

# **MEMORANDUM OF AGREEMENT**

## **BETWEEN**

**DLA Installation Management San Joaquin Fire Department**

## **AND**

**AFGE Local 1546**

## **FOR**

**Article 24 – Annual Leave**

### **SECTION 1) ANNUAL LEAVE PROCEDURES**

- a) To expedite the amount of time it takes to complete annual leave picks the employer, to the extent of its authority, will provide employees a leave vacation calendar no later than November 1 of each year.
- b) Employees will receive the leave calendar in seniority order according to Service Computation Date. Normally the employee will submit his/her leave calendar no later than two (2) days after receiving the leave vacation calendar. The employee may lose his/her opportunity to schedule annual, for that round, according to his/her seniority order if that employee fails to turn in the leave calendar within the time limits provided in section 1B.
- c) The employer, to the extent of its authority, will approve or disapprove all scheduled annual leave by the first week in January.

### **SECTION 2) LEAVE PICKS**

The employer agrees that there will be a minimum of three rounds of annual leave picks. Employees with remaining leave balances after the first three rounds may use subsequent rounds of 24 hour intervals (maximum 144 hours per round) until the leave calendar is full or employees exhaust their leave balance,

Operations Staff:

Round 1 - 144 hours consecutive

Round 2 – 144 hours of 48-hour intervals

Round 3 – 144 hours/24-hour intervals. Full 24-hour days, no partial days

Administrative Staff:

Round 1 – 120 consecutive hours

Round 2 – 120 hours/9-hour intervals


Round 3 – 120 hours/9-hour intervals

### SECTION 3) REQUESTS FOR UNPLANNED ANNUAL LEAVE (SPOT LEAVE)

- a) Unplanned annual leave (spot leave) must be verbally requested through the supervisor, either face-to-face or telephonically to ensure receipt of request. If approved, the employee will submit the request via EAGLE or OPM Form 71.
- b) For same-day requests, the supervisor will either approve or deny the request within 2 hours, except when mission prevents. Unplanned annual leave requests submitted for the following day will be approved or denied by the end of the duty day. Should the supervisor deny the leave request, employee may request a written statement supporting the denial.
- c) For the purpose of staffing, employees will give a minimum of 12-hours' notice before canceling annual leave.

For the Union:

For the Agency:

  
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AARON HARRISON                      Date  
National Representative, AFGE Division                      10/9/24

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KHALID ALI                      Date  
Chief, Security and Emergency Services

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DAVID J. HERMAN                      Date  
Chief, Fire and Emergency Services