

Memo



Date May 1, 2012

To R. Palmer

Dale Bogart, Jr. – BMW

Jed Dodd - BMW

General Distribution

Posted at All Headquarters

From 
S. Falkenstein

Department Engineering

Subject BMW Holiday Change Requests

Advance Notice Requirements

cc S. Falkenstein

G. Fitter

W. Forman

D. Fencil

A. Keefe

Message

This memo confirms that all BMW Holiday Change Requests on behalf of any particular work gang must be submitted through the BMW General Chairman's Office. The General Chairman will contact the Engineering Department Representative, the Manager of Manpower & Labor, in Philadelphia to process the request through to the Labor Relations Department. It is noted that all such requests must be agreed to by all members of the gang making the change request, as verified by the signature of each gang member.

All Holiday Change Requests must be received by the Manager of Manpower & Labor from the BMW General Chairman no later than two (2) weeks in advance of the holiday date that is referenced in the change request.

Holiday Change Requests received by the Manager of Manpower & Labor less than two (2) weeks in advance of the holiday date will not be considered and/or will be automatically rejected for being submitted past the deadline.

It is the responsibility of the gang submitting the Holiday Change Request to ensure that the BMW General Chairman gets and processes the gang request in a timely manner to ensure that the Manager of Manpower & Labor is in receipt of the request at least two (2) weeks in advance of the holiday date.