

## **Questions & Answers for Clarification**

### **1. Once I book an EDO in my window, can the company take it away from me?**

No. Under special circumstances a manager may request an employee to move the EDO. This may only be done with the employee's agreement.

### **2. If I properly notify the CMC of my intent 72 hours in advance of taking an EDO during my window, can the Company deny giving me an EDO?**

No.

### **3. If I arrange for a Leave of Absence (LOA) before my EDO in order to bridge the gap between the end of my rest and the start of my EDO, will this LOA count as a voluntary absence and reduce my ability to earn an EDO?**

No. Further, it will not be considered a penalty against a guarantee or MBR.

### **4. Will EDOs be given priority over LOAs?**

Yes. EDOs will be given priority and will not be denied if the CMC is notified at least 72 hours prior to the date of the EDO.

### **5. How will my turn be handled when I book back on from an EDO?**

It will be handled in the same manner as returning from LOAs are handled at your terminal.

### **6. Will the establishments of EDOs reduce the amount of available LOA slots?**

EDOs will supersede LOAs on any given day. To illustrate this, in a terminal that previously had 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 (i.e. 10 employees in total can still be on authorized leave that day).

Similarly, if there aren't any employees 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.

### **7. If I want to take a leave of absence during my window, must I take an EDO?**

No. Employees may, at their discretion, elect to use their EDO on a given day or simply request an LOA. The decision rests with the employee alone.

**8. What is the difference between EDOs and LOAs?**

EDOs are earned and cannot be denied as per the CPR-TCRC Memorandum of Settlement – December 5, 2007

LOAs are allotted based on operational requirements on an ad hoc basis, and may be denied.

**9. How do I notify the CMC of my intent to take an EDO?**

[Employees can pre-arrange EDO days via the VRU. \(Instructions attached\).](#)

Initially, you can phone the CMC or send an e-mail or a fax. The objective over the long term is to implement an automated system.

**10. How do I identify how many EDOs that I have?**

Initially, crews can phone the CMC. Once changes are made to the CMA system, this information will be made available to be viewed by employees.

**11. If I have notified the CMC of my intent to take an EDO and then no longer require it, can I cancel my EDO?**

Yes. You must notify the CMC as far in advance as possible but no later than the start time of the EDO. Failure to provide such notification will count as taking an EDO; however, you may book on anytime afterward following the EDO book off.

**12. Are EDOs considered pensionable service subject to pension arrears calculations?**

No. It is treated as an LOA and is deemed a non pensionable absence.

**13. If I have been granted a LOA, can my leave be cancelled because another employee takes an EDO on the same date?**

No.

**14. Where can we find the 'EARNED DAYS OFF' and 'LAST EDO AWARDED' fields in MAC4?**

Both are stored on the 'Employee Master Record' screen. The new 'ELIGIBLE EDO DATES' field will also be displayed on the Personal Leave/Holidays screen.

**15. How are the EDO dates identified for each employee?**

It's pretty straight-forward. Starting with the mileage date as Day 1, the eligible dates are the 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup> day of any given mileage period. This window commences at 0800 on the 15<sup>th</sup> day of an employee's mileage period and ends at 0800 on the 18<sup>th</sup> day of the employee's mileage period.

Here's an example:

If we assume a given employee (Kelly) has a mileage start date of '12', his Personal Leave/Holidays screen would display '26-27-28' for the eligible EDO dates.

**16. What is the maximum number of EDOs that can be banked at any given time?**

An employee can only hold a maximum of 12 EDOs at any given time.

**17. What impact does a miss-call have on each EDO evaluation period?**

If an employee is found to have missed a call, s/he will not be eligible for an EDO for the period being processed.

**18. How much notice must I give before requesting an EDO?**

EDOs must be requested 72 hours in advance by field employees.

**19. Can I use the 'Future Status Change' screen to book my EDO?**

Yes, the EDO 'Future Status Change' will be automatically approved if all EDO edits are passed.

As part of the EDO edit/approval process, the employee's EDO counter will be reduced by the number of requested EDO days (assuming the employee's Counter still has sufficient EDO days).

Once an EDO has been requested/approved, an employee's EDO request would show on the Future Status Change Request Listing as well as the employee's work history record.

**20. Will I be able to request EDOs using the VRU?**

Employees will be able to request 1 or more EDOs from the VRU, as well as book-on from EDO (W-ED) status. As with EDOs requested by field employees on the Future Status Change screen, the employee must request the EDO at least 72 hours in advance. The EDO book-off request must also be for the 15<sup>th</sup>, 16<sup>th</sup>, or 17<sup>th</sup> day of the employee's mileage period.