

American Federation of Government Employees

Affiliated with the AFL-CIO

Professional Local #910

At

Department of Veterans Affairs Medical Center

Kansas City, Missouri

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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

Bryan Baldwin
President, AFGE Local 2663

Primary Care

1. Management will provide for the team members the list of known approved leave, attending time scheduled for all providers in the primary clinic and CBOC by October 15th of each year.
2. Each team (red, green, blue and the CBOC's that belong to that team) will coordinate their annual leave for the upcoming year according to the memorandum of understanding.
3. Annual leave will be granted utilizing the core staffing standards for a clinic which is fully staffed with providers. If the clinic providers is not fully staffed it will be staffed commiserate with the projected patient care needs.
4. Core minimum staffing for the primary clinics:
 - a. For RN's it is 2 RN' per team, 1RN for the phone room and RN(s) for 2 CBOC (Belton and Paola) Clinics commiserate with the assigned FTEE to Paola and Belton. In addition, if Whitman CBOC LPN position becomes an RN position coverage will be commiserate with the assigned FTEE for Whitman.
 - b. For the dieticians it is one for the primary care clinics
 - c. For the LPN's and Health Technicians it is one per team (Red, Blue, Green)
 - d. For the lab technicians, one technician will be off at a time
 - e. For the clerks it is 11
 - f. For the pharmacist it is one for the primary care clinics
5. When the CBOC provider is on AL, the RN will come to the KCVA clinics to cover the AL in the clinics. When the CBOC RN is on AL, one of the trained clinic nurses from KCVA will cover the CBOC they are trained for.
6. Each employee will be given a sheet for the coming year on which they will make their requests for the coming year.
7. This sheet will be placed in a predetermined folder for each team. On a predetermined date, all leave for each team will be transferred to one request sheet. Conflicts, which would leave the area below core staffing for commiserate patient care needs will be highlighted so discussion can take place on resolution. If a resolution can not be done then the request will be granted as defined in item # 9 of the first page of the memorandum of understanding.

