



Charleston Passport Center Holiday Work Schedule Agreement



2016

1. Parties (Union & Management) agree to the following pertaining to a Holiday Schedule adjustment for the day before Thanksgiving and the day after, the day before Christmas and the day before New Year's Day. When the day after Christmas and New Year's is a Friday that day will also be included for an adjustment of schedule.
2. The open period for these schedule adjustments shall be submitted to the respective supervisor/manager no later than 2 weeks prior by the BUE (e.g. 12/24 request needs to be submitted no later than 12/10). Concurrence will be received from management within 5 calendar days. Any request to drop a Holiday Schedule adjustment by a BUE must be submitted to management in writing by the BUE no later than 5 calendar days prior to the adjusted schedule date (e.g. 12/24 request to be withdrawn would be 12/19).
3. CPC bargaining unit employees (BUE) that normally work the CPC Standard hour work schedule, or the CPC Alternative Work Schedule (aka CWS), or the CPC Flexitour on the Night Shift shall have the option with arriving and departing work early by altering her/his start time by up to 4 hours earlier for an earlier departure no earlier than 8:00 pm.
4. CPC bargaining unit employees (BUE) that normally work the CPC Standard hour work schedule, or the CPC Alternative Work

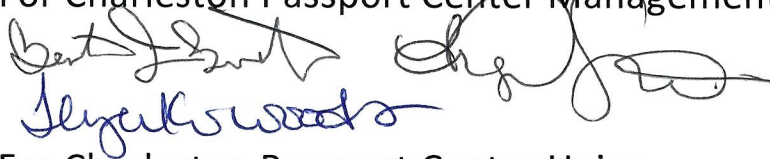
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Schedule (aka CWS), or the CPC Flexitour on the Day Shift shall have the option with arriving to work early by altering his/her arrival time as early as 6am to allow for an earlier departure time.

5. Management coverage shall be provided to continue passport operations for BUE(s) electing to not modify his/her work schedule during these holiday periods in this agreement.

For Charleston Passport Center Management:

Handwritten signatures for Management, including one that appears to be "Slyvia Woods".

For Charleston Passport Center Union:

Handwritten signatures for the Union, including "Michael Clark" and "Boyd Hinton".

Dated by the Parties:

6/23/2016