2012 PRIORITY PERSONAL DAY ADMINISTRATION
PHOENIX CENTRAL OFFICE

EFFECTIVE January 1, 2012 through December 31, 2012

The following guidelines have been established for Priority Personal days in 2012 for Phoenix Metro Central Office Technicians.

- Each employee will be entitled to four (4) Priority Personal Days in 2012.
- Priority Personal Days can be taken in one (1) hour increments. **Should an employee not take a full day (8 hrs), the remaining hours will be available for that day as long as the time off does not overlap.**
- Priority Personal Days can be taken as a Personal Day Not Paid (PDN,PDNY) or as a Personal Day Paid (PDP,PDPY).
- Requests can be made day of starting at 12p-3:59p, Monday thru Friday, one business day prior (excluding recognized Holidays as per the contract). Requests can also be made day of, starting at 6am and must be requested prior to the start of tour. NO pages will be responded to between the hours of 4p-5:59a. **When requesting demand time on the day prior starting at 12p, it will be the employee's responsibility to check to see if there is vacation time available on the vacation calendar.
- Demand pager is staffed from 6am-3:59pm Mon-Fri only. Outside of these hours, evening techs must contact their immediate supervisor. The Supervisor will contact the after hours dispatch group to move work, etc.)
- Requests for demand days must be made through the demand pager 1-877-416-2847. When paging please put in the area code and phone number you wished to be called back at. Please do not include your tech EC.
- There are caps place as follows:

  1 demand day per work schedule per day Monday through Friday for COTs.

- There will be no Priority Personal days granted on holidays.
- *There will be no Priority Personal days granted on weekends.

In the event an employee experiences an urgent need for time off after they have started their tour, the company will attempt to meet the employee's needs on a case by case basis. Examples of circumstances falling under this clause include an urgent childcare situation, etc. The employee's supervisor and the CORAC (RAS manager) will collectively determine if the company can accommodate the employee request. **It is the employee's responsibility to contact their manager for any over-rides.**

The Company and the Union reserve the right to review these guidelines at any time. Any changes to the above guidelines would be discussed with the Union prior to implementation.

12-16-11

Company Representative Date

12/16/11

Union Representative Date