

## Voluntary Rest Cycle Pools or Extra Boards:

- Employees assigned to a Voluntary Rest Cycle Pool or XTB electing to observe all or a portion of their rest cycle, must indicate their selection(s) utilizing the Mainframe. Please Note – This option is unavailable in the Workforce Hub at this time.
  1. Access the CCTM Menu from the Mainframe
  2. Select Option 26 – Rest Cycle Inquiry
  3. Select Option 2 – Override Request Maintenance
  4. Voluntary Rest Cycle Boards default **to staying marked up and available for service**. If you would like to mark off for all or a portion of your assigned rest cycle, you'll need to manage your selections utilizing "M" or "L" for the appropriate day(s).
  5. The option to opt out is currently under option #26, option 2 Override Request Maintenance on TSS. It needs to be modified 12 hours prior to the beginning of the rest cycle. It cannot be modified within that 12 hour window. Once rest days hit, the Override screen is not modifiable. After they have been off 24 hours, they can then mark themselves up through the Hub/TSS, not through the Override screen. Keep in mind if the rest cycle starts at 0700, and they only want to observe the first day, or second day, they should markup at 0659, and I would recommend not marking up a minute later as this could result in being docked an additional day of guarantee.

Link for Step by Step Instructions with Pictures: [Submitting Rest Cycle Options on TSS/Emulator \(Option 26\) | Scribe](#)