E. E. MARTIN

Wm. G. Krummrich Plant cc. Mr. R. E. Soden

January 7, 1963

1963 VACATION SEASON

To: Messrs. H. C. Carder (8)
T. W. Dalton (9)
P. F. Gatens (4)
P. E. Heisler (8)
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H. B. Patrick
C. H. Schwarting (8)
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As a handy reference to save you time in preparing for the 1963 vacation season, the following information is furnished as a guide. For your convenience in using this memorandum, it is divided into two sections. The first part,(Section A), deals with contractual points and plant policy regarding VACATION SELECTION. The second part, (Section B), deals with RELIEF WORK:

Section A -- Vacation Selection

1. The period for vacations is April 1 to October 1.

2. Vacation selection forms (copy attached) are to be posted February 1. Employes are to complete their vacation selections by March 1. (These forms will come down March 4 at 8:00 a.m.) People who fail to select vacation dates by the deadline will have their vacation period assigned. Of course, consideration should be given in those special cases where for good reasons, an employe was not able to comply with the March 1 deadline.

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3. Classifications (normally two) will be combined for purposes of vacation selection. When more than two classifications are combined, no more than six people will be involved. If the combination of classifications and splitting of vacations result in the inability of an employe to take his full vacation at one time, overtime may be worked to permit the employe to do so.

4. Combination of two classifications containing high seniority employes should be avoided. Senior employes competing for vacation dates may result in junior employes getting more preferable dates which tends to create morale problems.

5. Where relief is not required, employes may use their seniority in selecting split vacation dates as operating schedules permit. Where relief is required, employes may use their seniority twice in selecting split vacation dates as operating schedules permit. We have agreed not to shut down an entire department and require the employes to take their vacations at that time.

6. Employes moving into a different job classification or department after vacation schedules have been arranged will be assigned their vacation.

Section B -- Relief Work

1. Classifications will not be combined for relief work unless mutually agreeable (between employe and supervisor). The relief selection forms are to be posted on February 1 and removed on March 4 (the same as vacation selection forms). Employes making requests after the deadline need not be given consideration. However, consideration should be given to the circumstances in cases where the employe was unable to comply with the March 4 deadline.

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2. As in the past, economics should dictate whether or not relief employes should be trained or vacations covered on overtime. In cases where the amount of training required is out of proportion to the coverage obtained, (chief operators, some swingmen, etc.) overtime coverage would be indicated. In other cases where there are sufficient employes in a classification to almost fully occupy the services of a reliefman, this course should be followed. In situations falling into the gray area between, judgment should be applied. The Labor Relations Section will be available to advise in these instances.

3. Employes generally will not be permitted to do relief work in their own classification by taking the other employe's off days as they go on vacation. However, when an employe is leaving his group for an extended period (over 30 days) to perform relief work in another classification, other employes in his classification may elect to take more desirable off days. In cases where the majority of employes have favorable off days (example: Saturday and Sunday), employes with less favorable off days may elect to take the more preferable off days if their schedule can be changed for an extended period.

4. Attention: Under Article 11, Section 1, you will be liable for a schedule change payment if you do not post the schedule of a reliefman. This means physically posting a written schedule in the normal location for schedules.

L. L. Watkins

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Attachments

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