

LOCNOP – ARTICLE 24
ANNUAL LEAVE

GENERAL.

1. The Employer will provide appropriate contact information (primary and one [1] alternate) to request scheduled and unscheduled leave. Contact information will be provided to Employees and posted appropriately in the work area.
2. Employees are required to keep track of their annual leave balances to ensure they have sufficient leave to cover scheduled and unscheduled absences.

FORECASTED ANNUAL LEAVE --

1. The projected leave calendar will be for the LEAVE YEAR (e.g. Jan. 2013- Jan. 2014). Forecasting procedures for scheduled leave (beginning with the 2009 leave year) are as follows:
 - a. Each 1st line supervisor or his/her designee will distribute DLA Annual Leave Schedule by 1 Nov.
 - b. Employees complete leave forecasts for the leave year by 1 Dec.
 - c. Leave forecasts reviewed, approved and provided to employees by start of leave year (approx. 5 Jan).
2. For forecasting purposes, employees are to identify the days (full days) that they desire to take annual leave. Failure of an employee to submit a leave forecast / schedule will result in his/her request being placed at the bottom of the seniority list, with the exception of unavailability of the employee (e.g. leave, TDY, etc.) The Employer shall resolve all conflicting leave schedules on the basis of seniority (tie-breaker – one-time blind draw). Approved forecasted / scheduled annual leave does not need to be subsequently requested.
3. Employees have the right to report to work on days that they have approved scheduled annual leave and they do not surrender their right to pre-approved status. If they wish not to complete the workday they must notify their supervisor or his/her designee at the beginning of the shift as to when they plan to leave (e.g. afternoon off; two hours during a day for Union meeting). Otherwise, they must request leave IAW unscheduled leave procedures.
4. It is understood, that in giving priority consideration to 2 consecutive weeks forecasted leave requests, a more senior person(s) may have their leave for less than 2 consecutive weeks denied.

SCHEDULED ANNUAL LEAVE --

1. Scheduled annual leave is that leave requested in advance but not forecasted as part of the yearly forecasting process.
2. Scheduling Annual Leave in Advance – For the purpose of this LOCNOP, scheduled in advance is defined to be – a request submitted at least one day in advance of the required leave date. Employees will submit a properly completed OPM FORM 71 to their immediate supervisor or his/her designated representative for approval. Upon approval / disapproval a signed copy of the OPM FORM 71 noting the decision will be returned to the employee. The Employer will promptly approve or disapprove such annual leave requests, preferably the same day of the request.

UNSCHEDULED ANNUAL LEAVE

1. Unscheduled annual leave is that leave requested less than one day in advance requested to accommodate an unforeseen requirement for time off. The decision to approve or deny unscheduled leave requests will be made on a case by case basis.
2. During a Tour of Duty -- Employees will submit a properly completed OPM FORM 71 to their immediate supervisor or designated representative for approval. Upon approval / disapproval a signed copy of the OPM FORM 71 noting the decision will be returned to the employee. The Employer will make every effort to immediately approve or disapprove the leave request.
3. Unscheduled Annual Leave - Prior to Reporting for a Tour of Duty
 - a. Employees may call in to request unscheduled annual leave two hours before but, normally no later than 2 hours after the start of their shift (one hour before shift or w/in one hour after start of shift is encouraged).
 - b. Unscheduled annual leave requests may be submitted by telephone / voicemail. The requestor will provide name, date, type and duration of leave requested, contact / call back number, and may provide reason for leave. Incomplete requests or requests provided with inaccurate contact information may not be approved. If the leave request is submitted by voicemail, a call back from the supervisor or designated representative is required to deliver approval / disapproval.
 - c. It is the responsibility of the Employee to ensure they are available at the contact number to speak with their supervisor or his / her designated representative to receive the decision for the unscheduled leave requests.
 - d. The Employer will make every effort to immediately approve or disapprove the leave request within the first two hours of the start of the shift. In the event a Supervisor is not available, the Supervisor will ensure that a designated

representative is identified and / or has access and authority to approve / disapprove leave requests.

4. During periods of Mandatory Overtime – Scheduled annual leave (at least one day in advance) and unscheduled annual leave will be handled on a case by case basis.

EMAIL – Use of e-mail in lieu of telephone / voicemail to communicate annual leave requests and decisions may be established through procedures developed at the work unit level. This may be done on a case by case basis for hearing impaired employees, or for a specific work unit when it has been determined that e-mail would be a suitable means to use. Such arrangements will only apply when put into writing and distributed to the affected employees. Such arrangements will not be put into effect until the union is notified in advance of the intent to do so.



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11 Feb 14



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