


Date: February 2nd, 2009


Subject: To set and clarify the Incidental Leave Policy for KCMO

To set and clarify the Incidental Leave Policy in KCMO (641) for leave requests of less than a full week. Carriers will be allowed to take partial weeks or day(s) to 12% for all months of the year excluding December which shall be 6%, if the following criteria are met. This leave will be on a first come first served basis.

- 1) Have annual leave balance sufficient to cover the requested day(s).
- 2) Request leave in writing on form 3971 at least two weeks prior to the requested day(s).
- 3) Leave will be approved to the 12% and 6% thresholds on a day to day basis.
What counts toward the 12% and 6% ratios?
 - a) Any scheduled annual leave on the vacation calendar. (This includes annual leave for union conventions, rap sessions etc...)
 - b) Sick Leave or (Annual Leave or LWOP in lieu of sick leave) of at least one full week. This leave will not be counted against the 12% and 6% cap unless the requested leave is submitted less than 60 days in advance.
 - + c) IOD/Limited Duty with no carrier duties of at least one full week. This leave will not be counted against the 12% and 6% cap unless the requested leave is submitted less than 60 days in advance.
- * (i.e. Carriers who plan for leave more than 60 days in advance will be granted that leave to the 12% and 6% caps even if carriers are on Sick Leave or Limited duty of at least one week as enumerated in #2 and #3 above. Inside the 60 day window, those Sick or Limited Duty employees who are off for at least one week would count against the 12% and 6% cap.)
- * 4) Leave will be approved and scheduled within 72 hours of the request.

The Local Leave Program Policy of November 27th, 1991 remains in full effect.


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