



**DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
8725 JOHN J. KINGMAN ROAD  
FORT BELVOIR, VIRGINIA 22060-6221**

J-13

March 31, 2014

MEMORANDUM FOR COLONEL DANIEL K. HICKS AND MS. SHANDANH THOMAS  
CHIEF NEGOTIATORS AT DLA WARNER ROBINS, GA

SUBJECT: Locally Negotiated Agreements for Articles 5, 6, 13, 15, 21, 22, 24, 25, 30, 31, and  
41 between Defense Logistics Agency (DLA) at Warner Robins and American  
Federation of Government Employees (AFGE) Local 987

The subject local agreements dated March 19, 2014, have been reviewed pursuant to  
Article 38, Section 5 of the Master Labor Agreement between DLA and AFGE Council 169.  
The subject local agreements are approved this date by both DLA Headquarters and AFGE  
Council 169.

If you have any questions on this matter, you may contact me at (703)767-6412 or DSN  
427-6412.

A handwritten signature in black ink, reading "Pamela S. Molloy", is positioned above the typed name.

PAMELA S. MOLLOY  
Staff Director  
Labor and Employee Relations  
Human Resources

Attachments

cc:

Mr. Frank Reinti, AFGE Council 169

DLA WARNER ROBINS AND AFGE LOCAL 987

LOCAL AGREEMENTS

ARTICLE 24, ANNUAL LEAVE

1. The supervisor will provide employees with a Leave Vacation Schedule (Yearly Leave Planner) with dates inclusive of the leave year no later than December 31. Employees should submit their proposed annual leave requests for the year (Yearly Leave Planner) not later than January 15. The supervisor will review and approve/disapprove the leave requested on the Leave Vacation Schedule by January 31. Failure to do so will constitute an approval of the requested leave. The supervisor agrees that seniority order will prevail in resolving conflict requests submitted by the employees affected in the immediate work unit. If the Service Computation Date-Leave is the conflict and cannot be resolved mutually by the employees affected, the tie-breaker will be the Month and Day of the birthday (not year) using the Julian Date, in ascending order. If an employee submits a request for leave on his/her birthday on the Leave Planner, it will be approved unless subsequently disapproved by the Employer.

2. An employee whose Leave Vacation Schedule was not approved will be allowed to resubmit a revised Leave Vacation Schedule within five workdays of notification of disapproval. The supervisor will review and approve/disapprove the leave requested on the revised schedule within five workdays. Failure to do so will constitute approval of the requested leave.

3. Beginning mid-year and no later than September 1<sup>st</sup>, supervisors will review employees' scheduled leave for remainder of leave year, to include previously disapproved leave submitted on the Yearly Leave Planner. If there are known changes to mission requirements that would allow the approval for more employees to be on scheduled leave, then employees may submit a leave request for previously disapproved leave. Those employees whose leave was previously disapproved on the Yearly Leave Planner will be given priority over subsequent leave requests made by other employees.

4. The supervisor will inform each employee in the unit of the name of the designated persons who have the authority to receive and approve/disapprove the employee's requests for annual leave and other unscheduled leave. The employee's contact points will not exceed two and will typically be the immediate supervisor plus one designated contact.

5. Subsequent requests for unplanned annual leave must be directly submitted by an employee on an OPM 71. Copies of the OPM 71 will be retained in accordance with all applicable laws, rules, and regulations.

a. Unplanned leave requests submitted by an employee within the first two hours of the shift, for leave requested to be taken within two workdays, the supervisor, or designated representative, will return the completed OPM 71 to the employee by the end of the work shift. Failure to do so will constitute an approval of the requested leave. Should the supervisor deny the leave request, a written statement will be provided to the requesting employee supporting the denial.

*Handwritten signatures:*  
Jm  
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Jm

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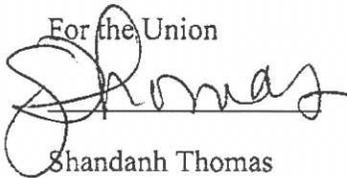
b. Requests for unplanned annual leave will be granted on a first request basis. When more than one employee requests for and submits a leave request for the same date, the request of the senior employee (by Service Computation Date-Leave will normally be granted). However, the granting of such leave requests will not interfere with the leave previously scheduled and approved for other employees.

6. If scheduled annual leave must be canceled due to adverse impact upon the mission, the supervisor will provide written notice to the affected employees, when requested by the employee and/or the Union as soon as it becomes known to management. The supervisor will make every effort to approve the rescheduled leave. Special consideration shall be given to employees that furnish sufficient proof that deposits for accommodations may be lost as a result of the cancellation of the leave, and that deposits were obligated prior to the notice of the cancellation of the leave.

7. The Employer agrees that annual leave requests by the employee to observe a religious holiday associated with his/her faith will be considered.

8. Leave will be granted to attend services in the event of the death of a coworker, unless there is mission impact.

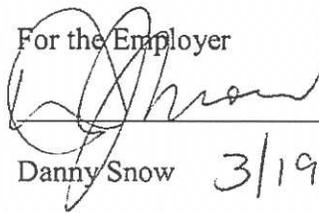
For the Union

 19 Mar 14

Shandanh Thomas

Chief Negotiator

For the Employer



Danny Snow

Chief Negotiator

3/19/14



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