

MEMORANDUM OF UNDERSTANDING

Alaska Region Procedures for Scheduling Annual Leave

THIS MEMORANDUM OF UNDERSTANDING (MOU) is between the United States Department of Agriculture, Forest Service, Alaska Region (Management), and the National Federation of Federal Employees International Association of Machinists and Aerospace Workers, Forest Service (council (NFFE-IAMA W. FSC). Local 251 (Union), hereafter referred to as 'the Parties: This MOU documents the Parties' agreement, as permitted by Article 20.1.a. of the Master Agreement, on the procedures for scheduling annual leave in the Alaska Region. This MOU is a Subordinate Agreement under Article 11 of the Master Agreement between the Parties.

The Parties agree that, in addition to the provisions in Article 20. 1. of the Master Agreement dated December 6, 2016. the following procedures for scheduling annual leave will be followed:

1. At the beginning of each calendar year, supervisors will establish and/or communicate the procedures for scheduling annual leave to their employees. The procedures may include but are not limited to:
 - a. Verbal communications
 - b. Email
 - c. An annual leave calendar
 - d. Outlook calendar
2. Should conflicts arise between employees' leave requests or between leave requests and Agency needs, those conflicts will be discussed with employees and resolved as soon as practical.
3. Requests for annual leave in excess of 3 days will be submitted via an electronic SF-71. Such requests will be promptly approved or disapproved by the supervisor, normally within 14 business days.
4. This MOU replaces the 1998 Region 10 MOU on leave. The effective date of this MOU is the date that the last person listed below signs and dates this Agreement. Either party may elect to modify this agreement utilizing the procedures in Article 11 of the Master Agreement effective December 9, 2016.

This MOU and its terms will remain in effect until such time as either party elects to renegotiate its terms, or law, rule, regulation, policy or new Master Agreement language render it ineffective.

FOR THE UNION:



Ken Dinsmore, President
NFFE - IAMAW, FSC, Local 251

7/24/2019

Date

FOR MANAGEMENT:



Jerry Ingersoll, Deputy Regional Forester
USDA, Forest Service, Alaska Region

Date