**Medway MC Leave Selection Process**

1. Leave allocation will commence in September for completion by the end of October.
2. Letters detailing the process will be sent out by the end of August of each leave year detailing the amount of leave to be selected and the process to follow.
3. Leave will be allocated in the following way with individuals selecting option a),b) or c);

**First Pick**

1. A 3 week block
2. A maximum 4/5 week block between October 1st – April 30th
3. 2 weeks

 **Second Pick**

* 1. 1 week
	2. No second pick
	3. 2 weeks

**Third Pick**

All outstanding leave for all options.

1. Included with the letter detailing the agreed process will be the individuals leave card for the coming leave year.
2. A cut-off date for return of completed leave cards will also be detailed in the letter and each person MUST submit their choices in line with option a),b) or c) as listed in (3).
3. The allocation process will be conducted by the CWU shift reps with support from the bookroom. Adequate release will be granted to carry this out which will be controlled by the SRM.
4. After the first round of selections the leave cards will be returned showing their successful weeks. They will then be asked to select the rest of their outstanding leave and return by the noted cut-off date.
5. Any concerns or highlighted errors must be dealt with immediately.
6. Each person will then have the leave cards returned showing the weeks they have previously booked.
7. Leave weeks after each pick will be displayed highlighting the current levels of vacancies after each pick.