

Personal Day Leave Agreement


1/11/2018


This policy is negotiated in accordance with Article 12 and Article 31 of the Master Agreement between Passport Services and NFFE Local 1998. The intent of this agreement is to implement the use of "personal days", defined below, to allow flexibility in the scheduling of Annual Leave at the San Francisco Passport Agency. This leave agreement is subject to all provisions in the Master Agreement between Passport Services and the National Federation of Federal Employees – Local 1998, effective July 20, 2009, hereafter referred to as the Master Agreement, and if there are conflicts, the Master Agreement will prevail. The Personal Day Leave Agreement will be effective April 1, 2018.

- 1) Personal Days: Because not every leave situation can be planned for the whole year in advance, BUEs are granted up to two (2) personal days to use per year. Personal days will come out of a BUE's existing annual leave balance and will be granted for leave requests when the leave calendar has reached the maximum number of specialists off. Personal days may be granted up to three (3) months in advance of the date the BUE is requesting off. If the day is available for personal day use, a BUE must request it via email to a supervisor and copy the adjudication managers, and follow-up with a leave request form.
- 2) Personal Days:
 - a) Must be requested at least two (2) business days in advance unless unforeseen circumstances prevent this. In these cases, the request must be made as soon as possible, in consultation with a supervisor or adjudication manager, and requested by close of business the date prior to the requested Personal Day.
 - b) A total of one personal day may be requested between May 15 and July 31.
 - c) A personal day may not be used the work day before or after a holiday.
 - d) Personal Days do not impact the Annual Leave Calendar waitlist. If a Personal Day is requested and approved for a day with a waitlist, this will not impact the BUEs on the waitlist if another BUE withdraws his/her annual leave request (non-personal day). If no BUE on the waitlist opts to take the vacated slot, the BUE with the Personal Day will have the option to convert the Personal Day to a regular Annual Leave request, leaving that day free for another BUE to use a Personal Day. If they request to keep it as a Personal Day, that slot will remain open to a regular annual leave request. It is the BUE's responsibility to submit a request to take a vacated slot and retain the Personal Day. Management will inform the BUE by email when a leave slot has been vacated. Personal Days may not be retroactively converted after the leave has been taken.

- 3) No more than one (1) personal day will be granted each day. If there is more than one personal day request for the same day, they will be granted based on who submitted the request first based on the time of the email sent, up to three months prior to date (based on calendar date: e.g. June 1 is three months prior to Sept 1. Last days of months that are not corresponding (e.g. Feb 28 and May 31 will be considered the same day). Any tie will be broken based on "Seniority", or time in government service at CA/PPT. If there is still a tie, then service computation date will be used.
- 4) There is no requirement to use all two personal days in the year. Personal days do not carry over year to year.
- 5) This agreement will be in effect until December 31, 2018. After that time, this agreement will remain in effect until one party notifies the other in writing of their intent to reopen the agreement.


For the Union:






1/11/2018
1/11/2018

For Management:



1/11/18


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