



**Leave Policy  
Atlanta Passport Agency  
Amended June, 2, 2015**

This agreement is subject to provisions of the Master Agreement, in particular, Article 12, Section 16(f) and Article 31.

Management will maintain an electronic leave calendar accessible by all Bargaining Unit Employees (BUEs). Any employee is eligible to request leave in advance. This calendar shall be in compliance with Article 31, Section 17 of the Master Agreement.

Advanced request for leave will be granted on a first come, first serve basis, with the exception of request for the "high volume leave dates" listed below. Once a BUE has been granted leave, the leave cannot be rescinded if a more senior employee has requested the same time at a later date. If the number of BUEs requesting leave exceeds the availability on a given date, refer to Article 31, Section 1(d) of the Master Agreement. For instance, where available slots for annual leave have been filled and additional employees request the same day, management will develop a "waiting list". The waiting list will follow the same criteria based on the approval of leave. In the event that an employee that has been granted leave voluntarily forfeits his/her slot(s), said slot(s) will be filled by employees on the waiting list. The waiting list will also be viewable on the electronic leave calendar.

**Advanced Requests for Leave** - Employees should make every effort to schedule leave in advance.

1. Employees are advised to consult the electronic leave calendar before requesting leave.
2. Employees must complete the Request for Leave or Approved Absences (OPM-0071). If approved, the employee will receive a copy of the approved leave slip and the employee's name will immediately be added to the leave calendar. Supervisors are generally required to respond to the employee within one week of the request.
3. If the leave cannot be approved, the supervisor must indicate the reason for denial, sign the form, make a copy, and return the form back to the employee. A copy of all denials should be retained by the supervisor in a designated folder.

**Requests for High Volume Holiday Leave**

The chart below identifies high volume leave periods. These date ranges typically have a high volume of leave requests. To discourage "just in case" leave requests and to provide more realistic holiday scheduling, each of the high volume days has a cut-off date and an approval date.

1. Employee completes a leave slip and submits it to his/her supervisor. Approval/denial for these requests will not be determined prior to the approval date listed on the chart.
2. The approval of high volume leave requests will follow the procedure outlined in the current Union Contract in Article 31 (1) (d) based on seniority and leave approval for the same holiday period in the previous two years.

## High Volume Holiday Deadlines

<u>Holiday</u>	<u>Affected Dates</u>	<u>Request Deadline</u>	<u>Approval Deadline</u>
Memorial Day	2 business days prior/after holiday	1st Friday in April	1 week after request deadline
July 4th	2 business days prior/after holiday	2nd Friday in May	1 week after request deadline
Labor Day	2 business days prior/after holiday	2nd Friday in July	1 week after request deadline
Thanksgiving	3 business days prior to holiday & 1 business day after	Last Friday in August	1 week after request deadline
Christmas Day/New Year's Day	2 business days prior to Christmas Day & 2 business days after New Year's Day.	1st Friday in September	2 weeks after request deadline

## Requests for Unscheduled Leave

When requesting unscheduled leave, an employee will notify his/her supervisor normally within two hours of the employee's scheduled start time. Employees must call the front office number at 404-704-3402, and the Administrative Assistant will locate the supervisor and transfer the call. If the supervisor is unavailable, a contact number must be provided to the Administrative Assistant. This number will be provided to the supervisor (or manager, as appropriate), who will return the call, if necessary. The Front Office phone is monitored beginning at 8:15am. In the event there is no answer at the Front Office number, or the situation does not allow the employee to wait until 8:15 am to call, a voice message must be left with a callback number. The voicemail will be monitored and the appropriate supervisor/manager will be notified. It is the employee's responsibility to present a leave slip to their supervisor immediately upon return to duty (usually within the first hour after arrival).

If there is an emergency request for leave while at work, the employee must submit a leave slip to his/her supervisor. If this is not practical, the leave slip should be given to the Adjudication Manager. In the event that neither is available, the employee should report to any supervisor or manager to request the emergency leave.

If an employee knows that they will be late, the employee should contact their supervisor or the Administrative Assistant. A leave slip must be completed and presented to their supervisor upon arrival.




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Gale McCoy, Director



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AnaKarina Mercado, Senior Steward



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Lori M. Voelz, Assistant Director



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Katina N. Carter, Witness/Member