

American Federation of Government Employees

Affiliated with the AFL-CIO

At

Department of Veterans Affairs

Kansas City Medical Center

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12/28/2017

MOU

Granting of Annual Leave for Providers (MD, DO, APN, PA)

General Principles:

- a) Leave will be denied only for appropriate reasons and not as a form of discipline.
 - b) No arbitrary or capricious restraints will be established to restrict when leave may be requested.
 - c) Employees will not be denied leave based solely on their leave balance. They may request LWOP in lieu of AL.
 - d) Annual Leave is provided to allow employees extended leave for rest and recreation and to provide periods of time off for personal and emergency purposes.
 - e) The use of accrued annual leave is an absolute right of the employee, subject to the right of the employer to approve when leave may be taken.
 - f) Management will render timely decisions on employees' leave requests.
 - g) Employees should submit requests as far in advance as possible.
 - h) The Department recognizes the needs of employees to plan vacation and personal time off. Therefore, the Department will not cancel leave which has been approved without the consent of the employee, except for rare and unusual circumstances
 - i) The Department will allow the maximum number of employees to use leave in accordance with coverage requirement (Article 35, Section 2, L, Pg. 189)
- 1) Requests for annual leave will be distributed to all providers no later than October 15th each year for the upcoming calendar year.
 - 2) It is the employee's choice to participate in the pre-scheduled AL program. The deadline for return of the request sheet to management is November 15th each year.
 - 3) Requests received by management by the close of business November 15th will have priority over request received after that date except in cases of emergency.
 - 4) Approval of Annual leave will be based on seniority except as noted in this MOU.
Holidays: If requesting annual leave in association with a holiday it will be granted as long as there are no conflicts. If conflicts occur, they will be resolved in the following manner:
 - 1) Leave requests for the same holiday consecutively may be granted IF there are no conflicting requests. If there is a conflict AL will be granted on a rotational basis fairly and equitably among all(non-probationary) members of the work group. (changed per Article 35, Section 2, D, old conflict Article 21, Section 3, F)
 - 2) If no employees had the time off the previous year, then seniority (Per MOU with local 910) will be used to determine who is granted the leave.

- 5) A consolidated list of approved request will be posted and distributed to each provider no later than by the close of business December 15th of each year.
- 6) Coverage for the requested leave is to be determined by management via an organized, systematic and fair process which will be discussed with AFGE Local 910 prior to implementation.
- 1) Increments of up to two consecutive weeks or a total of 80 hours of AL may be granted to each employee on the team. If there is a request by a member of the team for any increment greater than 80 consecutive hours of AL it can be granted if that time does not conflict with any other requested time. Leave will be approved at the discretion of the approving official in accordance with the other provisions of this MOU.
- 7) Only hours which have been accrued and posted in the employee's leave bank will be granted at the time the requested leave is to be used. The employee may request LWOP, which is granted at the discretion of management.
- 8) For AL requested outside the pre-scheduled leave the provider will place the request in Kanvista at least 45 days prior to the date requested. Upon granting approval, the approving official will make a notification of the clinic cancellation to the clinic coordinator.
- 9) The decision for approval or denial will be made within 10 working days of the request except as prescribed as 1-5 of this MOU.
- 10) Management will notify the individuals who need to be made aware of said leave i.e. if clinics need to be canceled, who will be covering the individuals unanticipated patient needs etc. If the request is to be disapproved management will do so within 10 working days of the request with the reason for the disapproval.
- 11) Emergent leave request, i.e. non-weather related, may be granted.
- 12) Management recognizes the needs of employees and therefore leave requested less than 45 days in advance will not arbitrarily be denied. The provider will present to management how they or one of their peers will see the patients scheduled for that day(s) within 30 days either side of the requested time.

Ricky Vest Sr. 12/28/17
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