BLET Agreement: Article 10- Demand Day Scheduling in Mainframe/IVR

Effective immediately and in accordance with the October 7, 2015 LOI you can now schedule your demand day in mainframe or IVR as you do a daily vacation or personal leave day. Effective November 1, 2015 this will be the only way to schedule your demand day-you will not be able to call CMC to utilize the day.

To schedule your non-compensated demand day:
On the MCAI screen: #21 DV/Demand Day Scheduling
Place a 3 on the line behind DEMAND DAY OFF (3)
Place an S by the month you would like to schedule in
Place a 3 by the date you are scheduling
It will show on the bottom of the screen as MMDD3

Under the agreement a demand day may be used in conjunction with a personal leave day or single vacation day.

To schedule your demand day using a daily vacation entitlement for pay:
MCAI screen- #21 DV/Demand Day Scheduling
Place a 1 on the line behind DDO AS DLY VAC (1)
Place an S by the month you would like to schedule in
Place a 1 by the date you are scheduling
It will show on the bottom of the screen as MMDD1

To schedule your demand day using a current year personal leave entitlement for pay:
MCAI screen: #19 PL requests
Place a 4 on the line behind DEMAND DAY OFF AS PERS LV (4)
Place an S by the month you would like to schedule in
Place a 4 by the date you are scheduling
It will show on the bottom of the screen as MMDD4

To schedule your demand day using a carryover personal leave entitlement for pay:
MCAI screen #19 PL requests
Place a 5 on the line behind DEMAND DAY OFF AS CARRYOVER PERS LV (5)
Place an S by the month you would like to schedule in
Place a 5 by the date you are scheduling
It will show on the bottom of the screen as MMDD5

If you need to remove the day before taken – use R, it will remove the day from your schedule and you will be able to reschedule another day. The system will not allow you to remove if less than 24 hours in advance.

Using IVR:
Enter ID and password
#3 schedule a vacation day, PL day or demand day
#1 to schedule a vacation day, PL day or demand day
Enter month
Enter day
#5 Demand day
#6 Demand day with current year PL day
#7 Demand day with carryover PL day
#8 Demand day with daily vacation day
Verify day *

To remove the day before taken:
Enter ID and password
#3 schedule a vacation day, PL day or demand day
#2 to remove a vacation day, PL day or demand day
Enter month
Enter day
#4 to remove demand day

The DDO must be entered into the computer by 2200 on the Wednesday prior to JAD. There are no caps on any day of the week and all days to be taken will begin at 0001 and will run for 24 hours unless the assignment or turn is working or out of the terminal when said day is scheduled to begin in this instance, the DDO will commence with the off-duty time for a period of 24 hours. Engineers working into their scheduled DDO continue to have up to one (1) hour after registering off duty to remove their requested DDO.