

	November 10, 2022	TYPE:	Information	NUMBER:	LR-023-22
SUBJECT:	How To Correctly Report Held Out Time				

DETAILS:

Attention – All Canadian (TCRC) T&E Employees

A valid Held Out time can affect Final Terminal time on your tie-up.

In a Fixed Miles context, your Final Time will influence your total terminal time (Initial Time + Final Time) and can therefore affect Buffer Pay¹ if Threshold time is exceeded (see Article 2 of the Collective Agreement).

Held Out time applies when your train **reaches** the OMTS (or designated point) and is delayed as follows:

Article 2.04 of the Consolidated Collective Agreement provides:

Final time, for the purpose of buffer payments, will commence when the locomotive reaches the outer main track switch or designated point at the final terminal. Should train be delayed at or inside semaphore or yard limit board, for any reason, or behind another train similarly delayed, final time shall be computed for the buffer entitlement from the time train reached that point.

NOTE: The required information below is mandatory. Failure to include it will nullify your Held Out entry.

Required Information:

In the event your train is Held Out as per articles 2.04, 47.15(3), 48.09(1), 68.07, 68.18, you must enter detailed comments in your tie-up indicating:

- a. Exact location held
- b. Reason for delay
- c. How long you were held out

If your train was Held Out, populate the field in your tie-up (indicated below) with the time your train reached that point:

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TIE UP SCREEN                                PSTS07B
TRAIN: ( 101-01 - ) OF: 220124 - 0300 JOB TYPE: 04 ROUTE: COND-ONLY: Y
METHOD OF PAY: AFHT FACILITY CD: BNK - FIELD BUNKHOUSE
TRAIN ORIGIN STN: 9537 TURN OR WRK>DH STN: TIEUP STN : 09508

DOMTS : 0504 HELD OUT: AOMTS DATE-TIME : -
WRK BEGAN: HELDAWAY: RELVD RESP DATE-TIME: -

TRAIN > 3000 WORK FINAL ACTUAL START RL RETURN RL SWITCH F-125
LENGTH HRSPWR UNITS INSPC MILES RM RM RM RM ENRTE FAKED
( 02397 ) ( Y ) ( 02 ) ( N ) ( 168 ) ( ) ( ) ( ) ( ) ( ) ( )
START OMTS2 DEPT ARR TURN DEPT TURN OMTS2 ARR
RETRN OMTS2 DEPT ARR TURN DEPT TURN OMTS2 ARR TAXI ARR
X EMPLOYEE NAME CC R ORDR OFFD REST H ST? MLS H/A ROOM CALL NG?
SMITH. (JOHN) C EN 0300
DOE. J(JANE) ESB C CO 0300

ENTER=INQUIRE/PROCESS PF1=HELP PF3=EXIT PF4=RTE PF5=TIEUP
PF10=DELAYS PF11=CLAIMS PF12=AFHT LODGING UPDATE

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¹Buffer pay (if applicable) is auto-generated and reflected with Pay Code "PG".

All employees are reminded of their responsibility under the Honour System to ensure that their wage claims are submitted accurately.

You are your own timekeeper. You are responsible for your timeslips (even if submitted by a fellow employee).

You must make every effort to understand and apply your Collective Agreement, Method of Pay, Instructional Bulletins, and Local Rules correctly.

Labour Relations
T&E Payroll Audit
Canadian Pacific