated and negotiated. We are not reinventing the wheel here, only presenting what has already been tried in the past and accepted.

This guide is for the specific use of Des Moines P & DC and it's stations and branches. This guide does not apply in it's entirety to AO's represented by DMI-APWU Local 44.

**ARTICLE 11
HOLIDAYS**

Section 1. Holidays Observed

The following ten (10) days shall be considered holidays for full-time and part-time regular scheduled employees hereinafter referred to in this Article as "employees":

New Year's Day
Martin Luther King, Jr.'s Birthday
Washington's Birthday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Christmas Day

Section 2. Eligibility

To be eligible for holiday pay, an employee must be in a pay status the last hour of the employee's scheduled workday prior to or the first hour of the employee's scheduled workday after the holiday.

Section 3. Payment

A. An employee shall receive holiday pay at the employee's base hourly straight time rate for a number of hours equal to the employee's regular daily working schedule, not to exceed eight (8) hours.

B. Holiday pay is in lieu of other paid leave to which an employee might otherwise be entitled on the employee's holiday.

Article 11.4

Section 4. Holiday Work

A. An employee required to work on a holiday other than Christmas shall be paid the base hourly straight time rate for each hour worked up to eight (8) hours in addition to the holiday pay to which the employee is entitled as above described.

B. An employee required to work on Christmas shall be paid one and one-half (1½) times the base hourly straight time rate for each hour worked in addition to the holiday pay to which the employee is entitled as above described.

Section 5. Holiday on Non-Work Day

A. When a holiday falls on Sunday, the following Monday will be observed as the holiday. When a holiday falls on Saturday, the preceding Friday shall be observed as the holiday.

B. When an employee's scheduled non-work day falls on a day observed as a holiday, the employee's scheduled workday preceding the holiday shall be designated as that employee's holiday.

Section 6. Holiday Schedule

A. The Employer will determine the number and categories of employees needed for holiday work and a schedule shall be posted as of the Tuesday preceding the service week in which the holiday falls.

B. As many full-time and part-time regular schedule employees as can be spared will be excused from duty on a holiday or day designated as their holiday. Such employees will not be required to work on a holiday or day designated as their holiday unless all casuals and part-time flexibles are utilized to the maximum extent possible even if the payment

Article 11.7

of overtime is required, and unless all full-time and part-time regulars with the needed skills who wish to work on the holiday have been afforded an opportunity to do so.

C. An employee scheduled to work on a holiday who does not work shall not receive holiday pay, unless such absence is based on an extreme emergency situation and is excused by the Employer.

D. Transitional Employee

Transitional employees will be scheduled for work on a holiday or designated holiday after all full-time volunteers are scheduled to work on their holiday or designated holiday. They will be scheduled, to the extent possible, prior to any full-time volunteers or nonvolunteers being scheduled to work a nonscheduled day or any full-time nonvolunteers being required to work their holiday or designated holiday. If the parties have locally negotiated a pecking order that would schedule full-time volunteers on a nonscheduled day, the Local Memorandum of Understanding will apply.

Section 7. Holiday Part-Time Employee

A part-time flexible schedule employee shall not receive holiday pay as such. The employee shall be compensated for the ten (10) holidays by basing the employee's regular straight time hourly rate on the employee's annual rate divided by 2,000 hours. For work performed on December 25 a part-time flexible schedule employee shall be paid in addition to the employee's regular straight time hourly rate, one-half (1/2) times the employee's regular straight time hourly rate for each hour worked up to eight (8) hours.

ITEM 13

THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY

Section 1. Holidays – Overtime – All A.P.W.U. Bargaining Units

- A. Management shall, two weeks prior to the Tuesday preceding the service week in which the holiday falls, post a list of the number of employees needed and the skills required in each section as established in Item 18 to establish a list of regular employees desiring to work their non-scheduled day for overtime.
- B. Two (2) weeks prior to Tuesday preceding the service week of the holiday, Management shall post a list of the number of employees needed and the skills required in each section. The list shall remain posted for seven (7) days affording employees the opportunity to volunteer to work the holiday or designated holiday by signing the list. At the request of the Union president, or his/her designee, the Manager, General Mail Facility, or his/her designee shall jointly review APWU holiday schedules prior to final posting. After a holiday schedule has been reviewed, the APWU designee will be given an opportunity to review and initial any changes to the schedule. The Union will be provided a new copy of the schedule. The holiday work list shall be posted not later than one (1) hour prior to the end of tour of the first scheduled employee, in the section, of that tour, the Tuesday preceding the holiday.
- C. When a section has insufficient volunteers to fill holiday needs, volunteers from other sections, possessing the necessary skills, on the same tour will be used on a senior qualified basis provided sufficient volunteers were obtained in the employees bid section.

Volunteers will not be scheduled for holiday work on other than their scheduled tour, except for relief and pool employees who provide relief coverage on different tours.

Relief and pool volunteers, who provide coverage on other tours, may be utilized on other tours if all volunteers on that tour are utilized and no one is involuntarily required to work on the tour of the relief and pool employee.

The previously agreed to format will continue to be used to solicit volunteers. For the Maintenance Craft, the agreed to format is attached as Appendix A.

ITEM 13 (Continued)

HOLIDAY _____ DATE _____ WORK LOCATION _____

EMPLOYEES NUMBER	NEEDED SKILLS	VOLUNTEERS TO WORK ON DESIGNATED HOLIDAY SIGN BELOW	VOLUNTEERS TO WORK ON NON-SCHEDULED WORK DAY SIGN BELOW
	SKILLS	VOLUNTEERS FOR ANY WORK LOCATION SIGN BELOW	

METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY

- D. It will be the responsibility of employees on leave to notify their supervisor of their desire to work.
- E. For purposes of holiday scheduling, the parties agree that part-time regulars are a separate category for scheduling purposes under Article 11. Section 6 of the 1994 National Agreement.

Section 2. Priority for Establishing Holiday Scheduling.

1. Casual employees.
2. Part-time flexible employees.
3. All regular employees who have volunteered to work on their holiday or day designated as their holiday.
4. All regular employees who have volunteered to work on what would otherwise be their non-scheduled work day.
5. All regular employees who have not volunteered to work on their holiday, day designated as their holiday or in an overtime status, by juniority.

Posting needs and Posting Holiday Schedules

LMOU Item #13 dictates how, when and what a holiday schedule and its needs will be posted to be contractually correct.

Section 1 of Item #13 states 2 weeks prior to the Tuesday preceding the service week in which the holiday falls Management will post it's needs. Confusion in the past on the timeliness of posting comes when a holiday falls on any other day but a Monday. Example: Vet's Day falls on a Saturday. The needs and the actual schedule will be posted on the Tuesday prior to the service week. The actual schedule will encompass the 3 day holiday window as Thursday, Friday, Saturday (Holiday). Even though this will fall on a separate service week, the language is clear as to the posting requirements. The posting needs format is included in this booklet as dictated in the LMOU.

Example:

Post needs for Vet's Day Oct 17
Take down sign-ups Oct 24
Post Holiday Schedule Oct 31
Actual 3 day window Nov 9,10,11

Category A and B both state that Management will post needs and skills required in each section. Need is number of employees and skills is anything that requires training. For a section that has no skills such as automation, no skills need to be posted but if using employees out of a section then safety training should be done prior to employee working in the section. For a station that has window and/or scheme, Management has allowed out of section employees with no scheme to work as mail processors in these sections on a regular basis either for overtime or holiday needs. When posting for these sections, Management should post number as "scheme" and "non-scheme". This will allow for an employee either within the section who is non-schemed to volunteer as well as an employee out of section. This will also allow that when it comes to forcing an employee within the section to utilized a junior employee prior to forcing the senior schemed. This is backed up by Arbitration where it was explicitly stated by

the Arbitrator that there is a “definitive priority sequence for excusing bargaining unit employees from having to work on designated holidays and the intent of this provision to protect holiday options for senior full-time employees is unmistakable”. Simply put, if Management can utilize non-schemed employees for schemed work the other 355 days a year then the 10 holidays should not be different. While this will work for schemed it will not for window. Window is a highly specialized training with much responsibility. Machine training also falls within this category.

Category B also states these needs shall be posted for 7 days. It also states the Union President or their designee shall jointly review and initial any changes to the schedule and will be provided a copy. While this has been a regular practice for the Plant, stations and other sections have lagged behind. This too will change. Category B had a new provision added in the last negotiations stating, “ the holiday work list shall be posted not later than 1 (one) hour prior to the end of tour of the first scheduled employee, in the section, of that tour. This was added primarily due to staggered start times. This means if a PTR leaves at 1050 then the schedule will be posted no later than 0950.

Category C states when there are insufficient volunteers, other volunteers will be used.

Section 2 of the Item establishes the priority of scheduling. Casuals first, then PTF’s (for now) regular employees who volunteer on the holiday and then regular employees who volunteer on their non-schedule day (regardless if 1st or 2nd day off) and then lastly, non-volunteers by juniority regardless if holiday or overtime status.

Posting the schedule for the holiday should have the following:

Employee name

Regular schedule/volunteer/mandatory

BT

Date/section

Name of Holiday

Skills (i.e window/scheme/SPBS)

All 3 days with each date noted- even if none are needed, then note “none”

Example included:

Memorial Day 2007

Playe Station

Sat 5/26/07

Paynass	0445	scheme	reg sched
Goodebuoy	0900	window	DO vol
Primadona	0445	scheme	Reg Sched
Beegfute	0445	schem	mand hol

Sunday 5/27/07

Smith	0445	scheme	reg sched
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Mon 5/28/07

None needed

Union should note any changes made to the schedule with the Management initial along with the date and new copy sent to Union.

General rules for holiday scheduling:

- Do not go over number of needs requested if mandatory.
- Do not schedule more than what is normally scheduled for that day, if mandatory
- If volunteers sign up late and there are forced employees, scratch off senior forced
- Do not list skills for jobs that do not exist i.e. "label clerk"
- Holiday schedule should have only the 3 days of the holiday window, not entire week or month of scheduling/assignments.
- Provide copies to Union on posting needs and actual schedule. Many issues can be taken care prior to posting when this is done and its contractually correct
- Do not approve annual leave when it is actual holiday

BLOCKING IN A HOLIDAY

To make sure you get the Holiday window, included in your leave submission, you have a few options.

- 1.) Taking 32 hours of Annual (or more), and 8 hours of Holiday leave. This is considered a 40 hour block, and guarantees you the Holiday and Holiday window as part of your time off.

Examples: 32 hours of leave taken from December 23 through December 29, on a bid with weekends off, gets you both Christmas and New Years. Time off is December 23 through January 1. The total leave paid hours must be 40 hours.

- 2.) Blocking in the Holiday. This requires a minimum of 16 hours and can be more. You have weekends off and request 16 hours of Annual from September 1 through September 5. Only 16 hours of leave is requested, but five days are utilized. You must block the Holiday on both sides of the Holiday and/or days off. You cannot take 16 hours on one end and be guaranteed not to work the Holiday or part of the Holiday window.

The above two are the only two ways that you are guaranteed the Holiday and Holiday window off.

- 3.) You may request on your 3971, in the remarks, "To include Holidays and Days Off." Only if the supervisor signs this as annotated do you get the Holiday and Holiday window off. If the supervisor annotates in the remarks, or where there is room, "May be required to work Holiday and Days Off," then you may be working the Holiday or Days Off. Example: request 8 hours annual on September 1, and annotate "To include Holiday and Days off." The supervisor signs this and sends it back, you have a four day weekend for only 8 hours.

Now if you request 8 hours annual for September 1 and annotate "To include Holiday and Days Off," and the supervisor writes on the 3971 "May be required to work Holiday and Days Off," you have the 8 hours for September 1, but may be working September 2, 3 & 4.

REQUEST FOR OR NOTIFICATION OF ABSENCE

Employee's Name (Last, First, M.I.) Goode, IM		Social Security No. 444-55-6666	Date Submitted 3/15/95	No. of Hours Requested 8	PP	YEAR
Address (For File Only: Show city, state & ZIP) PM IA 50318		Pay Loc. ADIA Code Goode 110	From Date 7/2/95	Hour 1450	Day	Invt. Status
Time of Call or Request	Scheduled Reporting Time 1450	Employee Can Be Reached At (if needed) <input type="checkbox"/> No Call	Thru Date 7/5/95	Hour 2300	Sat 01	
Type of Absence <input type="checkbox"/> Annual <input type="checkbox"/> Carrier 701 Rule <input type="checkbox"/> LWOP (See Reverse) <input type="checkbox"/> Sick (See Reverse) <input type="checkbox"/> Late <input type="checkbox"/> COP <input type="checkbox"/> Other	Documentation (for Official Use Only) <input type="checkbox"/> For C. of Pay Leave (CAL on File) <input type="checkbox"/> For Advanced Sick Leave (1221 on File) <input type="checkbox"/> For Military Leave (Orders Reviewed) <input type="checkbox"/> For Court Leave (Summons Reviewed) <input type="checkbox"/> For Higher Level (1723 on File) Scheme Training Testing, Qualifying (Memo on File)		Reviewed Schedule For (Date) <input type="checkbox"/> Yes <input type="checkbox"/> No		Sun 02	
Remarks (Do Not Enter Medical Information) TO include days off & holiday		Begin Work			Mon 03	
I understand that the annual leave authorized in excess of amount available to me during the leave year will be changed to LWOP.		Lunch-Out			Tue 04	
Employee's Signature & Date IM Goode 3/15/95		Lunch-In			Wed 05	
Signature of Person Recording Absence & Date		End Work			Thu 06	
Signature of Supervisor & Date Notified IR Screwed 3/15/95		Total Hours			Fri 07	
Official Action on Application <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (Give Reason)		Signature of Supervisor & Date IR Screwed 4/1/95				Sat 08
Warning: The furnishing of false information on this form may result in a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001)						Sun 09
For 971, October 1983						Mon 10
						Tue 11
						Wed 12
						Thu 13
						Fri 14

RIGHT!

Employee Goode has Sunday/Monday off. The 4th of July is on a Tuesday this year. Employee Goode wants to take 7/5 off to recuperate.

Supervisor Screwed can approve the leave but not the request stated in the remark section. Approve the leave with the following note, "May be required to work days off/Holiday."

Light/Limited Duty Employees:

This issue has always been a lightning rod on any Article of the contract. A recent Arbitration in Des Moines dealt with this. The specific issue was, "Did Management violate the National Agreement when it forced junior employee (with restrictions) to work the President's Day Holiday" The final contentions of the Arbitrator was this, "it is the ability to do the needed work which controls, and if the light duty employee can do the work with her restrictions, she may volunteer, and she will be subject to the call in priorities. Thus, an employee could be denied the right to volunteer, if Management found that she was not qualified, due to medical restrictions, to do work it chose to have done. Conversely, if Management selects other work to be done, which it feels the employee can do, then call in would be appropriate. All light duty is not the same, and all required work does not have the same physical requirements". The term "light duty" and "limited duty" are interchangeable under this definition on medical restrictions.

The Union takes the position the pecking order prevails. If appropriate work is available within restrictions, especially if forcing senior employees, then light/ limited duty should be scheduled. As well if they volunteer. A good case comes back to the 355 days Vs 10 days of holidays. If it happens 355 days a year then what is the difference from the other 10 days?

Overtime on Holidays:

There has been many Arbitration's dealing with overtime and holiday scheduling. The holiday schedule is a 3-day window schedule. You do not call day off overtime during the holiday schedule. This issue arose because Management tried to avoid using OTDL on holidays by treating people who signed up for holiday work as if they were also volunteering to work overtime on the holiday. The Arbitrator held that Management may not treat a regular employee who volunteers for holiday work as having volunteered for up to 12 hours on a holiday. Instead, Management must use applicable OTDL to schedule work beyond the 8 hours on a holiday. Because Art. 11 does not speak to the length of a holiday assignment, Art. 8 must be applied, and regular volunteers are contractually obligated to work 8 hours. Additional work may be assigned only in compliance with Art. 8.

**ARTICLE 11
HOLIDAYS**

Only full-time and part-time regular employees receive holiday pay. Part-time flexible employees do not. Instead, part-time flexible employees are paid at a slightly higher straight-time hourly rate to compensate them for not receiving paid holidays.

NOTE: The holidays observed by employees working a modified schedule pursuant to the memoranda regarding modified workweeks, are established by the memoranda.

ARTICLE 11.2**HOLIDAY PAY**

An employee who is working or on approved, paid leave during the period described in Article 11.2 is considered to be "in a pay status" and therefore, eligible for holiday pay.

ARTICLE 11.3

Full-time employees receive eight hours of holiday pay and part-time regular employees are paid holiday pay equal to their regular daily schedule. Part-time regular employees who are regularly scheduled to work less than five days per service week receive holiday pay only if the holiday falls on a regularly scheduled workday (ELM, Section 434.422).

Employees who work all or part of their holiday may elect to have their annual leave balance credited with up to eight hours of annual leave instead of receiving holiday pay. The annual leave credited under this provision is administered in the same manner as other annual leave.

HOLIDAY LEAVE

Holiday pay (holiday leave) "replaces" other paid leave which the employee would receive on the holiday, provided the absence is authorized. An employee who could otherwise receive sick or annual leave on the employee's holiday would not have an absence charged against his/her leave balance.

An exception occurs when employees elect to have a day of annual leave credited to their leave balance in lieu of being paid holiday leave, in accordance with Article 11.3. In that instance, holiday leave would no longer be available on the employee's holiday or designated holiday, and paid or unpaid leave must be requested for the balance of the workday.

ARTICLE 11.4**HOLIDAY PAYMENT**

Regular employees who work on their designated holiday (except Christmas Day) are paid at the base straight-time rate for all hours worked, up to eight. Overtime is paid

for work in excess of eight hours. Full-time and part-time regular employees who are required to work on Christmas Day or their designated Christmas holiday are paid an additional 50% of their base hourly straight time rate for up to eight hours of "Christmas worked pay," in addition to their holiday worked pay.

Part-time flexible employees receive an additional 50% Christmas worked pay for hours actually worked on Christmas Day (December 25).

GUARANTEES

A full-time employee "called in" to work on a holiday or a day designated as the employee's holiday is guaranteed eight hours of work or pay, in lieu thereof, if there is less than eight hours of work available.

ARTICLE 11.5

DESIGNATED HOLIDAY

If a holiday falls on Sunday and the employee's non-work days are Saturday and Sunday, the employee's designated holiday would be Monday. If the non-work days are Sunday and Monday, the employee's designated holiday would be Saturday. If the non-work days are Saturday and Friday, the employee's holiday would be Sunday, since Sunday is a regularly scheduled work day.

If the holiday falls on Saturday and the employee's non-work days are Saturday and Sunday, the employee's designated holiday would be Friday. If the employee's non-work days are Saturday and Friday, the employee's designated holiday would be Thursday.

ARTICLE 11.6

HOLIDAY SCHEDULE

The intent of Article 11.6 is to permit the maximum number of full-time and part-time regular employees to be off on the holiday while allowing employees who wish to work the opportunity to volunteer. Article 11.6.B provides the scheduling procedure for holiday assignments in the absence of a holiday schedule "pecking order" in the Local Memorandum of Understanding (LMOU).

When the LMOU does not establish a pecking order the following should be used to select employees to work on a holiday:

- All casuals and part-time flexible employees to the maximum extent possible, even if the payment of overtime is required.
- All full-time and part-time regular employees who possess the necessary skills and have volunteered to work on their holiday or their designated holiday, by seniority.
- Transitional employees.
- All full-time and part-time regular employees who possess the necessary skills and have volunteered to work on their non-scheduled day, by seniority.

- Full-time regular employees who do not volunteer on what would otherwise be their non-scheduled day, by inverse seniority.
- Full-time regular employees who do not volunteer on what would otherwise be their holiday or designated holiday, by inverse seniority.

The pecking order must be followed regardless of whether the scheduling will result in an employee(s) receiving penalty pay.

REMEDIES

The following applies when management improperly schedules employees to work on a holiday:

- Full-time employees and part-time regular employees who file a timely grievance because they were improperly assigned to work their holiday or designated holiday will be compensated at an additional premium of 50 percent of the base hourly straight time rate.
- When a full-time or part-time regular employee is improperly assigned to work a holiday or designated holiday, the employee who should have worked, pursuant to the provisions of Article 11.6, or pursuant to an LMOU, but was not permitted to do so, will be compensated at the rate of pay the employee would have earned had he/she worked on that holiday.

LIGHT/LIMITED DUTY

All full-time and part-time regular employees, including those who are on light/limited duty, who possess needed skills and wish to work on the holiday, may be afforded an opportunity to do so.

When local management is determining the number and categories of employees needed to work, factors to be considered in scheduling - light/limited duty employees who wishes to work the holiday, are the medical restrictions imposed by the individual employee's practitioner and whether the employees could be used to do the work that scheduled to be completed on the holiday.

HOLIDAY POSTING

The provisions of Article 11.4.A concerning straight-time pay for holiday work apply to full-time employees whose holiday schedule is properly posted in accordance with Article 11.6.

The holiday posting should include part-time flexible employees that are scheduled to work at the time of the posting. Part-time flexible employees scheduled to work on a holiday after the Tuesday posting are not entitled to additional compensation.

Full-time holiday volunteers are considered to have volunteered to work eight hours. The assignment of full-time employees to work over eight hours on a holiday is handled consistent with the overtime provisions of Article 8.

Full-time regular employees can be scheduled to work the hours their skills are required. Those hours do not necessarily have to coincide with the hours of duty

associated with their bid assignment. However, if management works employees outside of the holiday schedule hours, the employees are entitled to be compensated at the rate of one and one-half times their basic hourly straight time rate for hours worked outside the posted schedule.

The overtime desired list is not used for holiday scheduling unless locally negotiated as part of the holiday "pecking order" or if additional employees are needed after the schedule has been posted.

UNTIMELY POSTING

If the holiday schedule is not posted by the Tuesday preceding the service week in which the holiday falls, a full-time employee that works his/her holiday or designated holiday will receive holiday scheduling premium for each hour of work, up to eight hours, regardless of whether the employee volunteered to work.

In the event that, subsequent to the Tuesday posting period, an emergency situation attributable to Act(s) of God arises which requires the use of manpower on that holiday in excess of that schedule in the Tuesday posting, full-time regular employees who are required to work or who volunteer to work in this circumstance(s) will not receive holiday scheduling premium. (ELM 434.533(b))

When a full-time regular employee replaces another full-time employee who was properly scheduled to work but later calls in sick or is otherwise unable to work, the replacement employee is not eligible for holiday scheduling premium. This is true even if the employee being replaced was on a regular work day (rather than a holiday or designated holiday). However, a full-time employee who is scheduled after the Tuesday deadline to replace a properly scheduled part-time flexible employee who calls in sick or is otherwise unable to work, is eligible for holiday scheduling premium.

TRANSITIONAL EMPLOYEES

Transitional employees will be scheduled for work on a holiday or designated holiday after all full-time volunteers are scheduled to work on their holiday or designated holiday. Transitional employees will be scheduled to the extent possible, prior to any full-time volunteers or non-volunteers being scheduled to work a non-scheduled day or any full-time non-volunteers being required to work their holiday or designated holiday. If the parties have locally negotiated a pecking order that would schedule full-time volunteers on a non-scheduled day, the LMOU will apply.

Now you are ready to do a holiday schedule. The best way is to do methodically using a step by step process.

4 weeks prior to a holiday:

- Get the posting needs form and began to fill it out
- What are my needs? How many? What qualifications are needed? Can I utilize non-qualified if volunteers are not signing up? Who is on annual? sick/FMLA? Limitations? What is STLY volume for holiday?
- Did I fill out the sheet contractually correct?
- When do I need to post it?

3 weeks prior to holiday:

- Post needs sheet Tuesday preceding the service week holiday window
- Send copy to Union

2 weeks prior to holiday:

- Take down needs posting
- Assess volunteers signed up
- Note out of section volunteers if available

1 week prior to service week holiday:

- Send copy to Union (changes require a new copy sent to Union)
- Post holiday schedule 1 hour prior to ET of 1st employee out

Q & A:

Q: If they is a contractual violation, what is the remedy?

A: Usually a monetary one. Memorial Day 2007 cannot be "make up".
The JCIM addresses this under Art. 11 depending on the situation

Q: When scheduling for day off can a 1st day off be scheduling prior to a
2nd day off regardless of seniority?

A: No. They LMOU/JCIM clearly address the pecking order for
scheduling. It does not matter the rate of pay, only holiday vs day off

Q: What day is the holiday if it falls on a Sunday?

A: The holiday window will be Saturday, Sunday and Monday