MONSANTO
Labor Relations Section --
Krummrich Plant

cc: J. R. McClain
J. A. Morgan
Foremen & Supervisors

December 27, 1966

1967 VACATION SEASON

To:Messrs:
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To save you time in preparing for the 1967 vacation season, the following information has been prepared as a guide. For your convenience, it is divided into two sections. The first part (Section A), deals with VACATION SELECTION. The second part (Section B), deals with RELIEF WORK. With the exception of the Maintenance Department, relief selection will take place from January 1, 1967 through January 25, 1967. Vacation selection will take place from February 1, 1967 through February 28, 1967. The Maintenance Department will follow its normal practice in respect to the selection periods for relief work and vacation schedules.

Section A -- Vacation Selection

1. The period for vacations generally is April 1 to October 1. Employes may take vacations outside this period (but within the calendar year) by permission of their foremen.

2. Vacation selection forms (copy attached) are to be posted February 1. Employes are to complete their vacation selections no later than February 28. (These forms will come down March 1 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 February 28 deadline.

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3. 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.

4. 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. In other than the Maintenance Department, the relief selection forms are to be posted on January 1 and removed on January 25 at 8:00 a.m. 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 January 25 deadline.

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. 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 expanded period.

4. 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.

5. For the specific understandings relating to vacation and relief application and selection, you are referred to the current Working Agreement, Article 22, Sections 4, 5 and 21; and the current Signed Agreements, Article 22, Sections C and D.

Labor Relations Section

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Attachments

PCB-ARCH-EXT0375328

Posted: January 1, 1967

To be removed: January 25, 1967
February 1, 1967
(for Maintenance)

RELIEF WORK SELECTION

Department _____

Please indicate below your choice of relief work. Your selection must be made by 8:00 a.m., January 25, 1966. Employes failing to do so will not be considered for relief assignments.

1. _____ 3. _____

_____ _____

2. _____ 4. _____

_____ _____

Name	TC#	Relief Work Selection 1st	2nd	3rd	4th

Extra lined sheets are available in Labor Relations Section

Remarks:

PCB-ARCH-EXT0375329

Posted: February 1, 1967 To be removed: March 1, 1967

VACATION SELECTION

Department ____

Please indicate below your choice of vacation period. Your selection must be made no later than February 28, 1967. Employes failing to do so will be assigned vacation periods. Classifications will be grouped for vacation purposes as follows:

1. _____ 3. _____

_____ _____

2. _____ 4. _____

_____ _____

Name	TC#	1st Choice From	1st Choice To	2nd Choice From	2nd Choice To	3rd Choice From	3rd Choice To

Extra lined sheets are available in Labor Relations Section

Remarks:

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