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DATE: _____

TIME: _____

November 30, 2023

VSA SERVICE AREA INFORMATION BULLETIN NO. CMC 154-23

Subject: 2024 Annual Vacation Procedures and Bulletin – KAMLOOPS

Copies of this bulletin are available to all running trades employees. You are encouraged to take a copy with you to assist you in making your application and to understand the procedures which will be followed in connection with the annual vacation process.

SECTIONS OF THIS BULLETIN

- A. VACATION ALLOCATION
- B. APPLICATION INFORMATION AND CLOSING DATES
- C. INFORMATION REGARDING ANNUAL VACATIONS
- D. ANNUAL VACATION WEEK INFORMATION
- E. APPLICATION PROCEDURE
- F. LISTING OF CALENDAR WEEKS/WEEK NUMBERS

Electronic bidding instructions will be at the bottom of this bulletin

A - VACATION ALLOCATION

- The following is the maximum number of running trades employees who may be on annual vacation at any one time.

LOCOMOTIVE ENGINEERS – KAMLOOPS

- Flat line of **04** per week.
- Junior engineer is JASPER,J.(JOEL)KCR P3 ESB

CONDUCTORS, TRAINPERSON – KAMLOOPS

- Flat line of **05** per week.

B - APPLICATION INFORMATION AND CLOSING DATES

- Applications for annual vacation for 2024 will be received electronically until 2359 December 15th, 2023 for the T.C.R.C. Please retain your confirmation email. Applications must be made electronically via the electronic bid form which is available to all running trades employees.
- Employees who are off-duty or on-duty injury at the time of bidding and have a known return date for 2024 must inform the CMC of their known return date via email at cmc_avadmin@cpr.ca by the bid deadline of December 15th 2023 at 2359 to have their bid included in the final results. Employees must confirm in the email that OHS has this known return date as well.

C - INFORMATION REGARDING ANNUAL VACATION

VACATION WEEKLY PERIODS AND DURATION

- Vacation periods will begin on Monday
- Vacation periods will be a minimum of 7 days and in multiples of 7 days
- At the end of this bulletin is a listing of the weeks of 2024. Each week has been assigned a number.
- On the electronic bid form, indicate the WEEK NUMBER desired. **Do not list calendar days.**

Example: January 1-14 would be weeks 1 and 2, and would be entered as 1,2

VACATION PERIODS AT YEAR END

- All vacation must be scheduled to be used by December 31, 2024
- Therefore, the week that includes December 31 or Week "53" will be the last week of scheduled vacation for 2024.
- The week commencing January 1 or Week 1 will be the first week in which vacation will be scheduled as a result of this bulletin.

****EMPLOYEES MAY NOT BOOK ON PRIOR TO COMPLETION OF VACATION****

DIVIDING ANNUAL VACATION ENTITLEMENT

- Employees can only bid their maximum allotment less one week during prime time in exchange for extra vacation slots in prime time. Prime time is defined as the 12-week period, which includes the last full week of June and the first week of September and the week including Christmas. Terminal flat lines will increase as governed in the MOS, Appendix 13.

AWARDING VACATION

- Vacation periods are awarded on the basis of seniority within craft and location as outlined above

DETERMINATION OF CRAFT

- For engine service, CTY Road and CTY Yard employees the preponderance of service in 2023 determines the craft used in vacation allocation.

FAILURE TO MAKE APPLICATION

- Employees who fail to make a timely application will be assigned vacation in the remaining vacation periods after all applicants have received their entitlement.

Example: An employee is entitled to 3 weeks and does not apply. The employee will be assigned vacation after all other applicants have been awarded their choices.

FAILURE TO MAKE APPLICATION FOR FULL ENTITLEMENT

- Should an employee fail to make application for their full entitlement, they will be assigned vacation for the portion of which no application was made. The portion for which no application was received will be assigned in the remaining vacation weeks after all other applicants have been assigned their vacation periods

Example: An employee is entitled to 5 weeks but only applies for 4. The employee is awarded 4 weeks according to their seniority. The 1 remaining week will be allocated after all other applicants have been awarded their vacation.

LIST ALTERNATIVE OPTIONS

- Employees should list numerous alternative options

Example: An employee wants 2 weeks together in summer, ideally August, employee should list:

SPLIT I
1: Week 31 to 32
2: Week 32 to 33
3: Week 33 to 34
4: Week 34 to 35
5: Week 30 to 31
6: Week 29 to 30
7: Week 28 to 29
8: Week 27 to 28

- If the employee is unsure if they will stand for two weeks together in the summer and are willing to accept 1 week, they should then continue to list, **under first split** the 1 week periods between week 25 and 36 in order of preference along with an alternative for the second week, such as time in spring or autumn

Example: An employee wants any available time in summer. The employee should list:

1. Desired four week periods between weeks 25 and 36 inclusive
 2. Desired three week periods between weeks 25 and 36 inclusive with the remaining weeks scheduled in a later split
 3. Desired two week periods between weeks 25 and 36 inclusive with the remaining weeks scheduled in a later split
 4. Desired single week periods between weeks 25 and 36 inclusive with the remaining weeks scheduled in a later split
- If any week of an option is fully allocated, the option is adjusted based on the indication of “E” (Earlier) or “L” (Later) and the number of weeks listed within split selection to the closest available time period with the available number of weeks, as per the split selection, that can be held consecutively.

Example #1 An employee elects 2 weeks in August, 2 weeks at year end and 1 week in May but one of the 2 weeks in August is full and an “E” was placed beside this selection.

- The August portion will be adjusted to closest, **earliest** available consecutive two week period, as requested. **The split is now completed.**

Example #2 An employee elects 2 weeks in August, 2 weeks at year end and 1 week in May but one of 2 weeks in August are full and employee didn't specify “E” or “L”.

- Selection will be void and next preferred choice, under the same split will be reviewed.

FAILURE TO LIST SUFFICIENT OPTIONS UNDER EACH SPLIT

- Employees who fail to list sufficient choices for a split will have a week assigned in default at the end of the split, after all other applicants have been awarded in the current split.

ALLOCATION THROUGHOUT VACATION YEAR

- A more equal number of employees from each craft will be off each week from week 1 (Jan. 1, 2024) to week 53 (January 5, 2025)
- Allocation opportunities within prime vacation periods will be extremely limited; employees should list realistic options, considering their seniority.

CHANGING ANNUAL VACATION PERIODS

- Employees will only be able to move their vacation period into a week or weeks which are not fully allocated.
- Employees who are unsuccessful in changing their vacation period must take vacation as scheduled.

***** All Vacation Changes must be approved by CMC Management *****

AUTOMATICALLY BOOKED TO ANNUAL VACATION

- Employees who are scheduled for annual vacation will automatically be booked to that vacation period at a time corresponding to the lead time at that terminal
- Employees who stand for duty on the day prior to AV will be called for duty unless other arrangements are made prior to call time

EMPLOYEE AUTOMATICALLY BOOKED OKAY FOR DUTY FOLLOWING VACATION

- Employees who are scheduled to return from annual vacation will be automatically booked okay for duty on the last day of their vacation
- Employees are responsible to be available to accept a call for duty at 0001 on the day following their last day of vacation unless they have booked rest in line with the Local Pool Rotation and Placement procedures.
- Employees who are not available for duty as above will be considered absent WITHOUT authorized leave

Example – An engineer scheduled for AV March 11 – 24. The employee will be booked on by the CMC at 0001 March 25 (no lead time)

D - ANNUAL VACATION WEEKS

- Use the week number that corresponds to the calendar dates from the attached chart.
- When making an application, use the numbering which represents the week or weeks for which you are applying. Do not use calendar dates.
- List sufficient alternative options to ensure you can be awarded one of your selections - CONSIDER YOUR SENIORITY WHEN LISTING OPTIONS.
- There are two electronic bid forms, one containing split 1 through 6 for TCRC West employees, and the other with only 1 available section for TCRC East employees.
- Request annual vacation in following order of preference. List full entitlement weeks on each line. Bid choices in multiple weeks must be consecutive weeks. Employee must hold all weeks within that choice for it to be accepted.

SPLIT 1	SPLIT 2	SPLIT 3
1: Week 25 to 28 2: Week 25 to 27 3: Week 25 to 26 or Early and Late 4: Week 25 to 25	1: Week 51 to 52	1: Week 15 to 15 2: Week 14 to 14 3: Week 13 to 13 4: Week 12 to 12 5: Week 11 to 11 or Early

E - APPLICATION PROCEDURES

1. Carefully complete all portions of the electronic AV Bid form and ensure that all requested areas are filled in; LAST NAME, EMPLOYEE #, email address, agreement box, choices/splits.
2. Please list ALL choices in order of preference, using WEEK NUMBERS from the DATE chart included in this bulletin.
3. Review your bid form for accuracy and ensure you receive your email verification.
4. Submit your electronic bid form online prior to **2359 December 15th, 2023**
5. Retain a copy of your email bid confirmation

Note: Indicating an E and L in the EARLY and LATER boxes will result in awarding the closest weeks available to that choice.

AV BIDS - CANADA

TCRC RUNNING TRADES EMPLOYEE

Submit

Cancel Bid

Employee CP ID#

Employee Last Name

AV Bid Region

Email Address

User Agreement. You accept all information you submit using this system is on your own behalf and not for another employee.

Select your AV Start and End Week, Choose the Early and/or Late if required. Repeat. Once complete click Submit button above.

AV Start Week Early Option Late Option

AV End Week

From 2020-03-16 to 2020-03-22 Inclusive

Year - Month - Day

Next Step: Add Your Selection To Choice Number Below

Add to Split 1	Clear Split 1
Add to Split 2	Clear Split 2
Add to Split 3	Clear Split 3
Add to Split 4	Clear Split 4

SPLIT 1	SPLIT 2	SPLIT 3
1: Week 25 to 28 2: Week 25 to 27 3: Week 25 to 26 or Early and Late 4: Week 25 to 25	1: Week 51 to 52	1: Week 15 to 15 2: Week 14 to 14 3: Week 13 to 13 4: Week 12 to 12 5: Week 11 to 11 or Early
SPLIT 4	SPLIT 5	SPLIT 6

2024 AV WEEKS

Start Date	End Date	Week #		Start Date	End Date	Week #
1-Jan-24	7-Jan-24	1		8-Jul-24	14-Jul-24	28
8-Jan-24	14-Jan-24	2		15-Jul-24	21-Jul-24	29
15-Jan-24	21-Jan-24	3		22-Jul-24	28-Jul-24	30
22-Jan-24	28-Jan-24	4		29-Jul-24	4-Aug-24	31
29-Jan-24	4-Feb-24	5		5-Aug-24	11-Aug-24	32
5-Feb-24	11-Feb-24	6		12-Aug-24	18-Aug-24	33
12-Feb-24	18-Feb-24	7		19-Aug-24	25-Aug-24	34
19-Feb-24	25-Feb-24	8		26-Aug-24	1-Sep-24	35
26-Feb-24	3-Mar-24	9		2-Sep-24	8-Sep-24	36
4-Mar-24	10-Mar-24	10		9-Sep-24	15-Sep-24	37
11-Mar-24	17-Mar-24	11		16-Sep-24	22-Sep-24	38
18-Mar-24	24-Mar-24	12		23-Sep-24	29-Sep-24	39
25-Mar-24	31-Mar-24	13		30-Sep-24	6-Oct-24	40
1-Apr-24	7-Apr-24	14		7-Oct-24	13-Oct-24	41
8-Apr-24	14-Apr-24	15		14-Oct-24	20-Oct-24	42
15-Apr-24	21-Apr-24	16		21-Oct-24	27-Oct-24	43
22-Apr-24	28-Apr-24	17		28-Oct-24	3-Nov-24	44
29-Apr-24	5-May-24	18		4-Nov-24	10-Nov-24	45
6-May-24	12-May-24	19		11-Nov-24	17-Nov-24	46
13-May-24	19-May-24	20		18-Nov-24	24-Nov-24	47
20-May-24	26-May-24	21		25-Nov-24	1-Dec-24	48
27-May-24	2-Jun-24	22		2-Dec-24	8-Dec-24	49
3-Jun-24	9-Jun-24	23		9-Dec-24	15-Dec-24	50
10-Jun-24	16-Jun-24	24		16-Dec-24	22-Dec-24	51
17-Jun-24	23-Jun-24	25		23-Dec-24	29-Dec-24	52
24-Jun-24	30-Jun-24	26		30-Dec-24	5-Jan-25	53
1-Jul-24	7-Jul-24	27				

Years of Service / Weeks of AV	AV Reductions
1995 = 42 Days (12%)	6 week - #days Avail / 8.5=Allotment
1996 - 2005 = 35 Days (10%)	5 week - #days Avail / 10.5=Allotment
2006 - 2013 = 28 Days (8%)	4 week - #days Avail / 13 =Allotment
2014 - 2020 = 21 Days (6%)	3 week - #days Avail / 17 =Allotment
2021 - 2023 = 14 Days (4%)	2 week - #days Avail / 26 =Allotment

Kamloops Engineers		
4 Slots Per Day		
Rank	Name	Weeks
1	MILLS, D.(DARRELL) ESB	6
2	MACINNIS, (KEITH) KCR ESB	6
3	WARD, R. (ROD) KCR ESB	6
4	JAMIESON,(CHRIS) KCR ESB	6
5	MERRITT, N.(NATHAN) ESB	5
6	KRUSE, E. (ERIC) ESB	6
7	ROBINSON,D.(DAN) KCR ESB	5
8	SMITH, B.K (BEN) KCR ESB	5
9	WOLGRAM, T. M.(TODD) ESB	5
10	O'REILLY,D(DAVID) KCR ESB	6
11	MCNUTT, D.M (DON)KCR %ESB	5
12	YOUNG, K.C.(KEITH)KCR %ESB	5
13	HERMAN, J.M. (JON)KCR %ESB	5
14	OSTOJIC,M. (MIKE) KCR ESB	5
15	HENDRY, (BLAINE) KCR %ESB	5
16	APPS, S. (STEVE) KCR ESB	5
17	STEELE, (TODD) KCR %ESB	5
18	AUSTINSON,MONIQUE KCR %ESB	5
19	SCHWARTZENHAUER,R(RYAN)ESB	5
20	RIEMER, D.T. (DAVID) ESB	5
21	THORBURN,C.(CHRIS) XK ESB	5
22	DOBBIE, R.(ROBERT)KCR %ESB	5
23	SMART, C. (CADRIN) KCR ESB	5
24	CUNDLIFFE,(SHANE) KCR ESB	6
25	POLLOCK,J.O.(JEFF) KCR ESB	5
26	SAMUJH,S.(SHAWN) XJ ESB	5
27	BUCHANAN, (RYAN) ESB	5
28	CRICHTON, C.D. (CORY) ESB	4
29	HARRIS, (BLAIN) KCR %ESB	4
30	CHANNELL, L. (LEE) KCR ESB	4
31	CHANNELL, D. (DANIEL) %ESB	4
32	DALKE,(GORDON) ESB	4
33	MURPHY, (KEEGAN)(XS) ESB	4
34	HILLIER, (MICHAEL)KCR ESB	4
35	DICKENSON,M.(MATT)KCR ESB	5
36	RACHEL, J.D(JAMES) KCR ESB	4
37	HUMPHREYS, R(REID) KCR ESB	4
38	BAINS, (T) KCR ESB	4

39	AUBUT,M.(MATTHEW) KCR %ESB	4
40	MASON,W. (LARRY) XK ESB	4
41	JASPER,J.(JOEL)KCR P3 ESB	4

Kamloops Conductors		
5 Slots Per Day		
Rank	Name	Weeks
1	ALTROGGE,T.M.(TERRY) KCR	6
2	POSTLEWAITE, A. (ANDY)	5
3	LACUSTA, R.W. (RAY)	5
4	KELLY, T. (TARA)	5
5	THOMSON, E. (RYAN)	5
6	MARINELLI, A. (ADRIANO)	5
7	SIMPSON, J.R. (JIM)	4
8	CONNELL, D. (DAVID) KCR	4
9	GRICE,B.(BRYAN) KCR ESB	4
10	BALYK, C.(NEIL) KCR %ESB	4
11	MAXIMIUK, A. (SANDIE) ESB	4
12	SIMMS, J. (JAMES) KCR ESB	4
13	CARTWRIGHT,C.(CODY)KCR ESB	4
14	DMYTERKO, G. (GARTH) ESB	4
15	JONES,R.(ROBERT) KCR ESB	4
16	RODRIGUE, (MATT) %ESB	3
17	TAGAMI, (MICHAEL)NO OT KCR	3
18	WICKLUND, (JAREK) KCR ESB	3
19	ARNOUSE,PETER)P3 XK ESB	3
20	DUNLOP,S.(SHAWN)%US ESB	3
21	DENNIS,(STEPHEN) ESB	3
22	RAMSAY, (CHRIS) KCR ESB	3
23	MARSHALL, (BEN) KCR ESB	3
24	KIPLING, (HERB)	3
25	CROOK, (GERALD) ESB	3
26	NOECKER, (KYLE) ESB	3
27	JORDAN, (KYLE)	3
28	GRUETERS(BRANDON) ESB	3
29	GIBEAULT, (TYLER)	3
30	MESSMER, (NICHOLAS) ESB	3
31	SCOTT, (DEBBIE) ESB	3
32	KEATING, (AARON) KCR ESB	3
33	BENTLEY, T. (DAVID) ESB	3
34	HERTZ, (JUSTIN) KCR	3

35	HIRA, (HARBANS)	3
36	VICENTE, A.W.(DAVID)P3	3
37	LUFT, (JORDAN)	3
38	CROWE, JESSE KCR ESB	3
39	BRIGLIO, (ROBERTO) ESB	3
40	GOSELIN, (CHAD) ESB	3
41	SIDDALL, T. (LOGAN) ESB	3
42	INGHAM, (JOHN) ESB	3
43	FRIESEN, T. (COLIN) ESB	3
44	HOMORANU, R. (LIVIU) ESB	3
45	MCKIMMIE, R. (BRANDEN) ESB	3
46	SINGH, (GURSIMRAN)	2
47	INDELICATO, (JAMIE) ESB	2
48	PETERSON, H. (HEATH) ESB	2
49	VANDERBY, C. (STEFAN) ESB	2
50	THOMAS, W. (MORGAN) P3	2
51	WATERHOUSE, D. (RILEY)	2
52	SINGH, (MANPREET)	2
53	DIRKS, G. (CHRISTOPHER)	2
54	SMALE, R. (HAYDEN)	2
55	FIFIK, M. (RYAN)	2
56	SAHOTA, S. (HARMAN)	2
57	LAWRENCE, S. (KYLE)	2
58	MAHLUM, J. (RILEY)	2
59	BHULLAR, S. (HARPREET)	2
60	BHATHAL, S. (LOVEPREET)	2
61	FRENCH, A. (SHAWN) NT	2
62	MARIER, M. (JAKOB) NT	2
63	RODEN, P. (TIMOTHY) NT	2
64	ERMET, L. (BRADLEY) NT	2
65	PANNU, (SIMARVEER) NT	2
66	SINGH, (KULWINDER) NT	2
67	JOHNSON, R. (FLYNN) NT	2
68	JOSEPH, (SACHIN) NT	2
69	WALIA, N.A. (JAGDEEP) NT	2
70	SINGH, (DAMANDEEP) NT	2
71	SUTHERLAND, P. (LUKE) NT	2
72	KILIYALANKANDY,(ABHINAN NT	2
73	KELTIE, (GLENN) NT	2
74	STEWART, A. (GREGORY) NT	2
75	RYHORCHUK, D. (SHAWN)NT	2

76	SMALL, S. (NICK) NT	2
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IF YOU ENOUNTER ANY ISSUES WITH ACCESSING OR SUBMITTING YOUR ID, CALL THE IS HELP DESK @

1-800-387-1833

From External Website (employees.cpr.ca)

If signing onto CP Station externally, you must access the AV bid form from the employees.cpr.ca landing page. The link has been added to the bottom (AV link will replace the Mileage Date Bid link pictured below). Once you click on the link, proceed to step 5.



Employees.cpr.ca Quick Links

**Please do not close this browser tab.
Closing this browser tab will disconnect you from CP's network.**

Please access common resources using the links provided below:

- [Crew Information Application](#)
- [Employee Station](#)
- [Mainframe Access \(CMA\)](#)
- [Train Control Overview \(CTC\) - IE 11 Only](#)
- [Engineering Bulletin-Bid-Award Application](#)
- [TCRC-MWED Bulletins & Seniority - Canada](#)
- [Mainframe Access](#)
- [Career Tracks](#)
- [CP Corporate Website](#)
- [Learning Management Services](#)
- [Password Reset Tool](#)
- [Remote Desktop Services](#)
- [Webmail](#)

**To Log into [CP Station](#) use your Full ID followed by @cpr.ca
For example: *doe0001@cpr.ca***

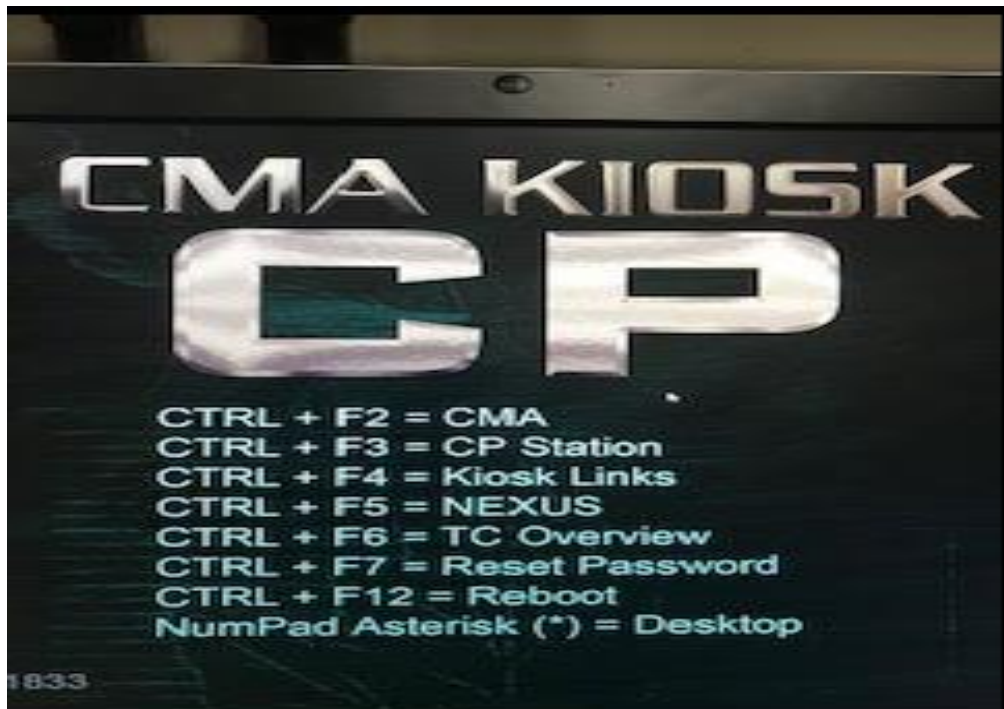
**If you are using a personal device to connect you will be
unable to Print, Download or Sync files from CP Station.**

- [Log Out](#)


**[Mileage Date Bids - Canada TCRC Running Trades Employee](#) - Bids will
only be accepted between October 15 00:01 - November 12 23:59**

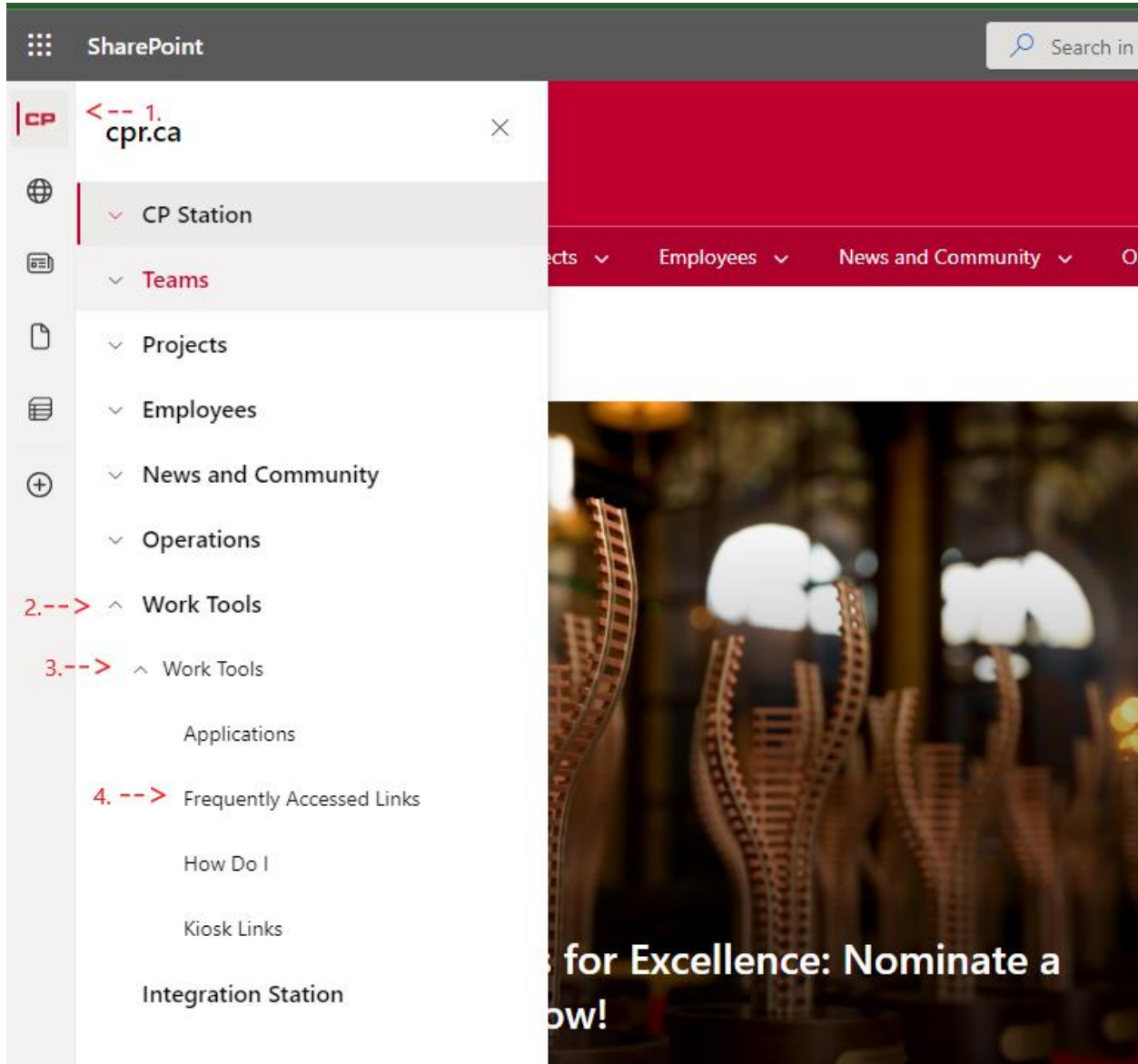
Step 1

CTRL + F3 to take you to CP Station



Step 2

Click the CP Logo  at the top left of CP Station, then click on the arrow beside 'Work Tools', then click the arrow beside the next 'Work Tools' and then select 'Frequently Accessed Links'



Step 3

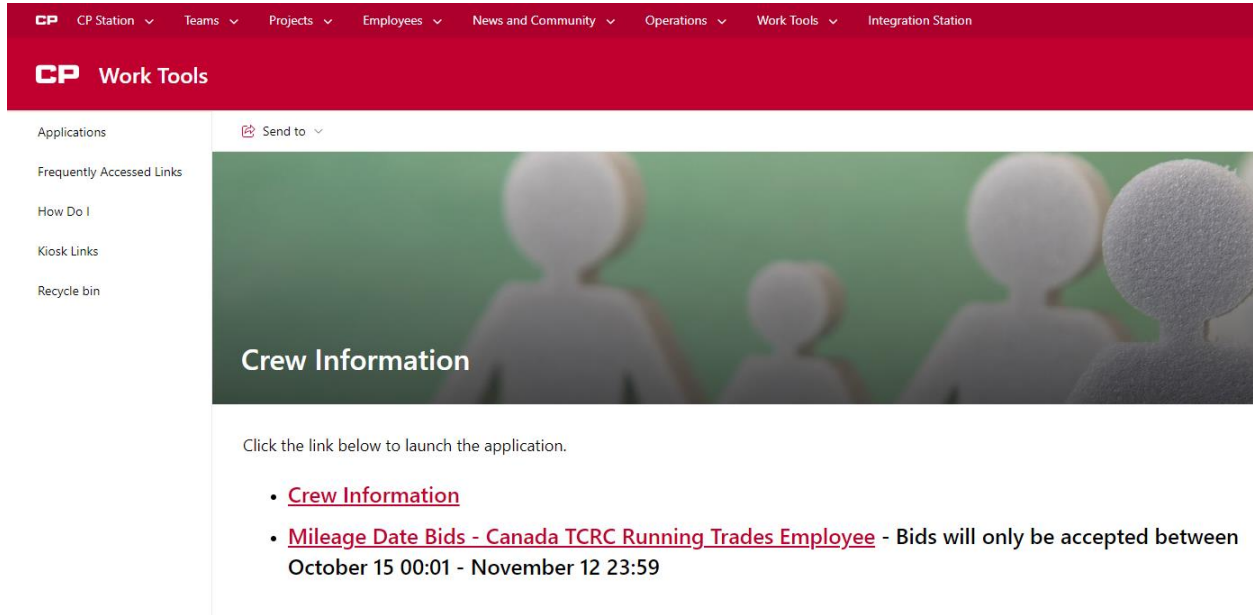
Scroll down the list of Frequently Accessed Applications and click on 'Crew Information'

The screenshot shows the CP Work Tools interface. At the top, there is a navigation bar with the CP logo and several menu items: CP Station, Teams, Projects, Employees, News and Community, Operations, and Work T. Below this is a red header with the CP logo and the text 'Work Tools'. On the left side, there is a sidebar with icons for Applications, Frequently Accessed Links, How Do I, Kiosk Links, and Recycle bin. The main content area is titled 'Frequently Accessed Applications' and contains a list of applications. The 'Crew Information' application is highlighted in yellow.

Applications	Send to
Frequently Accessed Applications See all	
	and Manage Agile Projects and sustainment work by tracking and creating user stories and issues, plan sprints, and distribute tasks across CP team members.
CP Toolbox	This terminal wide trip plan view can assist Trainmasters/Yardmaster's manage switching and building trains to increase Trip Plan Compliance.
CPSHare	CPSHare - External Document Share
Crew Catering, Lodging & Transport	Crew Catering, Lodging & Transport
Crew Information	Crew Information
Customer 360 (c360)	Customer 360 is an all-in-one view of key operational and financial metrics designed to enhance collaboration, transparency, and alignment.

Step 4

Click the link “2024 AV Bid Form – TCRC Running Trades Employee” located under the crew information link (AV Bidding link will replace the mileage date bid link in the picture below). **This link will be hosted in the same place as last year.**

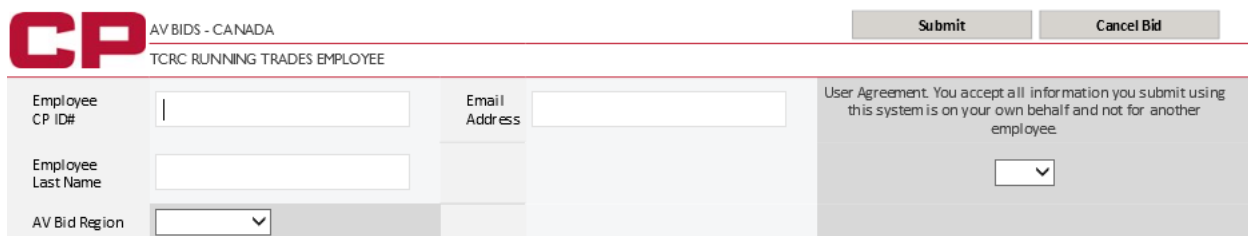


The screenshot shows the CP Work Tools interface. At the top, there is a navigation bar with links for CP Station, Teams, Projects, Employees, News and Community, Operations, Work Tools, and Integration Station. Below this, the 'Work Tools' section is active. On the left, there is a sidebar with 'Applications', 'Frequently Accessed Links', 'How Do I', 'Kiosk Links', and 'Recycle bin'. The main content area features a large banner with the text 'Crew Information' and a background image of stylized human figures. Below the banner, there is a message: 'Click the link below to launch the application.' followed by a list of links: 'Crew Information' and 'Mileage Date Bids - Canada TCRC Running Trades Employee - Bids will only be accepted between October 15 00:01 - November 12 23:59'.

Step 5

You will see this form to be filled out by each employee wanting submit an AV bid form

- You must fill out your employee number in the “Employee CP ID#” field
- You must fill out an email address in order to receive an email confirmation of your bid. This can be to any valid email address, internal or external
- You must fill out your last name in the “Employee Last Name” field
- You must select “YES” in the user agreement to verify you are submitting a bid on your own behalf and not for another employee
- Once these 4 fields are filled in, click the **AV Bid Region** drop down box and select the region (East/West) you belong to.



The screenshot shows the 'AV BIDS - CANADA' form for 'TCRC RUNNING TRADES EMPLOYEE'. The form has a header with the CP logo and the text 'AV BIDS - CANADA' and 'TCRC RUNNING TRADES EMPLOYEE'. On the right side of the header, there are two buttons: 'Submit' and 'Cancel Bid'. The form fields are: 'Employee CP ID#' (text input), 'Email Address' (text input), 'Employee Last Name' (text input), and 'AV Bid Region' (dropdown menu). On the right side of the form, there is a 'User Agreement' section with the text: 'User Agreement. You accept all information you submit using this system is on your own behalf and not for another employee.' and a dropdown menu with a downward arrow.

Your information should be entered before you continue to enter your AV choices

Employee CP ID#	<input type="text" value="123459"/>	Email Address	<input type="text" value="jon_rail@cpr.ca"/>	User Agreement. You accept all information you submit using this system is on your own behalf and not for another employee. <input type="button" value="Yes"/>
Employee Last Name	<input type="text" value="Rail"/>			
AV Bid Region	<input type="text" value="TCRC East"/>			

IF YOU ENOUNTER ANY ISSUES WITH ACCESSING OR SUBMITTING YOUR ID, CALL THE IS HELP DESK @ 1-800-387-1833

Step 6 (TCRC EAST)

- Begin to enter your choices in the “AV Start Week” box
- Only 1 choice at a time can be added
- After each choice is entered into the box, click the “Add to Week” button to add the choice to your bid form
- Only numbers 1 – 52 will be accepted within the form
- If you need to clear your last choice, click the “Clear Week” button. Only your last choice can be cleared so if you have entered 10 choices and need to clear your 5th choice, you will need to clear all choices in between choices 5 and 10 to get back to choice 5.
- Once you have added all the choices you desire, click “submit” in the top right hand corner
- **Once Submitted, please close the browser window**

Example TCRC East:

Employee CP ID#	<input type="text" value="123459"/>	Email Address	<input type="text" value="jon_rail@cpr.ca"/>	User Agreement. You accept all information you submit using this system is on your own behalf and not for another employee. <input type="button" value="Yes"/>
Employee Last Name	<input type="text" value="Rail"/>			
AV Bid Region	<input type="text" value="TCRC East"/>			

Select your AV Start and End Week. Repeat. Once complete click Submit button above.

AV Start Week	<input type="text"/>	From 2020-02-24 to 2020-03-01 Inclusive Year - Month - Day Next Step: Add Your Selection To Choice Number Below <input type="button" value="Add to Week"/> <input type="button" value="Clear Week"/>
AV End Week	<input type="text"/>	

Week

1: Week 4 to 4
2: Week 5 to 5
3: Week 6 to 6
4: Week 7 to 7
5: Week 8 to 8

Step 6 (TCRC WEST)

- Begin to enter your choices in the “AV Start Week” box by entering the week you wish to start your vacation
- If entering multiple weeks in one choice, please enter the week number in which you’d like to be your final week of vacation in the “AV End Week” box
Example: I want weeks 1/2/3 inclusive, I will enter 1 in the AV start week box and I will enter 3 in the AV end week box. This will reflect me bidding 3 weeks, 1/2/3.
- You will see ‘Early Option’ and ‘Late Option’ boxes next to the ‘AV Start Week’ box to allow you to select with each choice if you would like to choose the early/late option for a choice.
- After each choice is entered into the box(s), click the “Add to Split” button to add the choice to your bid form to the applicable split in which you’d like the choice added
Example: I want weeks 51/52 added to split 2, I enter 51 in the AV start week box and I will enter 52 in the AV end week box, then hit the ‘Add to Split 2’ button.
- You can add choices to any split at any time as long as you have at least 1 choice already made for that split or the split previous to that split.
- Only numbers 1 – 52 will be accepted within the form
- If you need to clear your last choice, click the “Clear Split” button of the applicable split in which you wish to clear your most recent selection. Only your last choice in any given split can be cleared so if you have entered 10 choices and need to clear your 5th choice, you will need to clear all choices in between choices 5 and 10 to get back to choice 5.
- Once you have added all the choices you desire, click “submit” in the top right hand corner
- **Once submitted, please close the browser window**

Example TCRC West:

AV BIDS - CANADA

TCRC RUNNING TRADES EMPLOYEE

Submit

Cancel Bid

Employee CP ID#

Employee Last Name

AV Bid Region

Email Address

User Agreement. You accept all information you submit using this system is on your own behalf and not for another employee.

Select your AV Start and End Week, Choose the Early and/or Late if required. Repeat. Once complete click Submit button above.

AV Start Week Early Option Late Option

AV End Week

From 2020-12-21 to 2021-01-03 Inclusive

Year - Month - Day

Next Step: Add Your Selection To Choice Number Below

Add to Split 1	Clear Split 1
Add to Split 2	Clear Split 2
Add to Split 3	Clear Split 3
Add to Split 4	Clear Split 4

SPLIT 1	SPLIT 2	SPLIT 3
1: Week 1 to 2 2: Week 3 to 4 3: Week 5 to 7	1: Week 6 to 6 2: Week 51 to 52	1: Week 7 to 7 2: Week 44 to 44 3: Week 47 to 50

You will see this screen once your bid has been successfully submitted
If you need to submit another bid, you will need to close your browser completely and go back through the same path to re-open the link.



AV BIDS - CANADA
TCRC RUNNING TRADES EMPLOYEE

Your bid has been submitted and an email confirmation has been sent to your email address. Please close this browser.

- You will receive the below email confirmation. Please ensure you receive the confirmation email and you review all information you've entered (employee number, bid choices, etc.) is accurate.
- If you want to make any changes or don't receive a confirmation email, you can submit another bid. If you need to submit another bid, you will need to close your browser completely and go back through the same path to re-open the link.
- **Only your most recent bid will be accepted.**

This is a confirmation only, please do not reply

CANADIAN PACIFIC RAILWAY - CREW MANAGEMENT CENTER
ANNUAL VACATION BID CONFIRMATION

CONFIRMATION CODE W21-3191

Bid Date: 11/30/2020 12:05 AM ET
Employee ID: 968542
Last Name: Tester
Email: cmc_avadmin@cpr.ca
Bid Region: TCRC West

SPLIT NUMBER ONE

- 1: Week 25 to 30
- 2: Week 23 to 23
- 3: Week 20 to 25
- 4: Week 28 to 28 or Late
- 5: Week 24 to 24 or Early
- 6: Week 24 to 28 or Early and Late

SPLIT NUMBER TWO

- 1: Week 51 to 51 or Late
- 2: Week 51 to 52 or Early
- 3: Week 24 to 28
- 4: Week 24 to 24 or Early and Late

SPLIT NUMBER THREE

- 1: Week 19 to 24
- 2: Week 1 to 1

SPLIT NUMBER FOUR

- 1: Week 1 to 1
- 2: Week 2 to 2
- 3: Week 3 to 3

SPLIT NUMBER FIVE

- 1: Week 7 to 7

SPLIT NUMBER SIX

- 1: Week 9 to 9