



Representing the bargaining unit employees of Passport Services, a division of the Department of State's Bureau of Consular Affairs

TO: Executive Director, Bureau of Consular Affairs (CA)

Cc: Bradley Phillips, Division Chief of PMO PC Labor Relations

FROM: Lee Wentz - NFFE Local 1998 President

DATE: July 17, 2020

SUBJECT: Non-forfeiture of Annual "Use of Lose" Leave, and Travel Comp Time Off Leave for year 2020

BLUF: Non-Forfeiture of leave that is subject to "use or lose" for the year 2020 supports the mission and collective bargaining agreements impacting Passport Services mission critical bargaining unit employees (BUEs) during COVID- 19 pandemic year 2020.

The Union respectfully requests CA to not forfeit any BUE Annual leave that may be subject to "use or lose" for the year 2020. To add, the Union respectfully requests that CA not forfeit any BUE of Travel Comp Time Off Leave that may be subject to a "use or lose" for the year of 2020.

The Union requests this based on COVID-19 pandemic impacting current and future staffing needs within passport services, in which BUEs are now deemed as mission critical. Furthermore, we believe that this request is appropriate because it fulfills the Parties collective bargaining agreement, aka Master Agreement, **Article 31 LEAVE**; Provision Number 1 **Annual Leave**. Finally, this request will offer the alternative to mitigate any need for a grievance filing if the Agency refuses to restore the forfeiture of leave pursuant to **Article 20 GRIEVANCE PROCEDURE** Provision Number 6 **SKIPPING THE STEP 1 GRIEVANCE** (e).

Thank you for considering the Union's request that CA not forfeit any BUE Annual leave or Travel Compensatory Time Off that may be subject to "use or lose" for the year 2020.