

united transportation union
Burlington Northern & Santa Fe Railway General Committee of Adjustment GO-245



K.C. Wallace, 1st Vice Chairman
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November 30, 2006

K.E. Trauernicht, 4th Vice Chairman
S.M. Waller, Secretary

PLEASE POST

To: Members, GO-245 (former CB&Q)

Re: Personal Leave Days - Bank vs. Carry Over

Attached is a *revised* notice that may have already been issued at your location advising of a new automated process for carrying over unused personal leave days, and providing the manner in which you may otherwise bank these days.

This office has reviewed the notice and find the process to be compliant with our agreement(s). However, some confusion may exist with respect to the deadlines established in our agreement(s) and the employee's obligations when attempting to preserve these days.

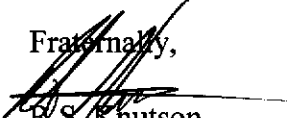
Under our crew consist agreements, an employee working in ground service may either; 1) carry over or 2) bank any unused personal leave days from the current calendar year. For personal leave days to be carried over to the next year, the employee must request to take the day(s) during the present year and be denied. These days will then be automatically carried over to the next year but must be requested and taken prior to May 1. No written request is required to carry these days over. The new software will compare each employee's current unused days with the amount of days requested during the year and places the appropriate amount in the carry over account. Any days that were carried over but not requested to be taken prior to May 1 of the following year will be forfeited.

Should an employee prefer to bank their unused personal leave days from the current year, they must submit a written request to the Carrier **prior to December 31** requesting such. An employee may accumulate up to thirty (30) personal leave days in their account. If you wish to bank your unused days, simply fill out the bottom portion of the notice (or draft your own) and fax it to the appropriate contact prior to the end of the year. Do not be fooled by the notice's reference to January 15 since this was meant to accommodate agreements on properties other than the CB&Q.

Please keep in mind that to either bank or carry over any unused personal leave days, you must not be marked to an assignment that is subject to the National Holiday Rule when the request is submitted.

If you have any questions regarding this matter, please contact your Local Chairman for assistance.

Fraternaly,


R.S. Knutson
General Chairman

attachment



MAGGIE PRELLWITZ
Director
TY&E Compensation Systems

BNSF Railway Company

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“REVISED”

**IMPORTANT – PLEASE READ – CHANGE REGARDING
UTU BANKED/CARRY OVER PERSONAL LEAVE DAY**

Effective with the close of Last Half December 2006 payroll, all former BN trainmen having 2006 unused personal leave days that qualify to be carried over into 2007, will be automatically processed.

This calculation compares the number of carryover personal leave days to the number of personal leave day requests that were declined by Crew Support during 2006 and then builds the 2007 carryover account.

Employees should be able to view their accounts via Option 21 on the TSS TEY Display Status Screen beginning January 4, 2007. After First Half January payroll closes, employee carryover information can be viewed on the earnings statement (form 816) which is available using Option 5 (a) of the Tie Up Menu.

REQUESTS TO BANK UTU PERSONAL LEAVE DAYS.

****APPLIES TO JTD, FWD, SLSF, CB&Q and C&S ONLY****

For employees on the former roads (JTD, FWD, SLSF, CB&Q and C&S) that are eligible to “bank” personal leave days, we will have a separate process in place for those employees to notify us as to how many of their carryover days should be put into their banked accounts. Provisions of the agreement provide that a maximum of 30 (thirty) banked days can be maintained in the employee’s banked account.

Former BN UTU requesting their 2006 unused personal leave days to be banked must submit banked personal leave day requests to the TY&E Compensation Systems office within the time frame outlined in their agreement, but no later than January 15, 2007.

The fax requests for banked personal leave days should be directed to the following fax numbers:

JTD-FWD-SLSF- Topeka 785-676-5188
CB&Q-C&S Topeka 785-676-5185

REQUEST TO BANK UTU PERSONAL LEAVE DAYS

****Applies to JTD, FWD, SLSF, CB&Q and C&S ****

I hereby request _____ UTU personal leave days remaining in 2006 to be carried over into 2007 as BANKED DAYS.

Name _____ Employee Number _____

UTU Seniority Date _____ Date Submitted _____