

2012  
ENTITLEMENT (Vacation/PDP) SELECTION PROCESS

The following entitlement selection guidelines will be utilized for Phoenix Metro Central Office 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
- During the initial selection, if a slot is full, the tech can place their name and tech # on the wish list for week-at-a-time and then day-at-a-time consideration. Time Off requests, after the initial selection will follow the wish list requests.
- The calendar should not be held more than 24 hours for week at a time and 4 hours for day at a time (the intent is to complete 2 techs per day for the day-at-a-time canvass so that we can complete the canvass on time).
- If any portion of a FULL WEEK is given up, the FULL WEEK will become available to the first person on the wish list who requested full week during initial entitlement canvassing. If no one is on the full week wish list, daily slots will become available to the first request on the wish list for day-at-a-time, requested during initial entitlement canvassing. If no one is on the day-at-a-time wish list, slots become available on a first come, first-serve basis (Article 11.22). If an employee doesn't take the full 8 hours, the remaining time would still be considered available for that day as long as the time doesn't over lap.
- Any entitlement time not scheduled during the canvassing process will be granted based on the earliest request, subject to the needs of the business.
- Requesting additional entitlement time or canceling time should be emailed to the supervisor. 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. If there is a cancellation, the first person on the wish list will be granted the time. It is the employee's responsibility to contact their manager for any over-ride considerations.
- It is important to give ample notice when canceling entitlement time so that the slot may be granted to another technician.
- Technicians will be notified via email by supervisor. Technicians are responsible for keeping approved notification should there be a discrepancy.
- Due to business requirements, requests must be made by 4:00 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.

(Revised 10/10/11)