



Washington Passport Agency Leave Policy

June 10, 2011

**Negotiated Agreement between
PPT/WN and NFFE FL 1998**

This *Leave Policy* is negotiated in accordance with Article 12, Article 4 and Article 31 of the Master Agreement between Passport Services and NFFE Local 1998, effective July 20, 2009. The purpose of this agreement is to establish a set of guidelines to which current and future leave policies will be performed.

A. Leave

1. Employees must complete the Request for Leave or Approved Absences (OPM-0071). The form is available in E-Forms. The employee should then give the completed slip to his/her supervisor. The Request for Leave or Approved Absences (OPM-0071) form will also be referred to as “leave slip” throughout this document.
2. The supervisor will check the leave calendar. If the leave is approved, then the employee’s name will immediately be added to the leave calendar. Appearance of the employee’s name on the calendar indicates approval. The supervisor will then give the form to the Tatel processor for recordkeeping purposes. Supervisors will respond to the employee within one week, unless the request is for a high-volume period – see Section F below.
3. If the leave cannot be approved, the supervisor will indicate the reason for denial; sign the form; make a copy and return the form back to the employee. A copy of all denials will be retained by the supervisor in a designated folder.

B. Annual Leave

1. Employees must call the dedicated leave phone line (202-955-0104) to request emergency leave within two hours of his/her scheduled start time. Employees are required to leave a call back number, and the type and amount of leave requested
2. If the leave cannot be approved, the supervisor will call the employee. The employee is then expected to report for duty. The employee may be charged AWOL if he/she does not report for duty. These cases will be further addressed with the employee upon return to duty.

3. It is the employee's responsibility to present a leave slip to his/her supervisor upon return to duty (usually within the first hour).
4. If you have an emergency request for leave while at work, the employee must submit a leave slip to his/her supervisor. If the supervisor is unavailable, the leave slip should be given to their supervisor's AM. In the event that neither is available, the employee should report to any supervisor or manager to request emergency leave. Leave must be approved before departure from the agency. Leaving a "leave slip" on a supervisor or manager's desk is not acceptable and could result in AWOL.

C. Sick Leave:

A bargaining unit employee who is absent because of illness will call the dedicated leave phone line (202-955-0104) as early as practicable on the first day of the illness, normally within two (2) hours after the employee is scheduled to report to work. Employee's should keep the supervisor advised regularly by calling the dedicated leave phone line as to when the employee expects to return to duty. Employees are required to leave a call back number, and the type and amount of leave requested.

(Refer See Article 31, Section 2)

The employee should request scheduled sick leave as soon as the need is apparent. Where practical, these appointments should normally be scheduled early or late in the workday to minimize the amount of leave required.

The supervisor will check the leave calendar. The employee's name will immediately be added to the leave calendar if the leave is approved. Appearance of the employee's name on the calendar indicates approval. The supervisor will then give the form to the Tatel processor for recordkeeping purposes. Supervisors must respond to the employee within three days.

Employees are required to call in regularly unless leave has specifically been granted for multiple days. (Reference Section C)

If you have an emergency request for sick leave while at work, the employee must submit a leave slip to his/her supervisor. If the supervisor is unavailable, then the leave slip should be given to the adjudication manager.

A doctor's note may be required for absences of more than three days or if the employee is on leave restriction of or if there is a pattern of sick leave that would question the validity of the sick leave request. (See union Master Agreement, Article 31, Section 2.)

D. Tardiness: See Article 31, Section 11,

Supervisors shall have the option to excuse infrequent absences and tardiness of less than an hour on the part of individual bargaining unit employees. Each case shall be considered on its merits and no bargaining unit employee shall receive disparate treatment in excusing such tardiness.

All employees are expected to report to duty and be ready to work at their appointed start time and remain on duty (minus lunch and break(s)) until their appointed end time.

A leave slip should be completed and presented to the employee's supervisor upon arrival.

E. Use/Lose Leave:

Use/Lose is not guaranteed basis for approval. Every effort will be made to accommodate a BUE in the event they are in the use/lose status. It is the responsibility of the BUE to keep track of their balance. Refer to Article 31, Section 1g and 1h in the Master Agreement.

F. High Volume Holiday Leave:

See Attachment to identify high volume leave days. These days typically have a high volume of leave requests. Each of the high volume days has a cut-off date and an approval date.

1. The employee completes a leave slip and submits it to his/her supervisor. The supervisor forwards the request to the appropriate Adjudication Managers (AM). Approval on these requests will not be made by the AMs until after the cut-off date.
2. The AM will forward an email, outlining all employees who have been approved for leave, to all employees by the designated approval date. If there are additional slots available, employees may submit annual leave requests on a first come, first served basis until the date is closed for additional leave requests. Normal leave request procedures will be followed at that point.
3. The approval of high volume leave requests will follow the procedure outlined in the current Union Contract in Article 31 (1) (d) based on seniority and leave approval for the same holiday period in the previous two years.

High Volume Leave Periods -- CA/PPT/WN
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Holiday	Affected Dates	Leave Request Deadline	Approval Date
Memorial Day	Thurs prior – Wed after	2 nd Friday in March	3 rd Friday in March
July 4th	Production week including 4 th – following Friday	1 st Friday in April	2 nd Friday in April
Labor Day	Week prior - day after	2 nd Friday in June	3 rd Friday in June
Veteran’s Day	workday prior-2 workdays after	1 st Friday in September	2 nd Friday in September
Thanksgiving	Day before – Monday after	1 st Friday in April	2 nd Friday in April
Christmas	Two days prior-Monday after New Years	1 st Friday in April	2 nd Friday in April

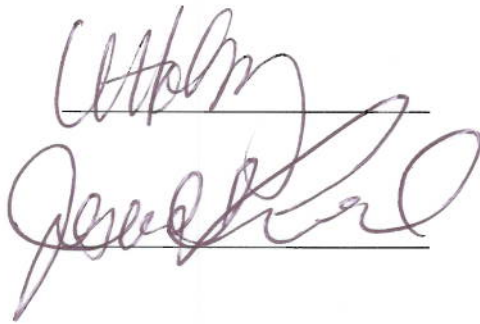
See the above chart to identify high volume leave days. These days typically have a high volume of leave requests. To discourage “Just in Case” leave requests and to provide more realistic holiday scheduling, each of the high volume days has a cut-off date and an approval date.

It is expected that all employees who have not requested leave or who have not been approved for leave during the high volume leave period will report for duty. *Employees should not schedule routine medical or dental appointments during the high volume leave*

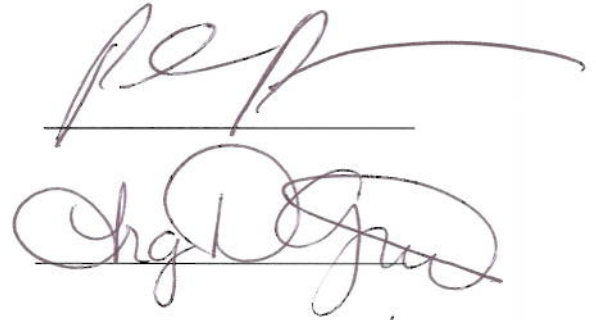
period. Please plan accordingly for child care, appointments, or anything else that would prevent you from being present on these days.

Use or Lose leave amounts will not be considered in approving holiday leave. It is up to the employee to schedule his/her annual leave throughout the year to avoid placing him/herself in a position to lose leave. Leave may be denied even if it will be lost.

UNION:



MANAGEMENT:



DATED: 6-10-11