

Local Agreement- ARTICLE 25
SICK LEAVE

Reference SECTION 2 –

- A. 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. Names, phone numbers and hours of duty for approving authority will be posted appropriately in the work area.
- B. All sick leave requests will contain the following information: name, date of request, type of leave requested, contact / call back number and may provide expected date of return. If an Employee is unable to return on or before the estimated return date, a follow-up sick leave request is required. If an employee does not provide an estimated # of hours / days needed, daily call-in is required. The Employer is also responsible for requesting an estimated date of return if not already provided by the Employee.
- C. Scheduling Sick 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 (the day prior) of the required leave date. Employees will submit a properly completed SF-71 to their immediate supervisor or his/her designee for approval. Upon approval / disapproval a signed copy of the SF-71 noting the decision will be returned to the employee. The Employer will promptly approve or disapprove such sick leave requests, preferably the same day of the request.
- D. Unscheduled Sick Leave Requests –
 - 1. During a Tour of Duty -- Employees will submit a properly completed SF-71 to their immediate supervisor or designated representative for approval. Upon approval / disapproval a signed copy of the SF-71 noting the decision will be returned to the employee. The Employer will make every effort to immediately approve or disapprove the leave request.
 - 2. Unscheduled Sick Leave - Prior to Reporting for a Tour of Duty
 - a. Employees may contact his/her supervisor or supervisors designated representative to request sick leave 2 hours before the start of their shift, but must contact his/her supervisor or supervisor designated representative normally no later than 2 hours after the start of their shift. Contact 1 hour before shift or within 1 hour after start of shift is encouraged.
 - b. If a sick leave request is placed by Voicemail – The requesting employee will provide name, date, type of leave requested, contact / call back number and may include the expected date of return. A voicemail sick leave request provided IAW the provisions above, by an Employee not on a leave restriction letter will be considered approved and a call back is not

required. If an employee does not provide an estimated # of hours / days needed, daily call-in is required.

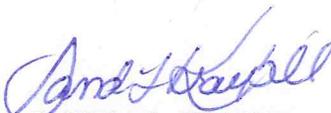
- c. Employees on a Leave Restriction Letter are to comply with the terms of their letter.
- d. Suspected abuse will be handled under the remaining provisions of Article 25 of the MLA. A health care practitioner's certification may be required if leave abuse is suspected (e.g. An Employee claims illness on the day that annual leave or LWOP has been previously denied).
- e. In extreme circumstances where the employee is actually incapacitated or otherwise unable to personally make the contact, another individual (e.g. spouse) may contact the employee's supervisor.

E. EMAIL – Use of e-mail in lieu of telephone / voicemail to communicate sick 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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28 Jan 14



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