Motor Carrier Attachment 6:

Weekend Off Policy

Cranbury, NJ; 06/07/2014
HWY14MH012

(3 pages)

SUBJECT:	**DRIVER WEEKEND TIME OFF**
SECTION:	**DISPATCH OPERATIONS**
EFFECTIVE DATE:	**11/23/2004**

POLICY:

To allow Wal-Mart Driver Associates weekend time off when their normal work schedule includes both Saturday and Sunday. This will allow Drivers who have to work every weekend the opportunity to take one unpaid weekend off every two months.

PROCEDURE:

Drivers will be allowed one unpaid weekend off every two months. **Holiday weekends are not included as one of the weekends available for time off under this policy.**

- Request for taking a non-holiday weekend off will be scheduled and approved by an Operations Manager and will be scheduled on a "first come, first serve" basis. These requests need to be approved, at a minimum, one week prior to the requested weekend off.

- This scheduling will be in addition to the 10% Drivers allowed off at any one time.

- The Management team will return the Driver Associate to his/her home domicile location by at least 1800 the night prior to the scheduled weekend off.

- Days missed due to the use of this program may not be "made up" by working other days of the week, unless workload allows, and based upon approval by the General Transportation Manager and equipment availability.

- A Driver may choose to use Benefit days (vacation, personal day, safety day, etc) to provide pay for this time off from work.

- The Driver Associate will be scheduled to return to work at his/her normal departure time on the next scheduled workday following the scheduled time off, and will be dispatched based on ETD and available hours.

The following calculation is used to determine the maximum number of drivers that will be allowed time off on a non-holiday weekend:

a) For a two month period, determine the total number of Drivers whose normal work schedule includes both Saturday and Sunday

b) Determine the total number of non-holiday weekends in that two month period.

c) Divide the total number of drivers by the number of non-holiday weekends.

d) The resulting number is the total number of drivers allowed off for any weekend.

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Examples:

A two month period that does not include a holiday.

- 50 drivers work both weekend days with 8 non-holiday weekends in the period. 6 drivers may be allowed off during a non-holiday weekend period. (50 drivers / 8 non-holiday weekends = 6.25 driver may be off). Based on this example, you could let 6 drivers off for 6 of the 8 weekends and 7 drivers off for the other two weekends.

A two month period that includes 1 holiday weekend.

- 50 drivers work both weekend days with 7 non-Holiday weekends in the period. 7 drivers are allowed off on 6 of the 7 weekends and 8 drivers would be allowed off on one weekend. No Drivers are allowed off on the holiday weekend. (For example, the Saturday and Sunday following Thanksgiving or the weekend that would result in a three-day weekend).

The General Transportation Manager may exceed the formula driven number above if the workload levels are low enough to support it.

This program **does not apply** to Set Run Drivers or Drivers in the following programs:
- 3/2 Program
- 6/3 Program
- WO/WO Program
- 4/4 Program