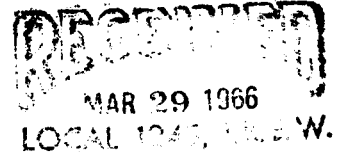


INDUSTRIAL RELATIONS
741.5

Review Committee File No. 689
General Office Grievance No. 22-66-1
Establishing Arbitrary Cut-off Date for Taking
Days Off in Lieu of Holidays



March 25, 1966

MR. EDMOND H. PERRIGUEY, Chairman
General Office
Joint Grievance Committee

The above subject grievance was referred to the Review Committee on February 21, 1966. The grievance concerns the application of Section 14.4 of the Clerical Agreement.

We are returning the grievance to your Committee for further discussion and settlement in the light of the following comments:

The grievance concerns an employee's request, sometime in the early part of January 1966, to take an earned additional day off sometime in May, rather than later in conjunction with her next scheduled vacation period. The request was denied. While such an arrangement is subject to the approval of her supervisor, it would seem that it may be beneficial to both Company and employee, and perhaps better understood by the employee, to withhold final determination on such matters until sometime nearer the day requested when the actual needs of the department are more readily ascertainable. On the other hand, where, as here, the workload of the department is fairly predictable, over the year, and it is most likely that the request will later be denied, the employee should be so advised at the time the day off is requested in order that she may plan accordingly.

L. V. BROWN
L. V. BROWN, Chairman
Review Committee

LVB:RS

cc: VJThompson
EFSibley
CLYager
JBrass, Jr.
AGMollart
DJMcPeak, IBEW