

GUIDELINES FOR SCHEDULING BIRTHDAY HOLIDAY FOR 2007

- **Contract Language addressing the Birthday Holiday when there is no Vacation Shutdown:**
 - Article XII, Section I a (page 112)
 - Article XII, Section 1 a (3) (page 113)
 - Tuscaloosa Letter #5 (Page 311)
 - Tuscaloosa Letter #9 (Page 321)

- **KEY Points:**
 - (1) Birthday Holiday to be observed during the week in which the birthday occurs, provided the employee schedules such birthday holiday at least one week in advance. The scheduling of the birthday holiday must not conflict with regular production requirements.

 - (2) If employee's birthday is not scheduled at least one week in advance, then it shall be observed on the day the birthday occurs.

 - (3) When a birthday holiday occurs on an employee's twelve (12) hour scheduled work day, the employee shall be paid for twelve (12) hours provided they observe their birthday holiday on a twelve (12) hour shift.

 - (4) If an employee chooses to move their twelve (12) hour holiday to an eight (8) hour work day, they will be paid for eight (8) hours.

 - (5) Employees may elect to work on their birthday and receive Pay In Lieu (PILO). Employees desiring to receive PILO shall complete a request form and deliver to their FLOW Coordinator during the week prior to the week in which the birthday occurs. All PILO will be for eight (8) hours only. Payment for hours worked shall be at straight time rate and only eight (8) hours for that day shall be used in calculating hours in excess of forth (40) for the week.