

## **DAT (DAY AT A TIME)**

MANY OF YOU HAVE BEEN ASKING QUESTIONS ABOUT DAT DAYS. HERE IS SOME INFORMATION THAT MAY BE HELPFUL.....WE HAVE 3 WAYS TO USE DAT TIME.

1. DAT DAYS CAN BE USED TO REQUEST A SINGLE DAY OF VACATION NO MORE THAN 30 DAYS IN ADVANCE. IF THE DAY IS NOT AVAILABLE YOU CAN REQUEST TO BE PLACED ON A WAITLIST.

**OK.....WHAT DO I DO IF THE DAY IS NOT AVAILABLE AND I AM CONCERNED ABOUT THE WAITLIST CLEARING?????**

2. YOU CAN SWAP OFF THE DAY WITH ANOTHER AGENT AND USE YOUR DAT TIME TO PAY YOURSELF. THIS SEEMS TO BE THE BEST SOLUTION WHEN THE DAT DAY IS NOT AVAILABLE.

3. DAT TIME CAN ALSO BE USED TO PAY YOURSELF WHEN YOU TAKE VTO THERE IS A 1 HOUR MINIMUM.

WHEN YOU REQUEST HOLIDAY TIME OFF (HTO) YOU CAN ALSO USE DAT TIME TO PAY YOURSELF IF AWARDED THE DAY OFF THROUGH HTO.

ALSO, PLEASE KEEP IN MIND.....

- You may convert vacation blocks, over the minimum requirement, to DAT
- You may convert DAT to block weeks from accrued vacation

**ANY QUESTIONS PLEASE CONTACT THE LOCAL**