

March 27, 2023

Matt Hollis
President, Service Trades Council Union
c/o TCU/IAM Local 1908
6675 Westwood Blvd
Suite 140
Orlando, FL 32821

RE: Letter of Clarification regarding Part Time Authorized Days Off (ADOs)

Dear Matt,

As discussed during the course of the 2022 STCU Negotiations, the following clarifies the Company's intent regarding authorized days off ("ADO") for Part Time employees.

Requests for pre-approved ADO's are accepted and reviewed quarterly on a first come, first serve basis (a.k.a. ad hoc). The quarterly ad hoc ADO window for the first quarter of each year (January, February and March) opens no sooner than one week after the beginning of the vacation first come, first serve process. Thereafter, the ad hoc ADO process will open no sooner than the month before the applicable quarter (example: open in March for pre-approved time off requests in April, May and June). Wait-listed requests for vacation, regardless of when submitted, will take preference over wait-listed requests for ADO's.

Part Time employees will not be eligible for more than ten (10) pre-approved ADOs per calendar year. Employees may submit for additional ADOs during schedule production which may be approved after all other employees' requested benefited time off. After schedule posting, additional ADOs may be approved by local leadership based upon operational need.

Additionally, Part Time Cast Members regularly provide ongoing availability beyond their three (3) days of regular approved availability. This time is submitted to scheduling as "additional availability". When a Part Time Cast is requesting time off which includes their additional availability, they should remove the additional availability from scheduling prior to the schedule production. Therefore, they would only need to request unpaid time off for the dates of their regularly approved availability.

Employees are prohibited from working on the date of a pre-approved ADO including picking up a shift or shift trading. Bartering of shifts is never permitted. The Company will explore the ability to electronically block the picking up or trading of shifts on the date of a pre-approved ADO.

Sincerely,



Christie Sutherland
Director, Labor Relations