

**Agreement between NFFE, 1998 and  
the Western Passport Center**



**Sick Leave Call-In Policy**

February 20, 2014



Negotiated Agreement for an Alternate Call-in Line Procedure for Sick Leave Requests at the  
Western Passport Center

The Parties do, hereby, agree to the following:

This local agreement is entered into pursuant to Article 12 (f) and Article 31, 2 (b) of the Master Agreement between Passport Services (management) and the National Federation of Federal Employees – Local 1998 (the Union), dated July 20, 2009. Leave notification is covered under Article 31, section 2 (b).

**Background:** There have been several instances in the past where employees who needed to request emergency leave or notify their direct supervisor that they would be out sick for the day, were not able to speak with their supervisor within the specified time because the supervisor may not have arrived to work yet, or in some cases, the supervisor was also not in the office that day. This has resulted in situations where bargaining unit employees were expected at work, but due to the direct supervisor's absence and inability to check their office voice mail, other members of management have raised concerns regarding the safety and well-being of the bargaining unit employee. To avoid this scenario and ensure that absences are properly reported, the following procedures will be in place.

**Procedures:**

In accordance with the Master Agreement, all bargaining unit employees who are absent from duty because of illness will notify the appropriate supervisor 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. If the bargaining unit employee does not reach the appropriate supervisor by telephone, they will leave a message on the Supervisor's voice mail notifying the Supervisor of the need for leave, a call-back number, and the type of leave that is being requested, i.e. SL, AL, LWOP, etc. The employee will then immediately call the WPC Front Office Secretary's line at 520-733-8116 to report their absence. If the Secretary does not answer the phone, the employee will leave an additional voicemail for the Secretary with the same information as what was left for the Supervisor, including the type of leave requested.

The Secretary will then notify both the employee's supervisor and the Adjudication Manager by email of the reported absence with the type of leave requested and the employee's call-back number.

No further calls will be required on the part of a bargaining unit employee on that specific day.

For Management:

Jack Conroy 2/20/2014  
Carl Laguarda 2/20/2014

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For the Union:

Patricia Blackwell 2/20/14  
[Signature] 20Feb14

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