

**LOCALLY NEGOTIATED OPERATING PROCEDURE
FOR DLA ACTIVITIES AT HDI FEDERAL CENTER, BATTLE CREEK, MI
LOCAL SICK LEAVE
ARTICLE 25-01**

DATED: 09 January 2008

The LOCNOP supersedes all previous policies, guidance, past practices or agreements on this subject. Any new or modified policies or guidance that the Employer intends to issue will first be negotiated with AFGE Local 1626 prior to implementation.

1. When possible, sick leave requests should normally be made at least two (2) work days in advance. These requests may be made verbally to the supervisor with written follow up before the leave is taken (using email or OPM Form 71 (Request for Leave or Approved Absence) dated Jun 01. Emails will contain Dates, Types of Leave, and Number of Hours (times if less than 8 hours) requested. If the Employer denies the sick leave request, alternate periods for use of leave will be discussed with the employee.
2. For unscheduled/emergency sick leave requests, verbal "approval" is sufficient until the written leave request is completed. Supervisors shall approve such requests unless mission needs preclude absence of the employee.
3. If the Employer denies an unscheduled/emergency sick leave request, the Employer will give the employee reasonable amount of time to arrive at the worksite. Employees will charge such time to leave.

This constitutes the full understanding of the parties.

Marda K. Redditt

MARDA K. REDDITT
Chief Negotiator
AFGE Local 1626

David Mansfield

DAVID MANSFIELD
Chief Negotiator
Representing DLA Activities
Located at the HDI Federal
Center, Battle Creek, MI

DATE: *9 January 2008*

DATE: *09 January 2008*