



**National Passport Center - NFFE Local 1998 Memorandum of Agreement**  
**Requesting Unscheduled Leave**

**January 21, 2021**

This Memorandum of Agreement (“MOA”) is entered into, pursuant to Article 12 of the Master Agreement between the U.S. Department of State, Passport Services, National Passport Center (the “Agency” or “NPC”) and the National Federation of Federal Employees – Local 1998 (“NFFE”), (collectively, the “Parties”) effective December 2018; hereafter referred to as the “Master Agreement.”

**Part 1: Definition**

***Unscheduled Leave:*** Leave not requested or approved in advance that is taken under special or emergency circumstances; formerly known as liberal leave. (See [OPM Governmentwide Dismissal and Closure Procedure](#) Page 24, Appendix – Status Chart for types of leave that can be used for unscheduled request)

***Preapproved Leave:*** Annual and/or Sick Leave that has been requested and approved in advance (See [OPM Governmentwide Dismissal and Closure Procedure](#) Page 6 Section 1 - H)

***Other Paid Time Off:*** Credit hours, compensatory time off and time off award hours (See [OPM Governmentwide Dismissal and Closure Procedure](#) Page 6 Section 1 - H)

**Part 2: Expectations of Leave Line**

The Parties agree to the following procedures for employees requesting unscheduled leave in accordance with [Article 31 Leave](#).

Department of State employees requesting unscheduled emergency annual leave through the NPC leave line will consider their leave conditionally approved on the business day in which they call (see Part 4: Recording of Unscheduled Leave).

*Per Article 31, Section 1(f): Annual Leave “requests for annual leave for emergency or unforeseen reasons will be considered on an individual basis. However, the approval of leave cannot be presumed by a bargaining unit employee.”*

Department of State employees requesting unscheduled sick leave through the NPC leave line will consider their leave conditionally approved upon the request.

*Per Article 31, Section 2(b): Sick Leave “a bargaining unit employee (BUE) who is absent because of illness will notify the appropriate supervisor (designated locally as the NPC Leave Line) as early as practicable, normally within (2) hours after the employee is scheduled to report to work”.*

Employees on a leave restriction must follow guidance in Article 31.

### **Part 3: Requesting Unscheduled Leave**

To request unscheduled leave, BUE will call the leave line at (603) 334-0106 within two hours **after** the employees scheduled start time, and leave a clear message that provides:

- Name
- Employee number;
- Team number; and
- Amount and type of leave requested; and a phone number they can be reached.
  - BUEs are not required to provide a reason for leave unless they are requesting FMLA, LWOP, VLP.
  - Employees on a letter of leave restriction will follow the instructions in the letter.

Employees who believe their requests for leave was not recorded in accordance with published policies and procedures will communicate with their supervisor and/or union representatives for resolution.

### **Part 4: Recording of Unscheduled Leave**

Each business day, Administrative staff will log the BUEs' call into a spreadsheet to include the following information:

- Time of the call;
- Date of the call;
- Type and amount of leave requested; and
- Reason/comment if left by employee.

After entry into the spreadsheet, Administrative staff will log the BUEs' request into the Time and Attendance Database.

If the leave type is not clear, the Administrative staff will record the leave as Annual leave.

The employee will submit a DS-7100 no later than the close of business on the first day the employee returns to work after their unscheduled leave. Supervisors will make any necessary changes to the leave in the Time and Attendance database. No changes will be made to the spreadsheet.

### **Part 5: Canceling Unscheduled Leave**

Employees who wish to cancel a request for unscheduled leave will follow the same procedures detailed in part 3.

Employees who believe their requests for cancelation of leave was not in accordance with published policies and procedures will communicate with their management team and/or union representatives for resolution.

**Part 6: Weather and Safety Leave**

The parties agree that during events impacting the agencies operating status that the agency will follow relevant and applicable FAM, FAH, OPM, Master Agreement and other guidance in relation to the administration of leave and specifically weather and safety leave.

Employees should be familiar with the National Passport Center Closure and Dismissal procedures so they can understand when and how they will be notified of an operational status change so they can best request the use of leave in situations where WSL *could* also be approved.

Employees are encouraged to review 3 FAM 3484 Administration of Weather and Safety Leave for guidance on canceling leave and being granted weather and safety leave. In the event of a change in operational status, 3 FAM 3484 provides information regarding canceling preapproved leave or other paid time off for specific situations arising from WSL conditions. Changes in leave cannot be requested solely to obtain WSL.

**Part 7: Rights and Sunset/Reopener**

This agreement will be in effect for one (1) year from the date of execution. During the term of the agreement, the agreement or any part of the agreement may be reopened by mutual agreement of the parties or as needed by any policy changes impacting the local agreement. After one (1) year either party may reopen this agreement at any time by notifying the other party in writing. After one year, if the parties agree in writing, the agreement will stand for another one (1) year. If a party does not agree to continue the agreement after one (1) year, the agreement will be terminated.

**For the Agency:**

SMiller  
Matthew Corley

Dated: 1/21/2021

**For the Union:**

Corinne Nielsen  
John Jensen

Dated: 1/21/2021