



## **Negotiated Agreement Regarding Leave CA/PPT/SD**

This agreement is subject to all provisions in the Master Agreement between Passport Services and the National Federation of Federal Employees – Local 1998, dated July 20, 2009; hereafter referred to as the Master Agreement.

**This local agreement is subject to change to comply with any future national agreement between Passport Services and NFFE, National Union Management Committee agreements, and/or directives by Passport Services in conformity with Master Agreement Articles 4, 12, and 31.**

The use of annual leave is a right; however, the scheduling of leave is subject to the needs of the worksite. Bargaining Unit Employees are encouraged to schedule leave for purposes of rest and recreation away from the worksite. Leave should be requested as early as possible to allow for appropriate scheduling. (Article 31, Sec 1)

1. Leave Accrual, Availability and Approval:

- a. Earned leave is not accrued until the end of the pay period.
- b. Requests for annual leave or sick leave should be made directly to the immediate supervisor; in his/her absence, the Adjudication Manager, the Assistant Director or Director may approve the leave request. Failure to seek approval may result in time being charged as Absent without Leave (AWOL) status.
- c. Based on a staff of 12 adjudicators, three adjudicators may be scheduled out of the office at any given time. Approval of leave will be determined based on workload, and the number of current leave requests for that time period. Leave requests will be approved on a first come, first serve basis.
- d. Leave may be contingently approved pending the accrual of leave sufficient to meet the request.

2. Annual Leave:

- a. All requests for annual leave (as well as compensatory time and award time off) must be submitted in advance and must be approved before the leave is taken.
- b. It is preferred that vacation leave requests of five days or more be made at least two weeks in advance. In instances where more employees submit leave requests for the same time period than can be granted, leave for that period shall be granted to the employee that first submitted the request, if requests were submitted at or about the same time, the employee with the most seniority (based on service computation date) will be granted leave. However, this rule shall not allow the senior employee to take leave on major holidays for two consecutive years.
- c. In an emergency which cannot be anticipated in advance, the employee must contact the administrative assistant (619-321-2402) or his/her direct supervisor by phone, as early as possible, but normally within two hours after the start of his/her shift. If the supervisor or administrative assistant is not available to answer the phone, the employee must leave a message with the telephone number where he/she can be reached. However, the approval of leave cannot be presumed. If a problem exists, the supervisor or a manager will call the employee back in a timely manner to resolve the situation.

### 3. Sick Leave:

- a. Sick leave cannot be used in lieu of annual leave.
- b. If an employee becomes ill during the workday, he/she must submit a Request for Leave form to his/her supervisor for approval or, in the absence of the supervisor, the Adjudication Manager, Assistant Director, or Director before leaving the worksite.
- c. A medical certificate (or other administratively acceptable evidence) is required for any sick leave in excess of three work days. (see article 31, sec 2 (d))
- d. When absent because of illness, employees must notify the Agency during the first two hours of the workday. The employee must contact the administrative assistant (619-321-2402) by phone, as early as possible, but normally within two hours after the start of his/her shift on the first day of absence and request the use of sick leave. If the supervisor or administrative assistant is not available to answer the phone, the employee must leave a message with the telephone number where he/she can be reached. If the illness extends beyond one day, the employee must call on each successive day during the first two hours of work (unless the leave was requested and approved in advance).

### 4. Emergency Situations:

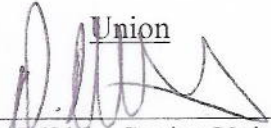
In the event of emergency situations, annual or sick leave may be requested by phone. If possible, the leave should be requested within two hours of the start of his/her shift. If the supervisor or administrative assistant is not available to answer the phone, the employee must leave a message with the telephone number where he/she can be reached. The approval of leave cannot be presumed. If a problem exists, the supervisor or a manager will call the employee back in a timely manner to resolve the situation.

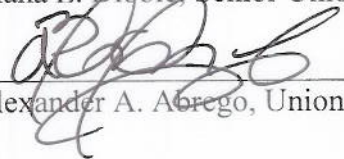
### 5. Leave Without Pay:

The Director has the authority to grant Leave Without Pay for up to 80 hours. Requests for Leave without Pay must be made in writing. Requests for Leave Without Pay for more than 80 hours must be made through the Director in a memorandum to CA/EX/HRD. Approval of Leave Without Pay is an administrative decision and even though the reason for requesting leave is known to be legitimate; e.g. illness, injury, or personal emergency, the request may be denied if the employees' services are required or where the employee has not followed the procedural requirements for requesting leave, or where there is no foreseeable end in sight to the incapacity.


Effective Date: 2/15/2013

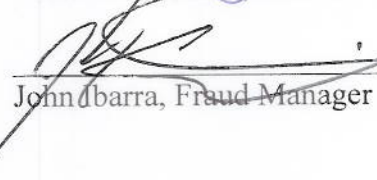
Union

  
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Diana E. Dibble, Senior Union Steward

  
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Alexander A. Abrego, Union Steward

Management

  
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Richard Saltzman, Director

  
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John Barra, Fraud Manager