

November 23, 1948

TO ALL MANAGERIAL EMPLOYEES:

Listed below are four questions and answers which we believe will help clarify the holiday pay provisions of our contract.

Question No. 1. If an employe reports to work after the regular commencement of the shift on the first scheduled workday before or after the holiday, should such day be credited in determining holiday pay eligibility?

Answer: The day on which the employe reports to work late is creditable provided work is available to which the tardy employe can be and is assigned and the management is willing to make such assignment for reasons that the tardiness is unavoidable or for good cause.

The management is under no obligation to assign work to employes who report late for work. It is the employes' obligation to report for work on time at the beginning of each shift. However, if the management permits an employe who reports late to go to work and work the remainder of the shift, the employe is entitled to holiday pay, since his failure to work the entire shift has been excused by management.

Question No. 2. If an employe reports for work on time but leaves before the end of the shift with the permission of management on the day before or after the holiday, should such day be credited in determining holiday pay eligibility?

Answer: The management is under no obligation to grant permission to employes to leave work before the end of the shift and such permission should be confined to the types of cases provided for in Section 2 (a), (b), (c), (d), (e), and (f) plus disabling illness or injury, but in any case where such permission is granted, the day will be credited.

Question No. 3. If an employe reports for work on time but leaves before the end of the shift without the permission of management should the day be credited in determining holiday pay eligibility?

Answer: An employe who leaves his work before the end of his shift without permission of management or after having been denied the permission of management, is guilty of insubordination and appropriate disciplinary action should be taken in each such case. In any case where appropriate disciplinary action is taken, such as a reprimand (properly recorded in the files of the Industrial Relations Department) disciplinary time off without pay or discharge, the day will not be credited. In any such case the disciplinary action may include the penalty of no pay for the holiday not worked and, if such action is taken, the record of the case should include a notation of such penalty.

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