



Leave Policy at the Western Passport Center



Negotiated Agreement between PPT/WPC and NFFE FL 1998

November 19, 2013

Signatories:

Kenny James, Senior Steward (Outgoing); and
Patricia Blackwell, Senior Steward (Incoming); and
Therese Poliquin-Rigolizzo, Steward
Matthew Johnson, Director; and
John Caveness, Assistant Director; and
Carol Aguilar, Assistant Director ('Management');
collectively "Parties."

Negotiated Agreement for Requesting Planned Leave, Including High-Demand Holiday Leave Days At the Western Passport Center

The Parties do, hereby, agree to the following:

- 1) This agreement applies to all annual leave requests as well as the "high-demand leave days" as described below:

Before and after the Federally recognized holidays of Thanksgiving, Christmas, New Years, the 4th of July, Memorial Day, Labor Day, and Martin Luther King Day.

- 2) "High Demand Leave Days" as described in this agreement are the individual days surrounding the listed holidays, not a "holiday season" as a whole. High-demand days covered by this agreement include the one work day(s) immediately before and after any of the listed holidays, or the "observed" day if the listed holiday falls on a weekend.
- 3) The essential functions of the Center include:
 - a. Public Counter;
 - b. Fraud Prevention Unit;
 - c. Customer Service Unit;
 - d. Expedite Applications; and,
 - e. Lockbox desk adjudication.
- 4) WPC Management retains its expressed right to determine the total number of staff members required to be present on any given day, based on the needs of the Agency, e.g. workload projections, scheduled counter appointments, total lockbox work-in-progress, application aging, and batch aging, etc.
- 5) The cut-off date for making requests for leave for each holiday period, as described above, will be 45 calendar days prior to the calendar date of the holiday. Exceptions may be made for late submissions due to emergencies, but will be evaluated on a case-by-case basis. There will be no expectation on the part of any WPC staff member that any leave requests will be automatically approved.

- 6) Leave requests may not be submitted earlier than six months prior to the date of any holiday period (i.e., employees may not submit leave requests on January 1 for all of the holidays in a given calendar year).
- 7) For all leave requests, it is the employee's responsibility to ensure they have a sufficient number of hours of accrued Annual Leave or earned Compensatory Time in their leave bank as documented in their official earnings and leave statement to cover the requested leave, at the time they submit their formal request for leave on OPM Form 71 to their immediate Supervisor for approval. Leave requests where employees do not have sufficient accrued leave or compensatory time in their leave banks will not be approved until sufficient leave is accrued and posted to their E&L Statements or documented by the WPC Time Keeper (in the case of locally earned travel comp time). Supervisors may request additional documentation to verify available leave balances on a case-by-case basis.
- 8) WPC Management retains the basic right to approve or deny leave and will follow all guidance in Article 31 of the Master Agreement and all applicable laws, rules, and regulations concerning leave. Generally, leave requests submitted by the standard cut-off dates will be approved on a first-come-first-served basis up to the staffing level determined by Management at the time, in order to maintain effective operations of the Center. In the event that multiple employees request the same day(s) off, Management will follow the specific guidance in Article 31, Part 1, Section d., dictating that leave will be granted to the employee with the most seniority based on service computation date and states in part: *"In instances where more employees submit leave requests for the same time period within one day of each other for the same time period, such as when an office has a cutoff date for the submission of leave requests, then leave for that period shall be granted to the employee with the most seniority based on service computation date. However, this rule shall not allow the senior employee to take leave during the same two calendar month period (e.g., November and December) more than two (2) years in succession if other employees, of less seniority, who have requested leave during the same period, would be denied leave at that time."*

FOR MANAGEMENT:

Johanna 11-19-2013
Carol Leguina 11-19-2013

FOR THE UNION:

Kate 19 Nov 13
Patricia 11/19/13