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December 1, 2021

MANITOBA SERVICE AREA INFORMATION BULLETIN NO. CMC 292- 21

Subject: 2022 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 will be at the bottom of this bulletin

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 **LANG, D.P. (DAN)**

CONDUCTORS, TRAINPERSON – WINNIPEG

- Flat line of **04** per week.

YARDPERSON – WINNIPEG

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

B - APPLICATION INFORMATION AND CLOSING DATES

- Applications for annual vacation for 2022 will be received electronically until **2359 December 15th, 2021** 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 2022 must inform the CMC of their known return date via email at cmc_avadmin@cpr.ca by the bid deadline of **December 15th 2021 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 2022. Each week has been assigned a number.
- On the electronic bid form, indicate the WEEK NUMBER desired. **Do not list calendar days.**

Example: January 3-16 would be weeks 1 and 2, and would be entered as 1,2

VACATION PERIODS AT YEAR END

- All vacation must be scheduled to be used by December 31, 2022
- Therefore, the week that includes December 31 or Week "52" will be the last week of scheduled vacation for 2022.
- The week commencing January 3 or Week 1 will be the first week in which vacation will be scheduled as a result of this bulletin.

****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 2021 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 I
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. 3, 2022) to week 52 (December 26, 2022)
- 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

- 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.
- Please list ALL choices in order of preference, using WEEK NUMBERS from the DATE chart included in this bulletin.
- Review your bid form for accuracy and ensure you receive your email verification.
- Submit your electronic bid form online prior to **2359 December 15th, 2021**
- 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	<input type="button" value="Submit"/> <input type="button" value="Cancel Bid"/>												
	<table border="0"> <tr> <td>Employee CP ID#</td> <td><input type="text" value="123456"/></td> <td>Email Address</td> <td><input type="text" value="jon_rail@cpr.ca"/></td> <td rowspan="3"> 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"/> </td> </tr> <tr> <td>Employee Last Name</td> <td><input type="text" value="Rail"/></td> <td></td> <td></td> </tr> <tr> <td>AV Bid Region</td> <td><input type="text" value="TCRC West"/></td> <td></td> <td></td> </tr> </table>	Employee CP ID#	<input type="text" value="123456"/>	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 West"/>	
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Employee Last Name	<input type="text" value="Rail"/>												
AV Bid Region	<input type="text" value="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 <input type="text"/> <input type="checkbox"/> Early Option <input type="checkbox"/> Late Option	From 2020-03-16 to 2020-03-22 Inclusive Year - Month - Day Next Step: Add Your Selection To Choice Number Below								
AV End Week <input type="text"/>	<table border="1"> <tr> <td>Add to Split 1</td> <td>Clear Split 1</td> </tr> <tr> <td>Add to Split 2</td> <td>Clear Split 2</td> </tr> <tr> <td>Add to Split 3</td> <td>Clear Split 3</td> </tr> <tr> <td>Add to Split 4</td> <td>Clear Split 4</td> </tr> </table>	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
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SPLIT 4	SPLIT 5	SPLIT 6

2022 AV WEEKS

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

Years of Service / Weeks of AV	AV Reductions
1993 = 42 Days (12%)	6 week - #days Avail / 8.5=Allotment
1994 - 2003 = 35 Days (10%)	5 week - #days Avail / 10.5=Allotment
2004 - 2011 = 28 Days (8%)	4 week - #days Avail / 13 =Allotment
2012 - 2018 = 21 Days (6%)	3 week - #days Avail / 17 =Allotment
2019 - 2021 = 14 Days (4%)	2 week - #days Avail / 26 =Allotment