



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221

SEP 19 2008

IN REPLY
REFER TO J-13

MEMORANDUM FOR MR. ED VISKER, MR. JOHN MCLAUGHLIN,
AND MS. PAT EDGERTON, CHIEF NEGOTIATORS AT
DEFENSE DISTRIBUTION DEPOT SUSQUEHANNA
PENNSYLVANIA

SUBJECT: Locally Negotiated Operating Procedures (LOCNOPS) for Articles 13, 24,
25, 30 and 41 between Defense Distribution Depot Susquehanna
Pennsylvania and Defense Distribution Center Headquarters and the
American Federation of Government Employees (AFGE), Locals 1156
and 2004

The subject LOCNOPS (attached), dated September 4, 2008, have been reviewed pursuant to Article 38, Section 5 of the Master Labor Agreement (MLA) between the Defense Logistics Agency (DLA) and AFGE Council 169. The LOCNOPS are approved this date by DLA Headquarters and AFGE Council 169. The Article 25 LOCNOP is approved with the understanding that the statement in Section D2b about a callback not being required does not preclude a supervisor from calling the employee back to discuss the sick leave request before approving or disapproving it.

If there are any questions on this matter, Mr. Neil Glenicki may be reached at (703) 767-3404 or DSN 427-3404.

KAREN D. HILLIARD
Staff Director
Labor and Employee Relations
Human Resources

Attachments

cc:
Mr. Frank Rienti, AFGE Council 169



LOCNOP – ARTICLE 25
SICK LEAVE

Reference SECTION 2 –

- A. The Employer will provide appropriate contact information (primary and one [1] alternate) to request scheduled and unscheduled leave. Contact information will be provided to Employees and posted appropriately in the work area.
- B. All sick leave requests will contain the following information: name, date of request, type of leave requested, contact / call back number and may provide expected date of return. If an Employee is unable to return on or before the estimated return date, a follow-up sick leave request is required. If an employee does not provide an estimated # of hours / days needed, daily call-in is required. The Employer is also responsible for requesting an estimated date of return if not already provided by the Employee.
- C. Scheduling Sick Leave in Advance – For the purpose of this LOCNOP, scheduled in advance is defined to be – a request submitted at least one day in advance (the day prior) of the required leave date. Employees will submit a properly completed SF-71 to their immediate supervisor or his/her designee for approval. Upon approval / disapproval a signed copy of the SF-71 noting the decision will be returned to the employee. The Employer will promptly approve or disapprove such sick leave requests, preferably the same day of the request.
- D. Unscheduled Sick Leave Requests –
 - 1. During a Tour of Duty -- Employees will submit a properly completed SF-71 to their immediate supervisor or designated representative for approval. Upon approval / disapproval a signed copy of the SF-71 noting the decision will be returned to the employee. The Employer will make every effort to immediately approve or disapprove the leave request.
 - 2. Unscheduled Sick Leave - Prior to Reporting for a Tour of Duty
 - a. Employees may call in to request sick leave two hours before but, normally no later than 2 hours after the start of their shift. Call in one hour before shift or w/in one hour after start of shift is encouraged.
 - b. If a sick leave request is placed by Voicemail – The requesting employee will provide name, date, type of leave requested, contact / call back number and may include the expected date of return. A voicemail sick leave request provided IAW the provisions above, by an Employee not on a leave restriction letter will be considered

approved and a call back is not required. If an employee does not provide an estimated # of hours / days needed, daily call-in is required.

- c. Employees on a Leave Restriction Letter are to comply with the terms of their letter.
- d. Suspected abuse will be handled under the remaining provisions of Article 25 of the MLA. A health care practitioner's certification may be required if leave abuse is suspected (e.g. An Employee claims illness on the day that annual leave or LWOP has been previously denied).
- e. In extreme circumstances where the employee is actually incapacitated or otherwise unable to personally make the contact, another individual (e.g. spouse) may contact the employee's supervisor.

E. EMAIL – Use of e-mail in lieu of telephone / voicemail to communicate sick leave requests and decisions may be established through procedures developed at the work unit level. This may be done on a case by case basis for hearing impaired employees, or for a specific work unit when it has been determined that e-mail would be a suitable means to use. Such arrangements will only apply when put into writing and distributed to the affected employees. Such arrangements will not be put into effect until the union is notified in advance of the intent to do so.


LAURIE J. OSBORNE
President AFGE Local 2004
9/4/08


PAT EDGERTON
VP AFGE Local 1156
9/4/08


EDWARD R. VISKER
Deputy Commander,
DDSP
9/4/08