



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

IN REPLY
REFER TO 9-13


JUN 13 2008

MEMORANDUM FOR MR. FREDERICK BAILLIE AND MS. NANCY DIBBLE,
CHIEF NEGOTIATORS AT DEFENSE LOGISTICS AGENCY
(DLA) HEADQUARTERS

SUBJECT: Locally Negotiated Operating Procedure (LOCNOP) for Article 25 between DLA
Sites defined as the National Capital Region and American Federation of
Government Employees (AFGE) Local 2449

The subject LOCNOP dated May 20, 2008, has been reviewed pursuant to Article 38,
Section 5 of the Master Labor Agreement between the DLA and AFGE Council 169. The
subject LOCNOP is approved this date by both DLA Headquarters and AFGE Council 169.

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


for KAREN D. HILLIARD
Staff Director
Labor and Employee Relation
Human Resources

Attachment

cc:
Mr. Frank Rienti, AFGE Council 169



Article 25 – Sick Leave

The Employer and Local 2449 agree to the following administrative sick leave procedures:

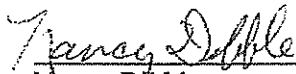
Section 2.


Employees will request sick leave in writing using the Application for Leave, SF 71. The form may be downloaded at www.opm.gov/forms/pdf_fill/opm71.pdf.

When possible, sick leave will be scheduled in advance of its use. When advanced planning is not possible, the employee must contact his/her supervisor or the supervisors designated representative normally within two hours after the start of the employees shift and request sick leave.

Unless otherwise instructed, employees who are unable to personally speak with their supervisor or designee to request unscheduled sick leave within the first two hours of their shift will leave a message with a phone number where they can be reached. Supervisors are encouraged to return the call as soon as practicable to notify employees of their leave request decision. An Application for Leave form, SF-71, must be completed upon the employee's return.

When incapacitation is expected to last less than five work days and the employee notifies the supervisor of the anticipated duration, unless otherwise instructed, daily call ins during that time are not required.

 20 May 2008
Nancy Dibble / Date
President, Local 2449

 20 May 2008
Fred Baillie / Date
HQ Chief Negotiator