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November 29th, 2019

MANITOBA SERVICE AREA INFORMATION BULLETIN NO. CMC 168- 19

Subject: 2020 Annual Vacation Procedures and Bulletin – WINNIPEG

Copies of this bulletin are available to all running trades employees. You are encouraged to take a copy with you to assist you in making your application and to understand the procedures which will be followed in connection with the annual vacation process.

SECTIONS OF THIS BULLETIN

- A. VACATION ALLOCATION
- B. APPLICATION INFORMATION AND CLOSING DATES
- C. INFORMATION REGARDING ANNUAL VACATIONS
- D. ANNUAL VACATION WEEK INFORMATION
- E. APPLICATION PROCEDURE
- F. LISTING OF CALENDAR WEEKS/WEEK NUMBERS

Electronic bidding instructions are in a separate document that are issued along with this bulletin. Please reference those instructions to assist with bidding

A - VACATION ALLOCATION

- The following is the maximum number of running trades employees who may be on annual vacation at any one time.

LOCOMOTIVE ENGINEERS - WINNIPEG

- Flat line of **04** per week.
- Junior engineer is **PINKERTON, (BRAD) P3 ESB**

CONDUCTORS, TRAINPERSON - WINNIPEG

- Flat line of **05** per week.

YARDPERSON - WINNIPEG

- Flat line of **02** per week.

B - APPLICATION INFORMATION AND CLOSING DATES

- Applications for annual vacation for 2020 will be received electronically until 2359 December 15th, 2019 for the T.C.R.C. Please retain your confirmation email. Applications must be made electronically via the electronic bid form which is available to all running trades employees.
- Employees who are off-duty or on-duty injury at the time of bidding and have a known return date for 2020 must inform the CMC of their known return date via email at cmc_avadmin@cpr.ca by the bid deadline of December 15th 2019 at 2359 to have their bid included in the final results. Employees must confirm in the email that OHS has this known return date as well.

C - INFORMATION REGARDING ANNUAL VACATION

VACATION WEEKLY PERIODS AND DURATION

- Vacation periods will begin on Monday
- Vacation periods will be a minimum of 7 days and in multiples of 7 days
- At the end of this bulletin is a listing of the weeks of 2020. Each week has been assigned a number.
- On the electronic bid form, indicate the WEEK NUMBER desired. **Do not list calendar days.**

Example: January 6-19 would be weeks 1 and 2, and would be entered as 1,2

VACATION PERIODS AT YEAR END

- All vacation and stats must be scheduled to be used by December 31, 2020
- Therefore, the week that includes December 31 or Week "52" will be the last week of scheduled vacation for 2020.
- Given two General holidays fall on the last week, the stat Holidays must fall after week "52".
- The week commencing January 6 or Week 1 will be the first week in which vacation will be scheduled as a result of this bulletin.

GENERAL HOLIDAYS FALLING WITHIN VACATION PERIOD

- A General Holiday falling within the vacation period will be observed on the day which it falls.
- The vacation period will be adjusted to reflect the General Holiday involved.
- Vacation period to be adjusted as mutually agreed between employee and CMC prior to commencing AV. The extra day, in regards to the GH will be known as a MH (moved holiday), the MH's may be taken on the Sunday before, or Monday after the allotted vacation.

Note: The AV clerk must be advised by 1400 on the Wednesday prior to your scheduled AV if choosing one of the above options.

- If no other arrangements made, AV period will be extended by the amount of General Holidays involved;
- A General Holiday which falls immediately after the vacation period is not within the vacation period and the employee is subject to duty on that day. General Holiday's falling on the weekend will be observed on the closest weekday.

Note: Employees are paid the General Holiday within the vacation period, the extended vacation must be taken as allotted.

****EMPLOYEES MAY NOT BOOK ON PRIOR TO COMPLETION OF VACATION****

DIVIDING ANNUAL VACATION ENTITLEMENT

- Employees can only bid their maximum allotment less one week during prime time in exchange for extra vacation slots in prime time. Prime time is defined as the 12 week period which includes the last full week of June and the first week of September and the week including Christmas. Terminal flat lines will increase as governed in the MOS, Appendix 13.

AWARDING VACATION

- Vacation periods are awarded on the basis of seniority within craft and location as outlined above

DETERMINATION OF CRAFT

- For engine service, CTY Road and CTY Yard employees the preponderance of service in 2019 determines the craft used in vacation allocation.

FAILURE TO MAKE APPLICATION

- Employees who fail to make a timely application will be assigned vacation in the remaining vacation periods after all applicants have received their entitlement.

Example: An employee is entitled to 3 weeks and does not apply. The employee will be assigned vacation after all other applicants have been awarded their choices.

FAILURE TO MAKE APPLICATION FOR FULL ENTITLEMENT

- Should an employee fail to make application for their full entitlement, they will be assigned vacation for the portion of which no application was made. The portion for which no application was received will be assigned in the remaining vacation weeks after all other applicants have been assigned their vacation periods

Example: An employee is entitled to 5 weeks but only applies for 4. The employee is awarded 4 weeks according to their seniority. The 1 remaining week will be allocated after all other applicants have been awarded their vacation.

LIST ALTERNATIVE OPTIONS

- Employees should list numerous alternative options

Example: An employee wants 2 weeks together in summer, ideally August, employee should list:

SPLIT 1
1: Week 31 to 32
2: Week 32 to 33
3: Week 33 to 34
4: Week 34 to 35
5: Week 30 to 31
6: Week 29 to 30
7: Week 28 to 29
8: Week 27 to 28

- If the employee is unsure if they will stand for two weeks together in the summer and are willing to accept 1 week, they should then continue to list, **under first split** the 1 week periods between week 25 and 36 in order of preference along with an alternative for the second week, such as time in spring or autumn

Example: An employee wants any available time in summer. The employee should list:

1. Desired four week periods between weeks 25 and 36 inclusive
2. Desired three week periods between weeks 25 and 36 inclusive with the remaining weeks scheduled in a later split
3. Desired two week periods between weeks 25 and 36 inclusive with the remaining weeks scheduled in a later split
4. Desired single week periods between weeks 25 and 36 inclusive with the remaining weeks scheduled in a later split

- If any week of an option is fully allocated, the option is adjusted based on the indication of "E" (Earlier) or "L" (Later) and the number of weeks listed within

split selection to the closest available time period with the available number of weeks, as per the split selection, that can be held consecutively.

Example #1 An employee elects 2 weeks in August, 2 weeks at year end and 1 week in May but one of the 2 weeks in August is full and an "E" was placed beside this selection.

- The August portion will be adjusted to closest, **earliest** available consecutive two week period, as requested. **The split is now completed.**

Example #2 An employee elects 2 weeks in August, 2 weeks at year end and 1 week in May but one of 2 weeks in August are full and employee didn't specify "E" or "L".

- Selection will be void and next preferred choice, under the same split will be reviewed.

FAILURE TO LIST SUFFICIENT OPTIONS UNDER EACH SPLIT

- Employees who fail to list sufficient choices for a split will have a week assigned in default at the end of the split, after all other applicants have been awarded in the current split.

ALLOCATION THROUGHOUT VACATION YEAR

- A more equal number of employees from each craft will be off each week from week 1 (Jan. 6, 2020) to week 52 (December 28, 2020)
- Allocation opportunities within prime vacation periods will be extremely limited; employees should list realistic options, considering their seniority.

CHANGING ANNUAL VACATION PERIODS

- Employees will only be able to move their vacation period into a week or weeks which are not fully allocated.
- Employees who are unsuccessful in changing their vacation period must take vacation as scheduled.

***** All Vacation Changes must be approved by CMC Management *****

AUTOMATICALLY BOOKED TO ANNUAL VACATION

- Employees who are scheduled for annual vacation will automatically be booked to that vacation period at a time corresponding to the lead time at that terminal
- Employees who stand for duty on the day prior to AV will be called for duty unless other arrangements are made prior to call time

EMPLOYEE AUTOMATICALLY BOOKED OKAY FOR DUTY FOLLOWING VACATION

- Employees who are scheduled to return from annual vacation will be automatically booked okay for duty on the last day of their vacation
- Employees are responsible to be available to accept a call for duty at 0001 on the day following their last day of vacation unless they have booked rest in line with the Local Pool Rotation and Placement procedures.
- Employees who are not available for duty as above will be considered absent WITHOUT authorized leave

Example - An engineer scheduled for AV March 12 - 25. The employee will be booked on by the CMC at 0001 March 26 (no lead time)

D - ANNUAL VACATION WEEKS

- Use the week number that corresponds to the calendar dates from the attached chart.
- When making an application, use the numbering which represents the week or weeks for which you are applying. Do not use calendar dates.
- List sufficient alternative options to ensure you can be awarded one of your selections - CONSIDER YOUR SENIORITY WHEN LISTING OPTIONS.

- There are two electronic bid forms, one containing split 1 through 6 for TCRC West employees, and the other with only 1 available section for TCRC East employees.
- Request annual vacation in following order of preference. List full entitlement weeks on each line. Bid choices in multiple weeks must be consecutive weeks. Employee must hold all weeks within that choice for it to be accepted.

SPLIT 1	SPLIT 2	SPLIT 3
1: Week 25 to 28 2: Week 25 to 27 3: Week 25 to 26 or Early and Late 4: Week 25 to 25	1: Week 51 to 52	1: Week 15 to 15 2: Week 14 to 14 3: Week 13 to 13 4: Week 12 to 12 5: Week 11 to 11 or Early

E - APPLICATION PROCEDURES

1. Carefully complete all portions of the electronic AV Bid form and ensure that all requested areas are filled in; LAST NAME, EMPLOYEE #, email address, agreement box, choices/splits.
2. Please list ALL choices in order of preference, using WEEK NUMBERS from the DATE chart included in this bulletin.
3. Review your bid form for accuracy and ensure you receive your email verification.
4. Submit your electronic bid form online prior to **2359 December 15th, 2019**
5. Retain a copy of your email bid confirmation

Note: Indicating an E and L in the EARLY and LATER boxes will result in awarding the closest weeks available to that choice.

AV BIDS - CANADA
TCRC RUNNING TRADES EMPLOYEE

Employee CP ID#

Employee Last Name

AV Bid Region

Email Address

User Agreement. You accept all information you submit using this system is on your own behalf and not for another employee.

Yes

Select your AV Start and End Week, Choose the Early and/or Late if required. Repeat. Once complete click Submit button above.

AV Start Week

AV End Week

From 2020-03-16 to 2020-03-22 Inclusive
Year - Month - Day

Next Step: Add Your Selection To Choice Number Below

Add to Split 1	Clear Split 1
Add to Split 2	Clear Split 2
Add to Split 3	Clear Split 3
Add to Split 4	Clear Split 4

SPLIT 1	SPLIT 2	SPLIT 3	SPLIT 4	SPLIT 5	SPLIT 6
1: Week 25 to 28 2: Week 25 to 27 3: Week 25 to 26 or Early and Late 4: Week 25 to 25	1: Week 51 to 52	1: Week 15 to 15 2: Week 14 to 14 3: Week 13 to 13 4: Week 12 to 12 5: Week 11 to 11 or Early			

F - LISTING OF CALENDAR WEEKS/WEEK NUMBERS

2020 AV WEEKS

Start Date	End Date	Week #	Start Date	End Date	Week #
6-Jan-20	12-Jan-20	1	6-Jul-20	12-Jul-20	27
13-Jan-20	19-Jan-20	2	13-Jul-20	19-Jul-20	28
20-Jan-20	26-Jan-20	3	20-Jul-20	26-Jul-20	29
27-Jan-20	2-Feb-20	4	27-Jul-20	2-Aug-20	30
3-Feb-20	9-Feb-20	5	3-Aug-20	9-Aug-20	31

10-Feb-20	16-Feb-20	6	10-Aug-20	16-Aug-20	32
17-Feb-20	23-Feb-20	7	17-Aug-20	23-Aug-20	33
24-Feb-20	1-Mar-20	8	24-Aug-20	30-Aug-20	34
2-Mar-20	8-Mar-20	9	31-Aug-20	6-Sep-20	35
9-Mar-20	15-Mar-20	10	7-Sep-20	13-Sep-20	36
16-Mar-20	22-Mar-20	11	14-Sep-20	20-Sep-20	37
23-Mar-20	29-Mar-20	12	21-Sep-20	27-Sep-20	38
30-Mar-20	5-Apr-20	13	28-Sep-20	4-Oct-20	39
6-Apr-20	12-Apr-20	14	5-Oct-20	11-Oct-20	40
13-Apr-20	19-Apr-20	15	12-Oct-20	18-Oct-20	41
20-Apr-20	26-Apr-20	16	19-Oct-20	25-Oct-20	42
27-Apr-20	3-May-20	17	26-Oct-20	1-Nov-20	43
4-May-20	10-May-20	18	2-Nov-20	8-Nov-20	44
11-May-20	17-May-20	19	9-Nov-20	15-Nov-20	45
18-May-20	24-May-20	20	16-Nov-20	22-Nov-20	46
25-May-20	31-May-20	21	23-Nov-20	29-Nov-20	47
1-Jun-20	7-Jun-20	22	30-Nov-20	6-Dec-20	48
8-Jun-20	14-Jun-20	23	7-Dec-20	13-Dec-20	49
15-Jun-20	21-Jun-20	24	14-Dec-20	20-Dec-20	50
22-Jun-20	28-Jun-20	25	21-Dec-20	27-Dec-20	51
29-Jun-20	5-Jul-20	26	28-Dec-20	3-Jan-21	52

Years of Service / Weeks of AV	AV Reductions
1991 = 42 Days (12%)	6 week - #days Avail / 8.5=Allotment
1992 - 2001 = 35 Days (10%)	5 week - #days Avail /10.5=Allotment
2002 - 2009 = 28 Days (8%)	4 week - #days Avail / 13 =Allotment
2010 - 2016 = 21 Days (6%)	3 week - #days Avail / 17 =Allotment
2017 - 2019 = 14 Days (4%)	2 week - #days Avail / 26 =Allotment

Winnipeg Engineers	
Employee Name	Weeks
EDEL, WE (WYNN) ESB	6
DUTKIEWICH,K(KEITH) ESB	6
DENNING, SJ(STEVE) ESB	6
THIEDE, RB (RONALD) ESB	6
HARDMAN, LJ (LESLIE) ESB	6
KOROL, TH (TIM) ESB	6
RAFNSON, RS(RORY) ESB	6
MOROVEK, SB (STEVE) ESB	6
NOBISS,GG (GERALD) ESB	6
CRAWFORD, EL (ED) ESB	6
ROY, TJ (TOM) ESB	6
GYBA, R. (RYAN) ESB	5
VLAMING, PC (PAUL) P3%ESB	5
WESELAKE, CR(CLINT) ESB	5
SCHEITOR, DK (DOUG) P3 ESB	5
ARNOULD, RB (ROGER) ESB	5
WATCHER, BS (BILLY) ESB	5
KOZIUK,JP (JUSTIN) P3 ESB	5
ROCK, M(MICHELLE) P3%ESB	5
SEVICK, TL (TODD) P3%ESB	5
HAMILTON, D.(DANNY) P3	4
BECKETT,P.(PATRICK) ESB	4
ANTLE,(KENT) ESB	5
SNOW,DJ.(SCOTT) P3 ESB	6
KEIR, S.J. (SEAN) ESB	4
GEILER, W.D. (WES) ESB	4
STUBSON, J.P(JASON) P3 ESB	4
MAILHIOT,M.R(MICHAL) ESB	4
ZAHARIUK,J.J(JOSEPH)%ESBP3	4
FURDA, K.N. (KELLY) ESB	4
DREW, K.P. (KEVIN) P3 ESB	4

REED,C (CHRISTOPHER)P3 ESB	4
LANGLOIS, (CHRIS) ESB	4
WOODMAN, T. (TYLER) P3 ESB	4
PENNER, D.A.(DAVIN) P3 ESB	4
BAIN, J.A.(JONATHAN)P3 ESB	4
GORDON,(ROBERT) P3 ESB	4
PINKERTON,(BRAD) P3 ESB	4

Winnipeg Conductors	
Employee Name	Weeks
TOMCHUK, (BERNIE) P3	6
GIERSCH,(EARL) %US	6
KLUMP, BW (BRIAN) P3 CRO	6
HEINDLE, DL(DAVID)	6
MASKIEW, DF (DEAN) P3	6
HEADLAND, KD (KEVIN)	6
SUTCLIFFE,DH (DAN) P3	5
BUDNEY, LD (LARRY) P3	5
HOLDEN, SR (SCOTT)	5
HYSLOP, CJ (JAMES)	5
SAWATZKY (JASON) ESB	4
VEINOT,S.J.(STEVE) P3 ESB	4
JAQUES, S.C. (SEAN) P3 ESB	4
LANG, D.P. (DAN) P3 ESB	4
EWING,G.M.(GUY) P3 ESB	4
EDEL, L.E. (LANE) P3 ESB	4
ZAHARIA, J. (JAMES) P3 ESB	4
BURNETT, M. (RORY) P3 ESB	4
CATELLIER,D.(DEREK) P3 ESB	4
BEITZ, T. (TOM) ESB P3	4
DUBECK, (STANLEY) ESB P3	4
PERSOAGE,T.(TIM)ESB P3	4
JOHNSON, V.(VAUGHN) P3 ESB	4

ESSLINGER, C. (CHRIS) ESB	4
SHYNTAK, (JOEL) P3	4
EDEL, C. (CORD) ESB P3	3
KREKER,A.(ALEXANDRE)P3 ESB	3
BOUX, L. (LEANDRE) P3 ESB	3
JACKSON,CHRISTOPHER P3 ESB	3
HARISH, S. (SURESH) P3 ESB	3
TRACH, D. (DAVID) P3 ESB	3
SHOWERS, D.(MAURICE)P3	3
THORDARSON,T.(TYLER)P3 %US	3
PHILLIPS,P.PATRICK P3	3
LONSDALE,(WILLIAM) P3 ESB	3
HEBERT, T. (TREVOR) P3 ESB	3
KURYLO,T(TYLER) ESB P3	3
FISHER, C (CHAD) P3	3
ENNS, S. (SHANE) P3	3
KILBREI, R.(ROBERT) P3	3
BRAR,K.JOE(KAMALJIT)%US P3	3
CHAMBERS, J(JAREMY) P3	3
THOMAS, R. (RYAN) P3	3
WAGNER, (TREVOR) P3 ESB	3
GAGE, TYLER P3	3
MORGAN, (BRENT) P3	3
LYONS, (SCOTT) P3	3
MUSTO, (RAYMOND) P3	3
DHALIWAL, (RAVI) P3	3
DELA PAZ, (JASEL) P3	3
MORRISON,(TONY) P3	3
REGIER, (JORDAN) %US P3	3
WOJCIK, (SEAN) P3	3
VIVEIROS, (KRIS)	3
SOUSA, (CARLOS) P3	2
KLASSEN, K.D.(JORDAN) P3	2

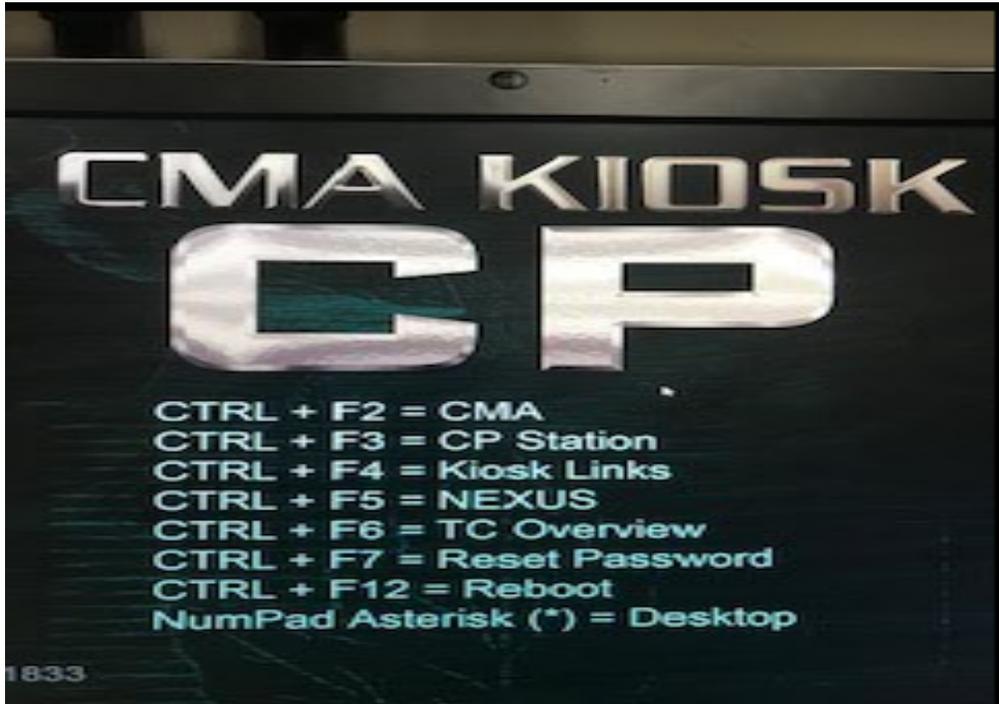
ANDREW, C. (CODY) (A)	2
GLENNON, (MITCHELL) P3	2
SPARKES, (DAVID) P3	2
VICENTE, A.W.(DAVID) P3	2
BUGERA, (TYSON)	2
CHIMUSA,(TRESOR)	2
BIGGS, (GAGE)	2
LARNER,(GEOFFREY) P3	2
DREHER, (TORAN)	2
SYED, (RAHEEL)	2
CASSEB,EDUARDO P3	2
STARK, (LANCE)	2
NICHOLS, (THOMAS)	2
PARADIS,(BLAKE)	2
FIELD, (RYAN) LOBK/SW	2
SMERCHANSKI, A.(NEIL)BK/SW	2
DIAS,(MARCIO) BK/SWLOCALS	2
PIWNIUK, (BRAEDEN) RSBK/SW	2

Winnipeg Yardperson	
Employee Name	Weeks
VANDALE, MR (MIKE) P3	6
MORRISEY, TJ (TIM) P3	6
WOOD, CP (CHRIS) P3	5
SHEWCHUK, JJ (JACK) P3	5
DELISLE, K.(KEVIN) P3	5
ANDERCHEK, M.(MIKE) P3	4
BRYDGE,R.(ROBERT)P3	4

HACKETT, B.J.(BRYAN) P3	4
MCWILLIAMS, S.(SHAUN) P3	4
WIENS, H.(HARLAN) P3 ESB	3
BANAS, (DANIEL) P3	3
KAINTH, (MANJYOT) P3	3
TRUMBLA, (DECKLAN)P3	3
MANCINI, (BRITTANY) P3 %US	3
CARBONELL, (GALEN)	2
CHIMATILO,R.(NICK)%US P3	2
WIEBE,(TEVIN) P3	2
OKOLO, (ANDREWS) P3	2
WHALLEY, (CHRISTOPHER) P3	2
BUDGE, (IAN) P3	2
KIMACOVICH, (WYATT) P3	2
VERZYL, (THOMAS) P3	2
PILEK, (CAMERON) P3	2
THI, (THO) P3	2
ARNAUD, D.(STEVEN) P3	2
CYMBALISTY, (BRAEDEN) P3	2
KOROMA, (ALIE) P3	2
WIEBE, (EVAN) P3	2
SLYWKA, M. (THOMAS) P3	2
PETERS, K. (KENNEDY) US%	2
HARDING, D. (DANIEL) P3	2

Step 1

CTRL + F3 to take you to CP Station



Step 2

Click **Work Tools** in the top left hand corner of CP station

A screenshot of the CP Station website homepage. The top navigation bar includes a search bar, the 'CPSTATION' logo, and a menu with 'WORK TOOLS', 'TEAMS', 'PROJECTS', 'EMPLOYEES', 'NEWS & COMMUNITY', and 'OPERATIONS'. Below the navigation bar is a featured article titled 'Sep 26 + Introducing our new Org Chart!'. The main content area features a large article titled 'TOGETHER, IS HOW WE GO HOME SAFE - A MESSAGE FROM MARK REDD' with a photo of Mark Redd. To the right of this article is a 'RECENT STORIES' section listing several news items with dates and categories. A 'VIEW ALL >' button is located at the bottom of the recent stories section.

Step 3

Click **Frequently Accessed Links** on the left hand side

The screenshot shows the CPSTATION homepage. At the top left, there is a red sidebar with links: 'About CP', 'Francais', 'Org Chart', and 'Webmail'. A search bar is next to it. The main navigation bar includes 'WORK TOOLS', 'TEAMS', 'PROJECTS', 'EMPLOYEES', 'NEWS & COMMUNITY', and 'OPERATIONS'. Below this is a news banner for 'Oct 1 + Register for the "Cut it Out" No-Refined-Sugar Challenge'. The main content area is titled 'WORK TOOLS' and features a 'FREQUENTLY ACCESSED' section with three buttons: 'APPLICATIONS', 'REPORTS', and 'RESOURCES', each with a plus sign. On the left side of the 'WORK TOOLS' section, there is a list of links: 'Frequently Accessed Links', 'How Do I', and 'Kiosk Links'.

Step 4

Click the **Crew Information** link on the left hand column of the listed links

The screenshot shows the CPSTATION homepage with the 'FREQUENTLY ACCESSED LINKS' section expanded. The sidebar and navigation are the same as in Step 3. The news banner now says 'Oct 1 + Check out the new CP Shops!'. The 'FREQUENTLY ACCESSED LINKS' section is a table with columns for 'Category', 'Department', and 'A - Z'. The 'Applications' category is selected, showing a list of links. The 'Crew Information' link is highlighted in red in the original image.

Category	Department	A - Z
Applications		
ECM OpenText		HR Self Service
(SSH) Secure Shell Access		Incident Manager
7 Day System		Integrated-Train-Management-ITM
Automated Invoice Account Assignment (AIAA)		ISI (Internet Shipping Instructions)
Bill of Lading Search Tool		KONFIG
Capacity Management Team Application		Learning - SuccessFactors LMS
Career Tracks		Limited Distribution Tariffs
Compliance Manager		Mainframe Access
CP Online Shopping		Media On-Call Paging System
CP Toolbox		Mileage Calculator
CPSHare		Mobile Assets Tracking System (MATS)
Crew Balancer		Nexus
Crew Catering, Lodging & Transport		NT Security Global Group Administration Tool
Crew Information		Operating Plan Explorer

Step 5

Click the link “2020 AV Bid Form – TCRC Running Trades Employee” located under the crew information link. This link will be hosted in the same place the Mileage Date Bid Form was hosted.

The screenshot shows the top navigation bar of the CPSTATION website. On the left, there is a red vertical menu with links for 'About CP', 'Français', 'Org Chart', and 'Webmail'. To its right is a search bar with a magnifying glass icon and the text 'Search...'. The 'CPSTATION' logo is on the right. Below the logo is a horizontal navigation menu with links for 'WORK TOOLS', 'TEAMS', 'PROJECTS', 'EMPLOYEES', 'NEWS & COMMUNITY', and 'OPERATIONS'. Below this menu is a date indicator 'Sep 30' followed by a red plus icon and the text 'Ensure your personal information on Employee Station is up to date'.

CREW INFORMATION

WORK TOOLS

Frequently Accessed Links

How Do I

Kiosk Links

Click the link below to launch the application.

- **Crew Information**
- **Mileage Date Bids - Canada TCRC Running Trades Employee - Bids will only be accepted between October 15 00:01 - November 12 23:59**

Step 6

You will see this form to be filled out by each employee wanting submit an AV bid form

- You must fill out your employee number in the “Employee CP ID#” field
- You must fill out an email address in order to receive an email confirmation of your bid. This can be to any valid email address, internal or external
- You must fill out your last name in the “Employee Last Name” field
- You must select “YES” in the user agreement to verify you are submitting a bid on your own behalf and not for another employee
- Once these 4 fields are filled in, click the **AV Bid Region** drop down box and select the region (East/West) you belong to.

The screenshot shows the 'AV BIDS - CANADA' form for a 'TCRC RUNNING TRADES EMPLOYEE'. At the top right are 'Submit' and 'Cancel Bid' buttons. The form contains the following fields: 'Employee CP ID#' (empty), 'Email Address' (empty), 'Employee Last Name' (empty), and 'AV Bid Region' (dropdown menu). To the right of these fields is a 'User Agreement' section with the text: 'User Agreement. You accept all information you submit using this system is on your own behalf and not for another employee.' Below this text is a dropdown menu currently set to 'Yes'.

Your information should be entered before you continue to enter your AV choices

This screenshot shows the same 'AV BIDS - CANADA' form, but with the following information entered: 'Employee CP ID#' is '123459', 'Email Address' is 'jon_rail@cpr.ca', 'Employee Last Name' is 'Rail', and 'AV Bid Region' is 'TCRC East'. The 'User Agreement' dropdown menu is now set to 'Yes'.

Step 7 (TCRC EAST)

- Begin to enter your choices in the “**AV Start Week**” box
- Only 1 choice at a time can be added
- After each choice is entered into the box, click the “**Add to Week**” button to add the choice to your bid form
- Only numbers 1 - 52 will be accepted within the form
- If you need to clear your last choice, click the “**Clear Week**” button. Only your last choice can be cleared so if you have entered 10 choices and need to clear your 5th choice, you will need to clear all choices in between choices 5 and 10 to get back to choice 5.
- Once you have added all the choices you desire, click “submit” in the top right hand corner

Example TCRC East:

		AV BIDS - CANADA	<input type="button" value="Submit"/>	<input type="button" value="Cancel Bid"/>
TCRC RUNNING TRADES EMPLOYEE				
Employee CP ID#	<input type="text" value="123459"/>	Email Address	<input type="text" value="jon_rail@cpr.ca"/>	User Agreement. You accept all information you submit using this system is on your own behalf and not for another employee. <input type="button" value="Yes"/>
Employee Last Name	<input type="text" value="Rail"/>			
AV Bid Region	<input type="text" value="TCRC East"/>			
Select your AV Start and End Week. Repeat. Once complete click Submit button above.				
AV Start Week	<input type="text"/>	From 2020-02-24 to 2020-03-01 Inclusive Year - Month - Day Next Step: Add Your Selection To Choice Number Below <input type="button" value="Add to Week"/> <input type="button" value="Clear Week"/>		
AV End Week	<input type="text"/>			
Week				
1: Week 4 to 4 2: Week 5 to 5 3: Week 6 to 6 4: Week 7 to 7 5: Week 8 to 8				

Step 7 (TCRC WEST)

- Begin to enter your choices in the “AV Start Week” box by entering the week you wish to start your vacation
- If entering multiple weeks in one choice, please enter the week number in which you’d like to be your final week of vacation in the “AV End Week” box
Example: I want weeks 1/2/3 inclusive, I will enter 1 in the AV start week box and I will enter 3 in the AV end week box. This will reflect me bidding 3 weeks, 1/2/3.
- You will see ‘Early Option’ and ‘Late Option’ boxes next to the ‘AV Start Week’ box to allow you to select with each choice if you would like to choose the early/late option for a choice.
- After each choice is entered into the box(s), click the “Add to Split” button to add the choice to your bid form to the applicable split in which you’d like the choice added
Example: I want weeks 51/52 added to split 2, I enter 51 in the AV start week box and I will enter 52 in the AV end week box, then hit the ‘Add to Split 2’ button.
- You can add choices to any split at any time as long as you have at least 1 choice already made for that split or the split previous to that split.
- Only numbers 1 - 52 will be accepted within the form
- If you need to clear your last choice, click the “Clear Split” button of the applicable split in which you wish to clear your most recent selection. Only your last choice in any given split can be cleared so if you have entered 10 choices and need to clear your 5th choice, you will need to clear all choices in between choices 5 and 10 to get back to choice 5.
- Once you have added all the choices you desire, click “submit” in the top right hand corner

Example TCRC West:



AV BIDS - CANADA
 TCRC RUNNING TRADES EMPLOYEE

Submit

Cancel Bid

Employee CP ID#

Email Address

Employee Last Name

User Agreement. You accept all information you submit using this system is on your own behalf and not for another employee.

AV Bid Region

TCRC West
▼

Select your AV Start and End Week, Choose the Early and/or Late if required. Repeat. Once complete click Submit button above.

AV Start Week

Early Option
 Late Option

AV End Week

From 2020-12-21 to 2021-01-03 Inclusive

Year - Month - Day

Next Step: Add Your Selection To Choice Number Below

Add to Split 1	Clear Split 1
Add to Split 2	Clear Split 2
Add to Split 3	Clear Split 3
Add to Split 4	Clear Split 4

SPLIT 1	SPLIT 2	SPLIT 3
1: Week 1 to 2 2: Week 3 to 4 3: Week 5 to 7	1: Week 6 to 6 2: Week 51 to 52	1: Week 7 to 7 2: Week 44 to 44 3: Week 47 to 50

You will see this screen once your bid has been successfully submitted

If you need to submit another bid, you will need to close your browser completely and go back through the same path to re-open the link.



AV BIDS - CANADA
TCRC RUNNING TRADES EMPLOYEE

Your bid has been submitted and an email confirmation has been sent to your email address. Please close this browser.

- You will receive the below email confirmation. Please ensure you receive the confirmation email and you review all information you've entered (employee number, bid choices, etc.) is accurate.
- If you want to make any changes or don't receive a confirmation email, you can submit another bid. If you need to submit another bid, you will need to close your browser completely and go back through the same path to re-open the link.
- **Only your most recent bid will be accepted.**

This is a confirmation only, please do not reply

CANADIAN PACIFIC RAILWAY - CREW MANAGEMENT CENTER
ANNUAL VACATION BID CONFIRMATION

CONFIRMATION CODE W20-87

Bid Date: 11/27/2019 10:19 AM ET
Employee ID: 123456
Last Name: Rail
Email: cmc_avadmin@cpr.ca
Bid Region: TCRC West

SPLIT NUMBER ONE

1: Week 2 to 4 or Early
2: Week 5 to 6 or Late
3: Week 50 to 52 or Early
4: Week 51 to 52

SPLIT NUMBER TWO

1: Week 44 to 44
2: Week 21 to 22
3: Week 22 to 23
4: Week 35 to 36 or Early

SPLIT NUMBER THREE

1: Week 1 to 2 or Late

SPLIT NUMBER FOUR

SPLIT NUMBER FIVE

SPLIT NUMBER SIX