

Subject: Bi-weekly Spareboard Guarantee Claims

As a reminder to all Running Trades Employees, the bi-weekly “Guarantee Period” **no longer coincides** with the bi-weekly “Pay Period”. This change was made in August 2008 to comply with requirements specified in the TCRC-RTE Memorandum of Settlement. The following chart detailing Guarantee Periods in 2009 has been provided to assist in clearing up any confusion regarding the alignment of Guarantee Periods.

2009 Bi-weekly Guarantee Periods

Guarantee Period		Guarantee Claims must be submitted by: (23:59 Eastern Time)	Included in Pay for Pay Period	Deposit Date for Pay Period
Start	End			
5-Jan-2009	18-Jan-2009	24-Jan-2009	PP 03	5-Feb-2009
19-Jan-2009	1-Feb-2009	7-Feb-2009	PP 04	19-Feb-2009
2-Feb-2009	15-Feb-2009	21-Feb-2009	PP 05	5-Mar-2009
16-Feb-2009	1-Mar-2009	7-Mar-2009	PP 06	19-Mar-2009
2-Mar-2009	15-Mar-2009	21-Mar-2009	PP 07	2-Apr-2009
16-Mar-2009	29-Mar-2009	4-Apr-2009	PP 08	16-Apr-2009
30-Mar-2009	12-Apr-2009	18-Apr-2009	PP 09	30-Apr-2009
13-Apr-2009	26-Apr-2009	2-May-2009	PP 10	14-May-2009
27-Apr-2009	10-May-2009	16-May-2009	PP 11	28-May-2009
11-May-2009	24-May-2009	30-May-2009	PP 12	11-Jun-2009
25-May-2009	7-Jun-2009	13-Jun-2009	PP 13	25-Jun-2009
8-Jun-2009	21-Jun-2009	27-Jun-2009	PP 14	9-Jul-2009
22-Jun-2009	5-Jul-2009	11-Jul-2009	PP 15	23-Jul-2009
6-Jul-2009	19-Jul-2009	25-Jul-2009	PP 16	6-Aug-2009
20-Jul-2009	2-Aug-2009	8-Aug-2009	PP 17	20-Aug-2009
3-Aug-2009	16-Aug-2009	22-Aug-2009	PP 18	3-Sep-2009
17-Aug-2009	30-Aug-2009	5-Sep-2009	PP 19	17-Sep-2009
31-Aug-2009	13-Sep-2009	19-Sep-2009	PP 20	1-Oct-2009
14-Sep-2009	27-Sep-2009	3-Oct-2009	PP 21	15-Oct-2009
28-Sep-2009	11-Oct-2009	17-Oct-2009	PP 22	29-Oct-2009
12-Oct-2009	25-Oct-2009	31-Oct-2009	PP 23	12-Nov-2009
26-Oct-2009	8-Nov-2009	14-Nov-2009	PP 24	26-Nov-2009
9-Nov-2009	22-Nov-2009	28-Nov-2009	PP 25	10-Dec-2009
23-Nov-2009	6-Dec-2009	12-Dec-2009	PP 26	24-Dec-2009
7-Dec-2009	13-Dec-2009	26-Dec-2009	PP 01	07-Jan-2010
14-Dec-2009	27-Dec-2009	09-Jan-2010	PP 02	21-Jan-2010

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In addition, the following highlight points should assist in clarifying.

- **Guarantee Periods** commence on a Monday and conclude the Sunday of the following week (aligned with 2 weekly crew changes).
- All earnings in the Guarantee Period are compared with entitlement in the same Guarantee Period.
- Claims should be submitted with a **Start Date** of the first day of the Guarantee Period and an **End Date** of the last day of the Guarantee Period.
- Claims will be processed in the pay period for which the Guarantee Period ends provided they are submitted by the deadline.

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