

FUTURE STATUS CHANGE REQUEST SCREEN – Job Aid for Train Crews



Figure 1: Future Status Change Request screen (CMA – MAC4 – screen 20)

4C CA	1	FUTURE STATUS CHANGE	PSTS16A
EMPLOYEE NAME: (SYKES, D. (DAVE)		51) NUMBER: (000555229)	
STATUS-EDB CODES: (W -)		CURRENT STATUS: AVAILABLE NORMAL	
START DATE-TIME : (081008 - 0800)		END DATE TIME : (-)	
NUMBER OF DAYS (01)	4		
REASON REMARKS ()	2	3	
APPROVED-DENIED : ()			
DENIAL REASON :			
())
())
NORMAL ASGN : YCAS01FO			
TEMPORARY ASGN :			
ON DUTY ASGN :			
		VALID STATUS CODES	
W PERSONAL LEAVE DAY			
		5	
ENTER=INQ PF1=HELP PF3=EXIT PF5=UPD PF6=ADD PF9=DEL PF10=SHOW REQUESTS			

PROCEDURE STEPS:

1. Enter 'W' before the hyphen in the '**STATUS-EDB CODES**' field.
2. Enter the date (yymmdd) of your first EDO (before the hyphen) in the '**START DATE-TIME**' field.
3. Enter '0800' after the hyphen in the '**START DATE-TIME**' field.
4. Enter the number of total EDOs ('xx') to be taken in the '**NUMBER OF DAYS**' field. Note: there is a maximum of 3 days.
5. Press 'PF6' to submit request.

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If the request is successful, the screen will update as follows:

- The 'ED' code will automatically appear after the hyphen.
- Letter 'A' will appear in the 'APPROVED-DENIED' field.
- Further to the right-hand side of the 'A', a time stamp and user ID stamp will be added.
- The 'END DATE TIME' field will be filled in automatically.
- L005-1 Message will appear at the bottom of the screen.

Figure 2: Future Status Change Request screen (CMA – MAC4 – screen 20)

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4C CA                                FUTURE STATUS CHANGE                                PSTS16A

EMPLOYEE NAME: ( SYKES, D. (DAVE)      51 ) NUMBER: ( 000555229 )
STATUS-EDB CODES: ( W - ED )          CURRENT STATUS: AVAILABLE NORMAL
START DATE-TIME : ( 081008 - 0800 )    END DATE TIME : ( 081009 - 0800 )
NUMBER OF DAYS : ( 01 )
REASON REMARKS : (
APPROVED-DENIED : ( A )                080930 1132 SYK0002
DENIAL REASON :
(
(
NORMAL ASGN : YCAS01FO
TEMPORARY ASGN :
ON DUTY ASGN :

VALID STATUS CODES
W PERSONAL LEAVE DAY

ENTER=INQ PF1=HELP PF3=EXIT PF5=UPD PF6=ADD PF9=DEL PF10=SHOW REQUESTS
LAYOFF REQUEST HAS BEEN RECORDED                                L005-1
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'Earned Day Off' Status

This procedure provides employees with the ability to earn and take 'Earned Days Off (EDOs)', as well as to bank and draw down non-chargeable miles and payments according to a set of established guidelines.

Procedure Guidelines

- i. Employees will earn 1 day's credit (unpaid) per each 4 week consecutive period without a voluntary absence from work, to a maximum of 12 days at any given time. The weekly period will coincide with the weekly crew change and the 4 week consecutive period will be rolling.
- ii. Voluntary absences include a personal leave of absence (excluding EDOs), missed call, sick day and any absence without authorization. Absences of elected local representatives for Union business will not be considered a voluntary absence.
- iii. Employees utilizing earned day(s) off within one of their particular windows will notify the crew management center at least 72 hours prior to scheduling one or more of their earned days off within their assigned window. This window commences at 0800 on the 15th day of an employee's mileage period and ends at 0800 on the 18th day of the employee's mileage period.
- iv. Should the situation change and the employee did not, or was not able to provide such advance notice to CMC, the scheduling of an earned day off within the window must be scheduled through the local manager and obtain his approval for such.
- v. An employee may schedule earned day(s) off outside one of their windows with the approval of the local manager.
- vi. EDO's end at 0800; therefore when booking employees available, the following rules apply:
 - In unassigned service, the book-on is 0800 for a call at 1000 (or call time at the terminal).
 - Employees in assigned service that do not require a call for work (ie. Yard employees) must ensure that they book on prior to the call time of the assignment in order to work their normal job. (ie. Assignment starts at 0800, employee must book on prior to 0600 (call time) in order to work their own assignment).
 - Similarly, an employee whose assignment starts at 0800, and is scheduled for an EDO book off at 0800 that day needs to get an EDO Bridge authorized, if in fact does not intend to work that day. Otherwise, the book off would occur upon tie up.

Process for Requesting 'Earned Day Off'

RTE	<p>1. Notify the crew management center at least 72 hours prior to scheduling one or more earned days off within the assigned window¹.</p> <p>OR</p> <p>Request 1 or more EDOs from the VRU. The employee must request the EDO at least 72 hours in advance. The EDO book-off request must also be for the 15th, 16th, or 17th day of the employee's mileage period (see job aid 'Requesting Earned Day Off Through the VRU').</p> <p>OR</p> <p>Use the EDO 'Future Status Change' screen to request 1 or more EDOs.</p> <p>2. Should the situation change and the employee did not, or was not able to provide such advance notice to the CMC, the scheduling of an earned day off within the window must be scheduled through the local manager and obtain his approval for such.</p>
Local Manager	<p>3. Send an email to the CMC dispatcher authorizing an EDO day(s) (only applicable if step 2 applies above).</p>
<p>Additional Notes:</p> <p>An employee may schedule earned day(s) off outside one of their windows with the approval of the local manager.</p>	

¹ This window commences at 0800 on the 15th day of an employee's mileage period and ends at 0800 on the 18th day of the employee's mileage period.

REQUESTING 'EDO' THROUGH THE VRU –
JOB AID FOR TRAIN CREWS



Requesting 'EDO' Through the VRU	
Responsible	Process Steps:
Employee	<ol style="list-style-type: none"> 1. Call VRU to request EDO. <ol style="list-style-type: none"> i. Receive global broadcast message, if applicable. ii. Enter employee ID. iii. Enter PIN number. 2. Press '9' to request an 'Earned Day Off'.
VRU	<ol style="list-style-type: none"> 3. "Please enter your six digit earned day off start date, followed by the pound sign."
Employee	<ol style="list-style-type: none"> 4. Enter your six digit 'EDO' start date (i.e., yymmdd) followed by the '#' sign.
VRU	<ol style="list-style-type: none"> 5. "Please enter the number of earned days off you are requesting, maximum of 3 days allowed."
Employee	<ol style="list-style-type: none"> 6. Enter the number of EDOs you are requesting (i.e., 1, 2 or 3).
VRU	<ol style="list-style-type: none"> 7. The VRU will send the data to CMA, where CMA will edit the data passed and send a response back to the VRU. Depending on the response from the mainframe, the employee will hear one of the following: <ol style="list-style-type: none"> i. "You entered an invalid date. Press '7' to speak to a Crew Dispatcher or press '#' sign to return to previous menu." ii. "You entered an invalid number of days. Press '7' to speak to a Crew Dispatcher or press '#' sign to return to previous menu." iii. "You have an insufficient number of earned days off for this request. Press '7' to speak to a Crew Dispatcher or press '#' sign to return to previous menu." iv. "You entered an ineligible start date. The start date must be the 15th, 16th, or 17th day of your mileage period. Press '7' to speak to a Crew Dispatcher or press '#' sign to return to previous menu." v. "The date you entered is not at least 72 hours in advance. Press '7' to speak to a Crew Dispatcher or press '#' sign to return to previous menu." vi. "Your earned day off request was successful." vii. "Your earned day off request was unsuccessful."
Employee	<ol style="list-style-type: none"> 8. Respond to the VRU messages by: <ul style="list-style-type: none"> ▪ pressing '7' (to speak to a Crew Dispatcher) ▪ pressing '#' (to return to the previous menu) ▪ hanging-up to end the call