

## Settlement regarding Step 2 Grievance – Leave calendar restrictions

September 11, 2017

The Parties to this Agreement are the National Federation of Federal Employees, Local 1998 (Union) and the Department of State, Bureau of Consular Affairs, Passport Services (Agency). The Parties have exchanged proposals regarding a settlement of a Step 2 Grievance filed on behalf of Bargaining Unit Employees (BUEs) regarding the restrictions on the leave calendar at PPT/SF dated 5/22/2017. The parties agree to the terms below as part of a negotiated settlement.



This agreement serves to clarify types of leave that will not impact the BUE leave calendar as administered by PPT/SF management. It is not intended to identify the only types of leave that do not count against allotted leave slots, and management at any time can expand the list of leave types that do not impact the leave calendar.

The Union and Management at PPT/SF agree that the following types of leave will not count against management's daily annual leave cap:

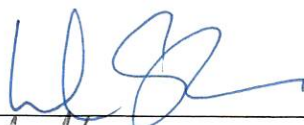

- Partial Annual Leave absences of four (4) hours or less in a day subject to approval under Article 31, Section 1 of the master agreement
- Advanced (Scheduled) Sick Leave or LWOP (consistent with and approved under Article 31 Section 2 and 8 of the master agreement) of four hours or less in a day
- Any leave by new employees (e.g. probationary employees) prior to full release to supervisor after training (e.g. when placed on 33% audit).
- Mandatory training as defined in the PPT Services training continuum or Department of State guidelines.
- Approved leave under the FMLA
- IEP intern regular days off (e.g. an IEP intern works Monday – Thursday and has Fridays off, the Friday will not count towards a leave slot)

The Union agrees to withdraw the Step 2 grievance regarding this matter.

FOR MANAGEMENT:

  
9/11/17  
  
9/11/2017

FOR THE UNION:

  
9/11/2017  
  
09/11/2017