

## **EAMS Pre-Arranged Layoffs**

### Frequently Asked Questions

*Last update Monday, April 27, 2015*

1. How will TE&Y employees be informed of this new functionality?
  - a. Upon implementation, a MyUP Message with a quick reference link will be sent to affected TE&Y employees.
  
2. What is considered a pre-arranged layoff?
  - a. A future layoff that is greater or equal to 48 hours in the future and processed through the pre-arranged request process.
  
3. What happens if I am on-duty, or at the away from home terminal or at the home terminal and I am close to being called and my pre-arranged layoff is set to start? Can I advance or push back my pre-arranged layoff?
  - a. For your particular area, there is a window of time before the arranged date as well as after the arranged date, so you can activate your layoff in accordance with your work schedule
  
4. How does the taken PL and taken LV days versus pre-arranged layoffs management work?
  - a. Your pre-arranged layoffs are synched up with any current LV or PL days you have remaining. For example, if you have 2 PL days left and 2 PL pre-arranged requests, before putting in an immediate layoff for PL you would need to cancel one of the pre-arranged requests.
  
5. How far advance can I enter a pre-arranged layoff day?
  - a. Depends on parameters set for your board, can be up to 365 days.
  
6. How are immediate layoffs handled?
  - a. Immediate layoff process will continue to be handled as today. Immediate layoff cannot be pre-arranged.
  
7. What is the maximum number of pre-arranged layoff requests that can be arranged at any one time?
  - a. In general, 2 requests can be submitted at any one time.

8. How will this system handled pre-arranged layoffs in conjunction with the next year's vacation scheduling process?
  - a. Once the next year's vacation scheduling starts, pre-arranged PL and LV request for that year will be temporarily suspended until the vacation scheduling is completed.
  
9. How does the system handle hold turns? And, when do they activate?
  - a. If any additional information is required upon you activating your pre-arranged layoff, the system will prompt you to enter it (such as whether or not you request to hold your turn)
  
10. How do I activate the pre-arranged layoff?
  - a. It is your responsibility to login to the Employee Availability Management System to activate your pre-arranged layoff. This can be done within the window of time before or after the prescribed day you are approved for.
  
11. How are the inactivated pre-arranged layoffs handled?
  - a. If you do not activate your pre-arranged layoff, your request is shown as "expired".
  
12. Do the pre-arranged layoffs automatically activate? What time does the pre-arranged layoff activate?
  - a. No, the layoffs do not automatically activate. The pre-arranged time is set for 0001, but it is up to you to login and activate the layoff. Upon activation, the layoff immediately starts.
  
13. How long do I have to use my PL and LV days?
  - a. At the pre-arranged request step and at the activation step, the system will use the same CMTS logic to validate eligibility for when days can be used, how many days have been used, and how many days are remaining.
  
14. How do I use the calendar control if I want to be pre-arranged for 2 layoffs and they aren't within the same 14 day look?
  - a. These will need to be handled on 2 separate requests. You can put in multiple requests if within the 14 day look that you initiate from clicking on the calendar, but if outside of that you will need to put in separate requests.