

2012  
ENTITLEMENT (Vacation/PDP) SELECTION PROCESS

The following entitlement selection guidelines will be utilized for Phoenix Metro I&M, Broadband, Cable and Design Services technicians:

- The supervisor will build a schedule, based on seniority, of when each tech will have the entitlement calendar for their week-at-a-time and day-at-a-time selections. If the tech is going to be unavailable on their scheduled day, the supervisor and tech will make arrangements for their selection (i.e. tech can be reached number).
- The selection process should begin the week of October 10, 2011.
- Supervisor/crew entitlement calendars can be accessed through Q Schedule, which include slots allotted for each week. The supervisor is to input the results into Q Schedule, after each tech has their turn at canvassing. The supervisor should approve the canvass when the slot is available, and leave the "wish list" requests unapproved. This will ensure the maximum slot allocations are adhered to (Q Schedule will not limit the amount of requests per day/week). Supervisors will ensure that the canvassing is completed by December 16th.
- Entitlement will be selected on a seniority basis (TOE).
- Entitlement will be chosen in two passes:
  - Full weeks vacation scheduled in first pass
  - Day-at-a-Time vacation/PDP scheduled in second pass
- An employee can wish list whatever time they have not scheduled on the entitlement calendar during the canvassing. Example: A NT who is entitled two weeks can schedule one week and wish list up to one week (for a total of 2 weeks) during the canvass. If an employee has scheduled all their time during the canvass, they have no more to wish list.
- At any time during 2012, if an employee has all their entitlement time scheduled, there is none to wish list. At any time during 2012, if an employee has time unscheduled, they can wish list with no limit. We ask that this not be abused by wish listing every day/week of the year (extreme case).
- The calendar should not be held more than 24 hours for week at a time and 4 hours for day at a time canvass. The calendar will reside in Q Schedule.
- If any portion of a FULL WEEK is given up, the FULL WEEK will become available to any pending requests on the wish list for full weeks. If no one is on the full week wish list, daily slots will become available on a first come, first-serve basis (Article 11.22).
- Any entitlement time not scheduled during the canvassing process will be granted based on the earliest request, subject to the needs of the business.
- When requesting additional entitlement time or canceling time, the request should be submitted through Q Schedule. Additional time off will be granted based on availability of entitlement slots and the needs of the business. Should the request be denied, the person will be placed on the wish list through Q Schedule. If there is a cancellation, the most senior person on the wish list will be granted the time..
- It is important to give ample notice when canceling entitlement time so that the slot may be granted to another technician.
- Due to business requirements, requests must be made by 3:00 p.m. the day prior to the date being requested.
- Techs scheduling entitlement time (vac/pdp) on Friday or Monday, before the schedule is posted, will be granted the weekend off.
- Rounding Calculations: (.49 or less, Round Down; .5 or more, Round up)
- The weekend before and after full scheduled weeks of entitlement will be coded "OFF".
- Technicians are encouraged to select all entitlement during the selection process.  
(10/03/11)