

# MEMORANDUM OF UNDERSTANDING

Federal Medical Center  
3301 Leestown Road  
Lexington, KY 40511-8799

AND

AFGE Local 817  
3301 Leestown Road  
Lexington, KY 40511-8799

The Agency and Local 817 mutually agree that the Annual Leave Committee for the Correctional Services Department will identify leave slots left vacant after Total Leave Year Scheduling has been completed each year. The parties further agree to the provisions in the Master Agreement, specifically Article 19 (Annual Leave, section j), for filling leave slots which are left vacant due to employee cancellation, transfer from the Correctional Services Department, retirement, or resignation from the Correctional Services Department.

## **Annual Leave Committee Process:**

The parties mutually agree to guidelines listed below on how the Annual Leave Committee will fairly and equitably process Leave Request Forms for Total Leave Year Scheduling. Thus, the following procedures will be followed for this process:

- Leave slots will be assigned via seniority, which will be determined by each Correctional Services employee's entry on duty (EOD) date with the Bureau of Prisons. In situations where more than one employee has a like EOD date, other government service will determine the most senior employee. If a tie still exists, alphabetical placement by last name (A-Z) will determine the most senior employee.
- The Annual Leave Committee will meet no later than the second week of November of each calendar year.
- The Leave Request Form will have the following information: hours earned per pay period, and weeks requested for this leave year.
- Leave Request Forms will be placed in both the Union and Managements mail boxes by Correctional Services employees which are located in the hallway of the Correctional Services area.
- The Leave Committee will try to grant the number of weeks requested, the Committee will not assign leave not requested. Management will reserve the right to assign leave to Correctional Services employees who are in use or lose leave status.
- (2) Rounds of Total Leave Year Scheduling will be done to make sure every Correctional Services Employees needs have been met.

## **Unassigned Leave Slots Following Total Leave Year Scheduling Process:**

The parties agree after the Annual Leave Roster Committee meets each year and completes the First and Second Rounds of Total Leave Year Scheduling for the upcoming year, those leave slots left unassigned will be posted on the Correctional Services bulletin board. An e-mail will also be sent to all Correctional Services staff listing those leave slots left unassigned.

The parties mutually agree leave slots left unassigned should be filled in a fair and equitable

manner. Thus, the following procedures will be followed for this process:

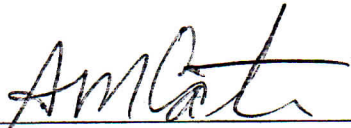
- All unassigned leave slots will be sent via E-mail to all Correctional Services Employees and will be posted on the Correctional Services Bulletin Board.
- Those Correctional Services employees electing to bid on unassigned leave slots must submit their requests via e-mail to the Administrative Lieutenant. Staff have the option to give the Union a copy of their request via E-mail (Lex/Union President). All unassigned leave slots will be filled on a first come basis. E-Mail time/date stamp will determine any and all discrepancies.

**Vacant Leave Slots due to Cancellation, Retirement, Resignation, and Transfer:**

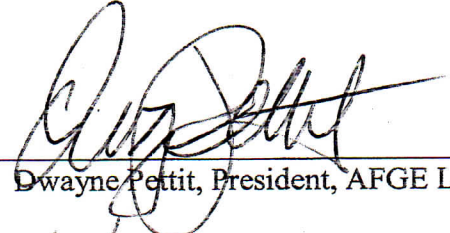
The parties agree leave slots may become vacant due to employee cancellation, transfer from the Correctional Services Department, retirement, or resignation. Thus, the parties agree to handling these vacant leave slots as follows:

- Vacant leave slots will be posted on Wednesday morning of each week for any vacant leave slots occurring more than two weeks later. (Example: A vacant leave slot posting could be made on Wednesday, April 14, 2004, but would only include vacant leave slots occurring after May 1, 2004.) The bidding period will end for this one-week posting by midnight on the following Tuesday, and only requests submitted via E-Mail to the Administrative Lieutenant by the closing date/time will be considered.
- Vacant Leave Slots which are made available by employee cancellation, transfer from the Correctional Services Department, retirement, and resignation will be assigned via seniority, which will be determined by each Correctional Services employee's entry on duty (EOD) with the Bureau of Prisons. In situations where there are like EOD dates, other government service will determine the most senior employee. If a tie still exists, alphabetical placement by last name (A-Z) will determine the most senior employee.
- These leave slots will be made available on the Correctional Services bulletin board and a E-mail will also be sent to all Correctional Services Staff.
- Those Correctional Services employees electing to bid on these leave slots must submit their requests via e-mail to the Administrative Lieutenant by the established closing date.

The parties mutually agree leave slots becoming vacant with less than a two-week notice period will not be posted, and may be granted by Management on a case by case basis.

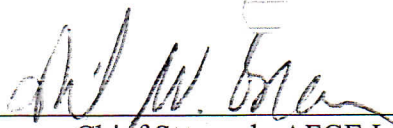
  
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Anne Mary Carter, AW (I&E) Chairperson

10/18/05  
Date

  
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Dwayne Pettit, President, AFGE Local 817

10/28/05  
Date

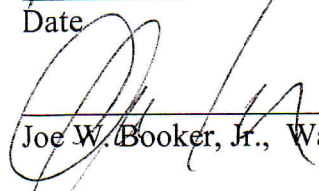




Neil Brown, Chief Steward, AFGE Local 817

10-28-05

Date



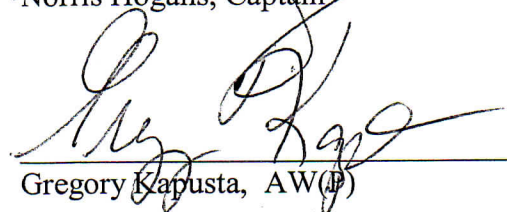
Joe W. Booker, Jr., Warden

10/28/05

Date



Norris Hogans, Captain



Gregory Kapusta, AW(P)