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Operating Bulletin No. S-215

SUBJECT: Authorized Leave of Absence (ALOA) effective August 18, 2008

In 2005 , when the System Attendance Management policy was created, a threshold of 5% of a terminal's total crew base was developed to determine ALOA and sick attendance levels. The break down was 3% ALOA and 2% sick. It has been determined that over time , the ALOA allotment has increased beyond the planned 3% in some cases. We will be returning to the previously noted 2005 levels of ALOA. ALOA that has already been granted will be honored but new requests will be governed by the original threshold and the process outlined below will ensure consistency of application.

Effective August 18, 2008, the daily number of all allotted **Authorized Leave of Absences** in the Southern Ontario Service Area will be at 21 slots. These ALOA slots will be broken down as follows:

Hamilton - 1
London - 6
Toronto - 10
Windsor - 1
Mactier - 2
Sudbury - 1

The following changes will be implemented, effective immediately:

- Requests for 12- 24 hour leave will be administered by the CMC seven days a week for pre-authorized slots that have been set aside. The granting of Authorized Leave allotments by the Service Area may fluctuate and will be dependant on such factors as the number of active employees in the terminal, the status of short term sick lists as well as traffic/operational demands.
- Requests for greater than 24 hours Authorized Leave of Absence must be approved in advance by the responsible Field Operations Manager and once again will be subject to the maximum allotted threshold that may periodically fluctuate based on the number of active employees in the terminal, percentage of employees on short term sick leave, traffic requirements, etc.
- All pre-approved leaves of absence must be forwarded by management to the Crew Management Centre each week by no later than Thursday at 1400 MT. Between 1400 MT Thursday and 0600 each Monday, only the on-duty CMC manager will be able to review late requests and grant leave if possible.

- Please ensure all requests for leaves of greater than 24 hours are made in writing to your manager. Additionally, please note that all requests are subject to approval. The Crew Management Centre will no longer accept “verbal authorizations” by an employee on behalf of a Field Operations manager.
- Lastly, in an effort to accommodate as many requests for ALOA for those with positive attendance records, it may be necessary to temporarily restrict some employees from partaking in this privilege, if their absenteeism record so warrants. Employees falling under this category will be contacted on a quarterly basis by their respective Manager.
- The pending implementation of the guaranteed EDO (Earned Days off) benefit this Fall will supersede ALOAs on a daily basis for running trades employees who qualify, pursuant to the terms outlined in the TCRC Memorandum of Settlement. (Please see Q&A 7 from page 64 of the MOS, inserted below) It is anticipated that by rewarding those with otherwise positive attendance records to ALOA opportunities along with guaranteed EDOs our overall absenteeism will decrease in the future, thus providing the potential for more ALOA slots to be provided on a daily basis.

Q&A 7

“Q Will the establishments of EDOs reduce the amount of available LOA slots?

A If successful, it is anticipated that EDOs will reduce absenteeism and increase the ability of the Company to provide LOA slots. This matter will be assessed during the review.

Example: EDOs will supersede LOAs on any given day. To illustrate this, in a terminal that previously has 10 LOA slots per calendar day for authorized leave, if there are 3 employees that use EDOs that day, there will be 7 LOA slots available for employees to obtain LOAs that day i.e. 10 employees in total can still be on authorized leave that day. Similarly, if no employees are taking EDOs on a given day then the full slots available for authorized leave on that day remain available as before. Using our example above, 10 LOAs can be approved for that day.”

- If you have any questions with respect to this bulletin, please contact your immediate supervisor.

Your cooperation in this regard is appreciated.

Frank Devine
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Southern Ontario Service Area