

Mechanical Locomotive Voluntary Unpaid Leave Process (Undertime)

In response to the COVID19 pandemic, Mechanical Locomotive will allow agreement employees to voluntarily take unpaid single days off, consistent with the requirements of service. Given the immediate volume pressures that have resulted from COVID-19, implementation of this policy provides a much needed lever for us to reduce expenses, while giving employees an option for time off that will not count against their attendance record. It is important to implement a consistent process that balances expenses with safe production. To that end, we have developed a few key points for a process that allows for unpaid, excused time off, as outlined below. Part of the process would involve a rotating list of employees who are interested in participating in this plan, to ensure even and equitable distribution. Where local union representatives are already involved in the administration of overtime call lists, we think it would make sense to have those representatives leverage that knowledge, and be directly involved in the management of the voluntary time off list. Below is an outline of the key points of the process:

Undertime Process

- Shop leadership presents union with future leave requests at least 24 hours in advance.
- Union leadership monitors requests and fills based on their volunteer list.
- Union leader notifies employee that their day is granted.
- Union leader enters list of employees by day/shift into the request form and provides to management and timekeeper.
- Timekeeper enters the day into the EDCS system as Unpaid Excused Day.

Additional Guidance

- Uvertime may be taken in increments of 4 or 8 hour blocks.
- Employees need to utilize paid vacation as scheduled.
- Employees may request personal leave of absence as allowed under the CBA. These block leaves of absence are separate from the undertime process.

Monitoring and Administration of above

- Uvertime requests will align with fleet size and business needs.
- High level guidance will be provided by facility, but actual requests will vary based on local management decisions regarding workforce required to support local operations.
- Uvertime requests and hours taken will be reviewed to ensure we are aligned with fleet size and manpower projections.