



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

J-13

November 30, 2016

MEMORANDUM FOR MR. CHON JUNG AND MR. DONALD SCHULZE, CHIEF
NEGOTIATORS AT DLA, COLUMBUS, OH

SUBJECT: Locally Negotiated Agreement for Article 25, Sick Leave, between the Defense Logistics Agency (DLA), Columbus, OH, and the American Federation of Government Employees (AFGE) Local 1148

The subject local agreement dated November 2, 2016 and attached to this memorandum has been reviewed and approved pursuant to Article 38, Section 5 of the Master Labor Agreement between DLA and AFGE Council 169. The agreement is approved subject to the following understanding:

Section B.1. of the local agreement contains a provision that allows "an intermediary" to submit a request for sick leave "if the employee is prevented from doing so because of illness or incapacitation." This provision is subject to the provision in Article 25, Section 2 of the Master Labor Agreement that limits individuals (e.g. spouses) from requesting sick leave on behalf of the employee to those situations involving "extreme circumstances."

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, appearing to read "D. Roberts", is positioned above the typed name.

DARRYL E. ROBERTS

Staff Director
Labor and Employee Relations
Human Resources

Attachment

cc:

Mr. Frank Reinti, AFGE Council 169

DLA COLUMBUS AND AFGE LOCAL 1148

LOCAL AGREEMENT

Article 25, Sick Leave

SECTION A. This Agreement is under the terms of the DLA-AFGE Master Labor Agreement (MLA), Article 25, Section 2, and supersedes former provisions of the DSCC-AFGE Local 1148 Supplement to the MLA.

SECTION B.

1. An employee must request leave for prearranged medical, dental, or optical examinations from the appropriate leave approving supervisor in advance of the absence. Normally an employee is expected to personally contact the appropriate leave approving supervisor to request sick leave. However, if the employee is prevented from doing so because of illness or incapacitation, supervisors will consider such requests from an intermediary.

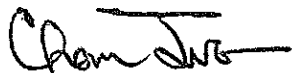
2. An employee normally must request sick leave in writing in a format at supervisory discretion and obtain the approval of the appropriate leave approving supervisor in advance of the absence.

3. If the need for leave cannot be anticipated, the employee must contact the immediate supervisor or designated official to request approval of unscheduled or emergency sick leave as soon as possible, but normally no later than 0930, two hours after the start of the standard tour of duty, 0730-1600, or, for employees on an assigned work schedule, two hours after the start of the fixed tour of duty. In the event that neither the supervisor nor other designated official is available, the employee must leave a message by phone or other electronic means to notify the supervisor and at least one other manager in the supervisory chain of the need for unscheduled sick leave. Failure to report and give notice of anticipated need for sick leave by 930 or for employees on an assigned work schedule within two hours of the time established to report for duty will not, in itself, be a reason to deny sick leave.

4. For units where shift work is performed, employees who provide shift relief may be required to normally submit unscheduled leave requests prior to the start of the work day.

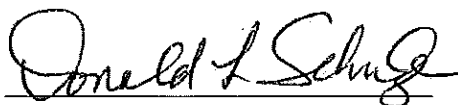
SECTION C. All advanced requests for sick leave will be approved/disapproved within a reasonable time after submission.

For the Union:



CHON JUNG
Chief Negotiator
AFGE

For the Employer:



DONALD SCHULZE
Chief Negotiator
DLA Columbus

Date 2 Nov 2016

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