



MAINTENANCE DEPARTMENT VACATION SCHEDULING GUIDELINES

1. Employees will be allowed to float up to 2 weeks (80 hours) of vacation per year. Two (2) days of floating vacation can be considered personal vacation days.
2. Full weeks and odd days of regular vacation must be scheduled prior to scheduling floating or personal vacation days.
3. All regular and odd days vacations are scheduled by plant seniority. Floating and personal vacation days are scheduled on a "First come, first served" basis.
4. During regular vacation scheduling, employees will be permitted to schedule individual or consecutive days, limited to two (2) full shift rotations in one turn/choice.
 - a. Example: Monday-Friday day shift employees can schedule two consecutive M-F weeks. Swing shift employees can schedule their Fri, Sat, Sun, Mon nights and Fri, Sat, Sun days in one turn. They cannot schedule the following three (3) nights in the same turn.
5. During regular vacation scheduling, employees within a vacation scheduling group that possesses integrated shifts will be allowed to have an overlap of one day without being required to use a Personal Day. To qualify for this option, the following criteria must be met:
 - a. The overlap day must fall within a group of two (2) or more scheduled days between each of the two (2) parties. Single days are not considered overlaps. For example, employee A schedules Monday and employee B schedules Monday. This is not an overlap and requires a Personal Day. If employee A schedules Monday and Tuesday, and employee B schedules Tuesday and Wednesday, Tuesday is an overlap day and will not require a Personal Day. Along the same note, if employee A schedules Monday and Tuesday, and employee B schedules Monday, this is not considered an overlap and will require a Personal Day.
 - b. The parties scheduling the day must be configured on a separate shift rotation. For example, an A swing shift employee and B swing shift employee are not eligible. A day shift employee and a swing shift employee are eligible for this benefit as long as they are in the same vacation scheduling group. Two (2) day shift employees are not eligible as well.
6. Employees can schedule a personal vacation day on the same day another employee in his/her vacation group has regular vacation scheduled, provided no employee has scheduled a personal vacation on that same day, prior to their request.
7. A personal vacation day cannot be scheduled on a Century recognized holiday.
8. Vacation groups with nine (9) or less employees will be allowed one (1) employee on regular vacation any given day. Vacation groups with ten (10) or more employees will be allowed two (2) employees on regular vacation on any given day.
9. **All vacations must be approved by supervisors or their superiors before being taken.**
10. Employees cannot cancel their vacation if the request to cancel the day is made ten (10) calendar days or less from the scheduled vacation date.
 - a. Example: Employee "A" has vacation scheduled for Friday night after long break. The request to cancel this vacation must be made before Wednesday of their 4 days of days.

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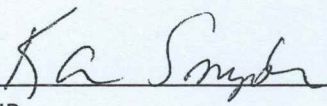
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Last day to cancel	Not allowed to cancel			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Vacation Scheduled	

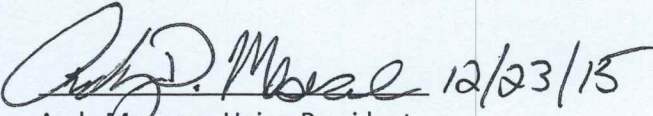
At the request of the bargaining unit, definitions for key terms pertinent to the vacation scheduling guidelines are listed below as well as an outline of the proper procedures for scheduling/requesting a vacation day.

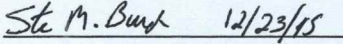
- Regular Vacation Scheduling: Beginning of the year vacation scheduling that is done as a vacation scheduling group to reserve days for the vacation calendar year.
- Personal Day: This is a vacation day that is allowed when someone already has the day scheduled for vacation. This is a maintenance only benefit and each maintenance employee is eligible for two (2) personal days per year.
- Short Notice Vacation Day: Specified in the CBA under Article 9, Section IV Vacation Scheduling. Employees are eligible for two (2) Short Notice Vacation Days per year.
- Emergency Vacation Day: Specified in the Attendance Policy for Bargaining Unit Employees. Employees are eligible for one (1) Emergency Vacation Day per year.

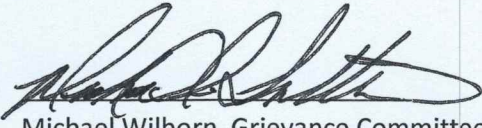
To schedule a vacation day or days, employees must fill out a vacation request form and give it to their supervisor. The supervisor checks for availability of the day(s) based on the scheduling guidelines and if the request is granted, the supervisor informs the employee his request is approved and gives them a copy of the signed vacation request form.

On off shifts, employees must call in to the plant and request to speak with a maintenance supervisor. The employee requesting the vacation will need to leave contact information with the supervisor so they can be reached after the availability of the day is checked. The maintenance supervisor is responsible for checking availability and contacting the employee to approve or deny the request. All vacations must be approved by a supervisor or the supervisor's superior.


HR

 12/23/15
Andy Meserve, Union President

 12/23/15
Steven Burch, Maintenance Manager


Michael Wilborn, Grievance Committee