

American Federation of Government Employees

Affiliated with the AFL-CIO

Professional Local #910

At

Department of Veterans Affairs Medical Center

Kansas City, Missouri

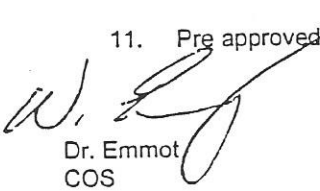
(816) 922-2040 phone

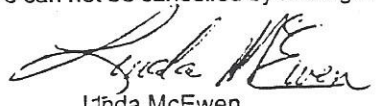
(816) 922-4702 fax

October 2, 2000

Memorandum of Understanding
Regarding
Scheduling and Granting of Pre Scheduled
Annual Leave

1. Physicians and Advance Practice Nurses will not be included in this scheduling process.
2. Request sheets for annual leave will be distributed to all staff in the medical care areas between October 1 and October 15th but no later than October 15th each year for the up coming calendar year.
3. If employees chose to participate in the pre scheduled AL program, the deadline for return of the request sheet to management with requests for annual leave is Nov. 15th of each year.
4. Requests received by management by the close of business November 15th will have priority over requests received after that date.
5. A consolidated list of approved requests will be posted and distributed to each member of the staff no later than by close of business December 15th.
6. When requesting annual leave only the hours which are available in the employee's bank will be granted at the time the requested leave is to be used.
7. Request for LWOP may be given to management for the requested time for which the employee does not have banked time available to use. ~~LWOP may be granted at the discretion of management.~~
8. Between Memorial Day and Labor Day a maximum of two consecutive weeks or 2 total weeks (80 hours) will be granted UNLESS there are NO CONFLICTS. More than two consecutive weeks can be granted if there are no conflicts.
9. If requesting annual leave around a holiday it will be granted as long as there are no conflicts and minimum core staffing is available which is commiserate with projected patient care needs. If conflicts occur they will be resolved in the following manner:
 - a. Leave requests for the same holiday consecutively may be granted IF there are no conflicting requests.
 - b. If neither employee had the time off the previous year then seniority (service computation date) will be used to determine who is granted the leave.
10. The staff of each clinic/areas, to include the CBOC's will be given opportunity to coordinate their annual leave for the upcoming year and submit to management on or before the November 15th deadline for approval.
11. Pre approved leave can not be cancelled by management but can be cancelled by the employee.


Dr. Emmot
COS


Linda McEwen
President, AFGE Local 910

 3 Oct 2000
Bryan Baldwin
President, AFGE Local 2663