

BOMBARDIER

MEMO

DATE July 2, 2010
SUBJECT Information Requested - Joint Management/Labor Meeting of 6/24/10
FROM Delores Mitchell
TO IBEW Represented Employees
CC Anna Cicio, Ricardo Sanchez

As requested during Management/Labor meeting held on June 24, 2010, are documents clarifying Floating Day Scheduling as agreed to in Memorandum of Understanding signed by the Company and IBEW, Local 589, on December 21, 2009.

Also attached is a basic Pension Plan explanation for your information and reference.

Copies of IBEW Collective Bargaining Agreement and other union related information can be found at www.ibew589.org or you may contact your IBEW representatives.

Attachments

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MEMO

DATE January 12, 2010
SUBJECT Floating Days for Union Employees
FROM Anna Cicio, Regional HR Manager
TO All JFK Managers, Supervisors & Union Employees
CC R. Sanchez, General Chairman IBEW, Local 589

Please be advised that the Company and IBEW, Local 589 signed a Memorandum of Understanding, on December 21, 2009 regarding Article 9, Floating Days, of the current Collective Bargaining Agreement. Following are the two issues addressed as well as examples of each:

Paragraph 2 - Scheduling - *Ten (10) of the twelve (12) Floating Days must be scheduled in advance and approved in accordance with Article 9. Should an employee require time-off when he/she has used all Short-Call Paid Time off (Sick and Short Call Floating Days), but has scheduled Floating Days planned at a later date, he/she may request to reschedule future scheduled Floating Days in payment of one (1) occurrence, consisting of one or more consecutive days. Such requests may only be made once in a calendar year. Unless the time-off is required for verifiable emergency, such rescheduling must be made in advance.*

Example - On October 20, 2010 Employee X has used all of her Sick Days and Short Call Floating Days, and has 3 days scheduled Floating Days on December 1st, 2nd and 3rd. She wakes up with the flu and can not come to work October 20th, 21st and 22nd. Employee X can request to reschedule the 3 Floating Days scheduled for December and use them for this absence in October in order to be paid. By doing so, this absence will not affect her attendance record, and it will not be subject to disciplinary action for poor attendance.

Paragraph 3c Eligibility - *Employees who have used all paid Short-call Floating Days and Sick Days are not eligible for payment of a scheduled Floating Day should he/she fail to report to work the scheduled shift prior to or following an approved scheduled Floating Day, unless the absence is due to verifiable illness, jury duty, death in the family or scheduled and approved vacation.*

Example - Employee Y has one (1) last Floating Day scheduled on Thursday, December 9, 2010. On Friday, December 10th he calls his Supervisor and tells him that he can not report to work. Because Employee Y has no remaining Sick, Short Call Floating Days or the ability to reschedule Floating Days he will not be paid for either Thursday, December 9th, or Friday,

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DATE January 12, 2010
SUBJECT Scheduling of Floating Days
FROM Anna Cicio, Regional HR Manager
TO All JFK Supervisors, Managers & Union employees
CC R. Sanchez, General Chairman IBEW, Local 589

Following is clarification of Article 9, Floating Days as it pertains to the scheduling of ten (10) Floating Days:

- In December and June each union employee will be required to submit his/her preferences for **5 Floating Days** to be scheduled in the coming six (6) months.
- By December 31st, employees must submit his/her preferences for five (5) Floating Days to be taken between January 1st and June 30th. Approved days for the first 6 month period (January to June) will be posted no later than January 31st.
- By June 1st, employees must submit his/her preferences for five (5) Floating Days to be taken between July 1st and December 31st. Approved days for the second half of the year (July to December) will be posted no later than June 30th.
- Employees must submit a request for **at least five (5) days** to be taken in the first half of the calendar year. You may request more than five, but only time in the first six month period (January to June) will be granted in January. Time requested for the second half of the year will be granted in June, by seniority.
- Requests for Floating Days in the July - December period will not be granted prior to June 30th. Although we may accept requests for the second half of the year, they will not be approved until June to ensure that the most senior employees have the opportunity to pick first.
- No employee may submit a request for more than five (5) days to be taken in the July to December period. **Only five (5) scheduled Floating Days may be taken in the second half of the year.**