

**LOCAL AGREEMENT - ARTICLE 22
ADMINISTRATIVE LEAVE**

REF. SECTION 2 - Registration and Voting - per MLA.

REF. SECTION 3 - Inclement Weather and Emergency Conditions

1. All employees will be told of the depot emergency information telephone number for inclement weather or emergency conditions. All employees will be notified twice per year of the emergency telephone information number. The Employer will be responsible for making sure the emergency information telephone message is updated as necessary. The Employer will utilize the established emergency information telephone number. All employees who report for work and whose services are not required, as a result of fires, floods, breakdown of equipment, or other natural phenomenon, will be excused on administrative leave.
2. When the Employer determines that Employees are exposed to unsafe or unhealthy working conditions which cannot be immediately corrected and which are likely to result in illness / injury, the Employee will either be assigned work in a safe and healthy area or granted administrative leave.
3. If inclement weather or other unforeseen / emergency conditions affects travel to the duty station, the employer may grant excused absence on a case by case basis, provided that the employee presents to the supervisor a reasonably acceptable explanation and / or documentation related to the emergency. Normally, disciplinary action will not be taken until the employee has been warned that further tardiness could result in disciplinary action.

REF. SECTION 4 - Veterans Participating in Military Funeral Ceremonies - per MLA

REF. SECTION 6 - Emergency Rescue or Protective Work - per MLA.



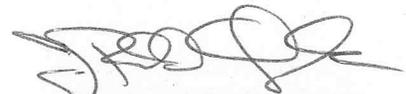
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31 Oct 13



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24 Oct 13



J. RICHARD QUARLES
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24 Oct 13