

**2019 PRIORITY PERSONAL DAY ADMINISTRATION
FLAGSTAFF PROVISIONING, MAINTENANCE CABLE REPAIR, DESIGN
AND CENTRAL OFFICE
Effective 1/1/19 Through 12/31/19**

The following guidelines have been established for Priority Personal days in 2019 for FLAGSTAFF:

- Each employee will be entitled to four (4) Priority Personal Days in 2019.
- Demand Days can be taken consecutively.
- Priority Personal Days can be taken in one (1) hour increments.
- Priority Personal Days can be taken as a Personal Day Not Paid (PDN) or as a Personal Day Paid (PDP)
- Demand days can be requested starting at 12p-4p, one business day prior. Requests can 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.**
- Requests for demand days must be made through the RAS Desk 1-877-645-1375. When calling, please leave your name, phone number, crew you are on, day and time you are requesting. You will receive a call within 15 minutes from leaving a voice mail. If no call back, escalate to your supervisor.

Demand days will be capped on the following days:

- One (1) demand day for I&M Monday through Friday
- One (1) demand day for Cable Monday through Friday
- One (1) demand day for Design Monday through Friday
- One (1) demand day for Central Office Monday through Friday

Saturday caps are as follows:

- One (1) demand day for all technicians scheduled for Flagstaff

There will be no Priority Personal days granted on Sundays

There will be no Priority Personal days granted to COT's the day before and day after a holiday.

There will be no Priority Personal days granted on 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 LRAC and the employee's supervisor will collectively determine if the company can accommodate the employee request.

*Priority days are blocked due to increased entitlement slots during that timeframe.

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.

Ron Fagan 12/17/18

Union Representative
(12/14/2018)

Date

Company Representative

Date