

Transit Supervisors Organization-Local 106

MTA Bus Transportation

Day Off Request Policy & Procedure

June 17, 2022

The following policy and procedure are being issued to clarify how a Day off Request is offered.

1. On the MTA Bus properties where Day Off Requests are done once a year, you are allowed to put Day Off Requests in the Red Book after picking your vacations. In seniority order you may put days in the Red Book providing that you have days in your leave bank. Once the last person on the seniority list picks, the Red Book will then be open to any person who wants to put a Day Off Request in the Red book
2. Once the Day off Request is entered you cannot be bumped out.
3. If the Slot you are looking for is taken you may still sign the Red Book and be put on standby. In the event that a slot becomes available and management agrees to grant an additional slot the slot will be given out on a first come first serve basis.
4. You may not enter more days than you have in your leave bank.
5. The Same Policy and Procedures will apply to Depots that pick quarterly before each pick goes into effect.
6. The Red Book will be kept in the Crew or General dispatch office.
7. Anyone requesting a day off must go to the Crew or General dispatch office to have their name entered into the Red Book. No person requesting a day off may enter their own name into the Red Book. The Crew or General dispatcher on duty must enter your name into the Red Book and initial the entry.

8. If a person has a post or a mobile assignment and does not come to the depot you must call the Shop Steward or Shop Steward's designee. You can also call the Crew or General dispatch office.
9. Any person making an entry should not skip any lines when making the entry.
10. Leave balances will be audited by the Shop Steward or Shop Steward's designee.
11. You can use Vacation Days, AVA days, OTO time and Personal Days to request a day in the Red Book.
12. No White out shall be used in the Red Book. If someone cancels the person canceling the entry is required to draw a line thru the entry and initial it. The cancellation should be done by the Shop Steward or Shop Steward designee. If the Shop Steward or Shop Steward designee is not available, they should be notified.

A handwritten signature in black ink, appearing to read 'Rod Bailey', with a long horizontal line extending to the right.

Rod Bailey
Chairperson
TSO-Local 106