

**2010 PRIORITY PERSONAL DAY ADMINISTRATION
PHOENIX CONSTRUCTION
Effective 1/1/10 Through 12/31/10**

The following are the guidelines for Priority Personal Days in 2010

- Each employee will be entitled to four (4) Priority Personal Days. Manager and employee are expected to work together, if the need arises for the granting of additional immediate entitlement time.
- Priority Personal Time may be taken in full day, half day or 1-hour increments.
- Priority Personal Time will be requested through the crew supervisor or authorized in-charge on the day of the request.
- Demand Days can be requested starting at 12p-2p, Monday thru Friday one business day prior (excluding recognized holidays as per the contract). And requests can be made “day of”, no earlier than thirty (30) minutes prior to start time.
- If entitlement time is available, it will be granted in lieu of priority time.
- The following caps will be followed for Construction. One demand day request per day per crew.
- No Demand days on recognized Company Holidays.

In the event an employee experiences an urgent need (i.e. urgent childcare or medical situation) 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. The field supervisor will determine if the Company can accommodate the employee request.

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

Union Representative
(12/15/09)

Date

Company Representative

Date

(12/15/09)