

NMC 001-09

Subject: Bi-weekly Spareboard Guarantee Claims

As a reminder to all Running Trades Employees, the bi-weekly “Guarantee Period” **no longer coincides** with the bi-weekly “Pay Period”. This change was made in August 2008 to comply with requirements specified in the TCRC-RTE Memorandum of Settlement. The following chart detailing Guarantee Periods in 2009 has been provided to assist in clearing up any confusion regarding the alignment of Guarantee Periods.

2009 Bi-weekly Guarantee Periods

| Guarantee Period | | Guarantee Claims must be submitted by: (23:59 Eastern Time) | Included in Pay for Pay Period | Deposit Date for Pay Period |
|------------------|-------------|---|-----------------------------------|--------------------------------|
| Start | End | | | |
| 5-Jan-2009 | 18-Jan-2009 | 24-Jan-2009 | PP 03 | 5-Feb-2009 |
| 19-Jan-2009 | 1-Feb-2009 | 7-Feb-2009 | PP 04 | 19-Feb-2009 |
| 2-Feb-2009 | 15-Feb-2009 | 21-Feb-2009 | PP 05 | 5-Mar-2009 |
| 16-Feb-2009 | 1-Mar-2009 | 7-Mar-2009 | PP 06 | 19-Mar-2009 |
| 2-Mar-2009 | 15-Mar-2009 | 21-Mar-2009 | PP 07 | 2-Apr-2009 |
| 16-Mar-2009 | 29-Mar-2009 | 4-Apr-2009 | PP 08 | 16-Apr-2009 |
| 30-Mar-2009 | 12-Apr-2009 | 18-Apr-2009 | PP 09 | 30-Apr-2009 |
| 13-Apr-2009 | 26-Apr-2009 | 2-May-2009 | PP 10 | 14-May-2009 |
| 27-Apr-2009 | 10-May-2009 | 16-May-2009 | PP 11 | 28-May-2009 |
| 11-May-2009 | 24-May-2009 | 30-May-2009 | PP 12 | 11-Jun-2009 |
| 25-May-2009 | 7-Jun-2009 | 13-Jun-2009 | PP 13 | 25-Jun-2009 |
| 8-Jun-2009 | 21-Jun-2009 | 27-Jun-2009 | PP 14 | 9-Jul-2009 |
| 22-Jun-2009 | 5-Jul-2009 | 11-Jul-2009 | PP 15 | 23-Jul-2009 |
| 6-Jul-2009 | 19-Jul-2009 | 25-Jul-2009 | PP 16 | 6-Aug-2009 |
| 20-Jul-2009 | 2-Aug-2009 | 8-Aug-2009 | PP 17 | 20-Aug-2009 |
| 3-Aug-2009 | 16-Aug-2009 | 22-Aug-2009 | PP 18 | 3-Sep-2009 |
| 17-Aug-2009 | 30-Aug-2009 | 5-Sep-2009 | PP 19 | 17-Sep-2009 |
| 31-Aug-2009 | 13-Sep-2009 | 19-Sep-2009 | PP 20 | 1-Oct-2009 |
| 14-Sep-2009 | 27-Sep-2009 | 3-Oct-2009 | PP 21 | 15-Oct-2009 |
| 28-Sep-2009 | 11-Oct-2009 | 17-Oct-2009 | PP 22 | 29-Oct-2009 |
| 12-Oct-2009 | 25-Oct-2009 | 31-Oct-2009 | PP 23 | 12-Nov-2009 |
| 26-Oct-2009 | 8-Nov-2009 | 14-Nov-2009 | PP 24 | 26-Nov-2009 |
| 9-Nov-2009 | 22-Nov-2009 | 28-Nov-2009 | PP 25 | 10-Dec-2009 |
| 23-Nov-2009 | 6-Dec-2009 | 12-Dec-2009 | PP 26 | 24-Dec-2009 |
| 7-Dec-2009 | 13-Dec-2009 | 26-Dec-2009 | PP 01 | 07-Jan-2010 |
| 14-Dec-2009 | 27-Dec-2009 | 09-Jan-2010 | PP 02 | 21-Jan-2010 |

Subject: Bi-weekly Spareboard Guarantee Claims (cont'd)

In addition, the following highlight points should assist in clarifying.

- ✦ **Guarantee Periods** commence on a Monday and conclude the Sunday of the following week (aligned with 2 weekly crew changes).
- ✦ All earnings in the Guarantee Period are compared with entitlement in the same Guarantee Period.
- ✦ Claims should be submitted with a **Start Date** of the first day of the Guarantee Period and an **End Date** of the last day of the Guarantee Period.
- ✦ Claims will be processed in the pay period for which the Guarantee Period ends provided they are submitted by the deadline.

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