

freight RxR extra off day rules as of Jan. 2023

days needed in preceding year to qualify for next year vac./ P-hol/ PD

years service	personal HOL. day	personal day	sick days	days needed in preceding year to qualify for next year vac./ P-hol/ PD	vacation days	total days need to use	total days <u>available</u> yearly
0-1	0	0	0	120	0	0	0
after 1	1	0	4	120	5 (1 week)	6	10
after 2	1	0	4	110	0 (2 week)	11	15
after 8	1	1	4	100	5 (3 week)	17	21
after 17	1	2	4	100	0 (4 week)	23	27
after 25	1	2	4	100	5 (5 week)	28	32

NO DAYS can be held over to use in following years

if new hire starts Jan.2 (current year) and later has to wait till next year to get sick days then receives yearly

one week "red circle week" (can break up one week vacation if needed)

any unused personal days not used by Dec. 31 of current year are lost

any sick days not used in current year can be put in 401K or paid out (form from company end of year

any vacation days by chance that were not used will be paid out after Dec. 31 current year

example of uses

MUST WORK ON BOTH SIDES OF VAC / P.D.

SUN	MON	TUES	WED	THURS	FRI	SAT	SUN
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WORK	WORK	WORK	WORK	WORK	RD	RD	WORK	Regular week
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WORK	WORK	WORK	WORK !!	VAC /S/ PD	RD	RD	WORK !!
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WORK !!	VAC/S/PD	VAC /S/PD	VAC /S/ PD	HOL	HOL	RD	WORK !!
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WORK	WORK	WORK !!	VAC /S/ PD	HOL	HOL	RD	WORK !!
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VAC	VAC	VAC	VAC	VAC & HOL	HOL	RD	WORK !!
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(OK because include HOL.) still need work both sides

XX	WORK	WORK	WORK	VAC	HOL	HOL	RD	VAC
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(NOT ALLOWED MUST INCLUDE HOL. If vac on both sides)

VAC = vacation
 HOL = holiday
 PD / P-HOL= Personal day
 S. = sick day
 / = OR (pick one)
 RD = relief day
 work = regular scheduled day