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Article 31

Time and Leave

Section 1. Leave Increments

All absences will be charged in increments of one-quarter (1/4) hour.

Section 2. Annual Leave

A. Employees shall accrue leave in accordance with statute and regulations of the Office of Personnel Management.

Annual leave is provided and used to allow employees an annual vacation period of extended leave for rest and recreation and to provide periods of time off for personal and emergency purposes. The use of accrued annual leave is the right of the employee, subject to the right of the Employer to approve the time at which leave may be taken. Employees should apply in advance for approval of all anticipated leave to permit the orderly scheduling of leave and to avoid leave forfeitures which might otherwise result.

24 When "use or lose" leave is requested in writing before November 15th of
25 each year and cannot be approved or used prior to the end of the leave year
26 the excess annual leave will be restored in accordance with applicable rules
27 and regulations and must be used within the next two leave years.

28 Additionally, employees with excess annual leave may elect to donate such
29 leave pursuant to the Voluntary Leave Transfer Program MOU dated
30 02/08/96.

31

32

33 B. Normally, leave requested in advance will be granted except when conflicts of
34 scheduling or undue interference with the work of the Administration would
35 preclude it. Leave may also be granted when it is not scheduled in advance
36 and workload considerations permit. Leave for personal emergencies,
37 ordinarily infrequent in number, will normally be granted. Requests for leave
38 based on the death of a family member or any individual related by affinity will
39 be considered a personal emergency for leave approval. **After**
40 **consideration of operational needs**, the Employer will make every
41 reasonable effort to allow the maximum number of employees to use leave.

42

43 C.

44 1. Advanced annual leave is leave time requested on an **agency**
45 **prescribed form SSA-71** or **electronic** equivalent, approved by the
46 delegated authority and taken but not yet earned by the employee.

47

48 2. An employee may be advanced the lesser of 80 hours or the amount of
49 annual leave an employee would accrue during the remainder of the
50 leave year (i.e., maximum of 80 hours in the leave year). This provision
51 does not apply to employees who are currently on a leave restriction or
52 who have been disciplined for leave related offenses in the past two
53 years.

54

55 D. During the months of February and August of each year, employees will
56 be notified to submit requests for extended annual leave of one calendar
57 week or more and/or requests for days immediately preceding and
58 following federal holidays for the six (6) month periods April through
59 September and October through March, respectively. Such written
60 requests should be submitted to the appropriate leave approving official by
61 the last day of February and August, respectively.

62

63 Leave approvals/denials requested pursuant to ~~Section 2.D. of this article~~
64 **this section** will be provided within ten (10) working days after the close
65 of the request period. **(Moved and revised from Section 11, B.)**

66

67 When conflicts arise in scheduling annual leave (A/L) requests received
68 during the six (6) month leave request periods above, they will be resolved

69 using a continuously rotating procedure to address employee's leave
70 preferences. The procedure will operate as follows:

71

72 • Each leave approving official will initially establish an Employee A/L
73 Roster in service computation date (SCD) order (from earliest to most
74 recent SCD).

75

76 • This roster will be used to resolve individual conflicts in favor of and at the
77 option of, the employees highest on the roster.

78

79 • Once the roster process is invoked, management will confirm with each
80 employee involved in the conflict whether or not he/she wishes to exercise
81 his/her option. Employees granted leave, as a result of the roster process,
82 will have his/her name placed at the bottom of the list whether or not the
83 leave is taken.

84

85 • Once established, the list will rotate continuously and will be used to
86 resolve all conflicts for all subsequent leave scheduling periods.

87

88 • The Union and employees will have access to the rosters.

89

90

91 When leave slots remain after management has invoked the leave roster and
92 made the final decision on extended annual/holiday leave requests,
93 employees will have the opportunity to submit/resubmit leave slips for that
94 same period. Once management notifies employees that extended
95 annual/holiday leave decisions have been made and additional slots are
96 available, employees will be notified that they have five (5) workdays to
97 submit leave requests for any remaining slots for days before or after holidays
98 or for a full week during the six month leave request period. Any conflicts for
99 leave submitted during that five (5) day period will be approved based upon
100 the employee with the oldest SCD having first choice. Management will
101 resolve any further conflicts in SCD by a random draw with one local
102 participant designated by the union.

103

104 When extended annual/holiday leave requests are submitted after the
105 February or August leave-scheduling periods, the leave requests will be
106 considered on a first-come, first-served basis. Conflicts arising from leave
107 slips received by management on the same day will be resolved using SCD.

108 Management will resolve further conflicts in SCD by a random draw.

109

110

111 Section 3. Excused Absences

112

113 ~~A. Infrequent tardiness of less than one hour shall normally be excused if the~~
114 ~~reasons are acceptable. (moved and revised to Section 5)~~

115

116 **B.A.** When management determines that exposure to unsafe or unhealthy
117 working conditions which cannot be immediately corrected may result in the
118 likelihood of illness or injury, employees will either be assigned work in a safe
119 and healthy area in the same office or deployed to another installation or
120 granted an excused absence.

121

122 **G. B.** The agency will make every reasonable effort consistent with operational
123 needs to excuse an employee who is donating blood without compensation
124 for a reasonable amount of time; normally up to 3 hours, for the purposes of
125 donation and recovery. Employees who donate blood platelets without
126 compensation through a Hemapheresis Program will normally be authorized
127 up to four (4) hours of excused absence. However, the total administrative
128 leave will be limited to the remaining scheduled hours of duty on that day. An
129 employee who is not accepted for donating blood/blood platelets is only
130 entitled to the time necessary to travel to and from the donation site and the
131 time needed to make the determination. Absence for blood/platelet donations
132 must be approved in advance.

133

134 **D. C.** The Employer will excuse employees for a reasonable time, when
135 practicable to do so without seriously interfering with operations, to vote or

136 register in any election or referendum on a civic matter in his/her community.
137 An employee will be excused from duty so as to permit him/her to report for
138 work 3 hours after the polls open or to leave work 3 hours before the polls
139 close, whichever results in the lesser amount of time off. Under unusual
140 circumstances, an employee can be excused up to the full day. The
141 Employer will notify employees of this right at the beginning of each fiscal
142 year and shall encourage employees to avail themselves of the right to
143 register and vote.

144

145 ~~E.~~ **D.**

146 1. All SSA employees are to presume that the office is open each regular
147 workday unless specifically announced otherwise. Although employees
148 are expected to be prepared to deal with most emergencies, conditions
149 might occur which will make the closing of all or some SSA offices
150 necessary. The decision to close the office or open it late will be based
151 on the Agency's concern for the health and safety of its employees
152 including the hazardous conditions that the majority of employees might
153 face reporting to their workplace or returning home, weighed against the
154 mission of the Agency, including due consideration to the needs of the
155 public. An announcement of full day closing or delay in opening will be
156 made through the news media. Depending on the circumstances of the
157 particular situation, attempts will be made to make a closing decision
158 and broadcast it as early as possible. Employees should be advised

159 that, when emergency conditions develop during non-working hours,
160 they should listen to the radio or TV news and follow the Agency's
161 specific instructions.

162
163 As an additional method of communicating closings and delayed
164 openings, the Agency may provide a telephone number for employees to
165 call to receive a recorded message giving instructions about office hours.
166 Each employee will receive a copy of SSA's instructions.

167
168 2. When a decision is made to close a work place for a full day by
169 administrative order due to emergency conditions warranting such
170 closing, employees not required to work, including employees previously
171 authorized paid leave (e.g., annual, sick, credit hours, or compensatory
172 time), will not be charged leave. The Administration will timely notify the
173 news media and employees on duty of such decision.

174
175 3. When a decision is made to dismiss employees during the workday
176 under the conditions described in ~~ED~~2 above, employees on duty at the
177 time of the dismissal not involved in essential services will be excused
178 without charge to leave. Those employees who are on paid leave for the
179 entire day will be excused without charge to leave from the time of the
180 early dismissal. The employee will be considered on his/her fixed shift
181 for the purpose of computing the amount of excused absence.

182

183 In the event an employee in a duty status on the day of an early
184 dismissal requests leave/LWOP and departs before the official dismissal
185 time, leave will be charged only up to the time of the early dismissal.

186

187 4. When employees request leave/LWOP/credit hours because of
188 conditions discussed above when early dismissals or non-workdays
189 have not been authorized, leave approving officials shall be as liberal as
190 possible in approving such leave. They will give special consideration to
191 physical or other conditions which subject employees to special hazards
192 in such circumstances.

193

194 5. When the opening of an office is delayed due to emergency conditions,
195 employees (except essential services unless specifically designated in
196 the announcement) will be excused without charge to leave or loss of
197 pay for the number of hours the office delays opening. Employees on
198 approved (either previously authorized or by telephone on the same day)
199 annual, credit hours or sick leave will not be charged leave or lose pay
200 for that portion of the day the opening of the office is delayed. This
201 applies to leave requested for either the entire day or that portion of the
202 day the office is closed. The Agency will utilize the employee's fixed
203 shift as a point of reference to determine the amount of excused
204 absence/leave to be granted. If the Agency proposes to change any

205 fixed shift, the Union will be given appropriate notice and the opportunity
206 to bargain to the extent required by 5 USC Chapter 71.

207

208 6. When an announcement is made that an office will open late, employees
209 on flextime and affected by the announcement will revert to a prescribed
210 fixed shift for that day. Flextime will be canceled. If the announcement
211 is made too late to effectively cancel flextime for all employees,
212 employees who report and begin to work will be permitted to leave when
213 they have completed the number of hours in their scheduled workday,
214 provided they continue to work, or the end of their established fixed shift,
215 whichever comes first. Those employees eligible to request to work
216 credit hours may be able to do so.

217

218 7. If emergency conditions exist and the post of duty is not closed
219 managers may grant up to two (2) hours of administrative leave to those
220 employees arriving after the beginning of core hours or scheduled start
221 time. The granting of such leave is contingent upon the manager
222 determining that the employee made reasonable efforts to arrive timely
223 and was delayed by the conditions. In extreme situations, e.g., declared
224 state of emergency, management may grant employees up to eight
225 hours of administrative leave.

226

227

228 F. **E.** Employees with Mobility Impairments

229

230 During emergency conditions, employees with disabilities, whether temporary
231 or permanent impairments, may be unable to report to work. Management
232 may grant excused absences even when their respective office is open.

233

234 G. **F.** When a decision is made by Management to grant excused absences

235 agency-wide before Federal holidays, especially at Christmas and New Years
236 the Union at the appropriate level and employees will be informed as soon as
237 possible.

238

239 H. **G.** The employer may grant excused absence to permit employees to

240 participate in judicial proceedings arising out of work place incidents of
241 violence by members of the public against employees.

242

243 I. **H.** Upon request, subject to certification by a physician, leave approving

244 officials will approve excused absence for employees who serve as living

245 donors for bone marrow, organ and tissue donation and transplantation. The

246 use of excused absence can cover time off for activities such as donor

247 screening, the actual medical procedure, and recovery time. Leave approving

248 officials will approve:

249

250 1. Up to 7 workdays of absence without charge to leave or loss of pay
251 for each donation by employees participating as living bone marrow
252 donors.

253

254 2. Up to 30 workdays of absence without charge to leave or loss of
255 pay for employees participating as living organ or tissue donors.

256

257 The length of absence from work can vary depending on the medical
258 procedure involved in the donation. Therefore, for longer periods of
259 incapacitation, leave approving officials should approve annual and/or sick
260 leave or LWOP in combination with the maximum amounts of excused
261 absence specified in (1) and (2) above.

262

263 J. I. All medical examinations pursuant to the prevailing fitness for duty
264 regulations shall be at no cost to the employee and performed on duty time
265 (with pay) at no charge to leave.

266

267

268 Section 4. Sick Leave

269

270 A. Employees may use sick leave accrued in accordance with the statute and
271 regulations of the Office of Personnel Management in the following situations:

272

- 273 • Incapacity due to illness or injury.
- 274
- 275 • Medical, dental, optical or surgical examination or treatment.
- 276
- 277 • Incapacity due to pregnancy or confinement.
- 278
- 279 • Required to give care and attendance to a immediate family member
- 280 or any individual related by affinity who is afflicted with a contagious
- 281 disease. Contagious disease means a disease which is ruled as
- 282 subject to quarantine, isolation or restricted movement as prescribed
- 283 by the health authorities having jurisdiction.
- 284
- 285 • Presence at the post of duty would jeopardize the health of others
- 286 because of exposure to a contagious disease as described above.
- 287
- 288 B.
- 289
- 290 1. Employees normally shall not be required to furnish a medical certificate
- 291 from a health care practitioner to substantiate a request for approval of
- 292 sick leave unless sick leave exceeds three (3) consecutive workdays.
- 293 Normally, unless an employee is on sick leave restriction in accordance
- 294 with this article, he/she will not be required to obtain medical certification
- 295 for sick leave of 3 consecutive work days or less.

296 When an employee's absence(s) indicate a possible abuse of sick leave,
297 the submission of a medical certificate or appropriate documentation, as
298 determined by management, may be required to support any sick leave
299 absence regardless of its duration. Such request will be made at the
300 time the sick leave request is received by the appropriate management
301 official.

302

303 2. In cases where the nature of the illness is such that an employee did not
304 need to see a medical practitioner, a medical certificate normally will not
305 be required if the employee provides an acceptable explanation.

306

307 3. An employee with a chronic medical condition that does not require
308 medical treatment but does result in periodic absences from work for
309 three (3) consecutive days or more will not be required to furnish a
310 physician's certificate on a continuing basis if the employee: (1) is not on
311 leave restriction and (2) provides, if requested, an updated valid medical
312 certificate every six months which clearly states the continuing need for
313 periodic absences.

314

315 4. In the event a medical certificate is necessary, the completion of the
316 reverse side of the **agency prescribed form SSA-74 or electronic**
317 **equivalent** by a physician or practitioner, ~~or equivalent~~ shall normally be
318 considered sufficient.

319

320 5. Employees who are incapacitated for duty due to illness/disability will
321 provide initial notice for sick leave and the anticipated return to duty
322 date. Employees will not be unreasonably requested to provide
323 continual notices regarding sick leave requirements unless their situation
324 changes or abuse is suspected. The procedures for requesting
325 unanticipated sick leave will be in accordance with Section 5 of this
326 article.

327

328 6. Employees will not normally be required to reveal the nature of the
329 illness as a condition for the approval of the requested sick leave.

330

331 7. The Employer will treat as confidential any medical information given by
332 an employee in support of a request for sick leave.

333

334 C. In individual cases, if there is evidence that an employee's leave pattern may
335 indicate that an abuse of sick leave exists, the employee shall first be advised
336 by an interview, which shall be recorded in the SF-7B file, of the reasons a
337 medical certificate may be required for each subsequent absence or sick
338 leave. The use of sick leave for scheduled medical appointments caused by
339 recurring and previously documented medical conditions will not be
340 considered a leave pattern that indicates an abuse of sick leave.

341

342 If the employee's leave pattern continues, the employee will be advised in
343 writing as to whether an acceptable medical certificate may be required for
344 each subsequent absence for which sick leave is requested.

345
346 The sick leave usage of all employees under sick leave restriction will be
347 reviewed at least every four (4) months and a written decision to continue or
348 lift the restrictions made. If the review shows significant improvement, the
349 supervisor will lift the restriction. **If sick leave abuse recurs within 6**
350 **months of terminating the original restriction, the employee may be**
351 **placed back on sick leave restriction without further counseling.**

352
353 D. Employees who are incapacitated for duty because of serious illness or
354 disability may be advanced sick leave for up to 30 days. The employee will
355 not be required to utilize any annual leave prior to utilizing the advanced sick
356 leave. Sick leave will be advanced when the following required conditions
357 have been satisfied:

358
359 1. The employee is serving under a career or career-conditional
360 appointment.

361
362 2. The employee has a minimum of 1 year's Federal civilian service.

363

- 364 3. All available accumulated sick leave to his/her credit has been
365 exhausted.
366
- 367 4. There is no expectation that the employee is contemplating separation
368 by retirement or resignation.
369
- 370 5. A medical certificate substantiates that a serious illness or injury exists,
371 and that the employee will be capable of subsequently returning to work
372 and fulfilling the full scope of his/her job.
373
- 374 6. There is no expectation that the employee will not remain employed after
375 his/her return to duty long enough to repay the advance of sick leave.
376
- 377 7. The employee does not have a current letter of warning or disciplinary
378 action properly proposed or effected for abuse of sick leave.
379
380

381 Section 5. Unanticipated Use of Leave

382

383 If the use of annual leave or sick leave cannot be anticipated, the request for
384 approval shall be called in by the:

385

- 386
- start of fixed shift for fixed shift employees

387

388 • end of morning flexband for flexible schedule employees

389

390 • time an employee is required to report for training or for a scheduled
391 work activity.

392

393 Employees may not call earlier than the normal time the office/facility is open for
394 employees to report to work. **However, an employee in a Mega TSC or in a 24-**
395 **hour facility may not call in prior to the beginning of his/her individual**
396 **flexible band.** The parties recognize that occasionally circumstances exist,
397 infrequent in number, when employees may not be able to call in timely as
398 described above

399

400 Contact will be made with the employee's immediate supervisor or other
401 designated official. In the event that neither are available employees may utilize
402 voice mail, where it exists, to notify the supervisor or designated official of their
403 need for leave, the type of leave requested and a phone number where the
404 employee can be reached. In the event the employee is unable to make the call,
405 any responsible person can make the notification. In the event the employee
406 does not report during the reporting period, the supervisor will not record the
407 leave status until the end of the scheduled shift, except for the need to process
408 time and attendance records. If the employee's leave status has not been

409 clarified by the end of the shift, the absence may be charged to AWOL. This will
410 not preclude a later change in leave status for good and sufficient reasons.

411

412 Infrequent tardiness of less than one hour ~~shall normally~~ **may** be excused at if
413 ~~the reasons are acceptable~~ **management discretion. (Moved and revised**
414 **from Section 3, A.)**

415

416 Section 6. Leave Balances

417

418 A. Employees will not be denied leave usage solely because of their leave
419 balances.

420

421 B. Employees will not be denied overtime or credit hours solely because of their
422 leave balances.

423

424 C. Employees will not be adversely affected in any employment decision solely
425 because of their leave balances.

426

427

428 Section 7. Leave Without Pay

429

430 With the exception of circumstances listed in (E) below, leave without pay

431 (LWOP) is not a right which accrues to an employee and may not be demanded

432 by an employee. However, nothing precludes an employee from requesting
433 LWOP for any purpose.

434

435 A. Requests for LWOP will be given serious consideration.

436

437 B. LWOP may be requested in the same manner and for the same purposes as
438 annual leave and sick leave. Denials of written requests for LWOP will be
439 provided to the employee on the **agency prescribed form SSA-74** or
440 **electronic** equivalent.

441

442 C. An employee may be granted leave without pay to engage in Union activities
443 on the national, district or local level, to work in programs sponsored by the
444 Union or the AFL-CIO, upon written request by the appropriate Union office.
445 Such requests will be referred to the appropriate Management official and will
446 normally be approved. Such employees shall continue to accrue benefits in
447 accordance with applicable OPM regulations. LWOP for this purpose is
448 limited to one year but may be extended or renewed upon proper application.

449

450 D. Upon return to duty after a period of LWOP, Management will restore the
451 employee to the position which the employee held prior to the leave or to a
452 similar position at the same grade level and pay within the commuting area.

453

454 E. Employees have a right to LWOP consistent with government wide rules and
455 regulations:

456

- 457 • When a disabled veteran requests LWOP for medical treatment,
458
- 459 • When requested by a reservist or National Guard member for military
460 duties in accordance with appropriate military orders. Employees may
461 request such leave after their military leave has been exhausted (38
462 USC Section 4316(d)),
463
- 464 • When requested by an employee who has suffered an incapacitating
465 job-related injury or illness and is waiting adjudication of a claim for
466 employee compensation by the Office of Workers' Compensation
467 Program, or
468
- 469 • When an employee makes a request under the Family and Medical
470 Leave Act, or the Expansion of the Family and Medical Leave Act and
471 meets the criteria for that program.

472

473

474 Section 8. Military Leave

475

476 Military Leave will be granted in accordance with law and appropriate regulations.
477 The OPE Website will provide the latest information regarding Military Leave. In
478 addition, the OPE Website will provide an electronic link to the Military Leave
479 information on the OPM Website.

480

481

482 Section 9. Court Leave

483

484 A. In accordance with law and regulations, an employee with a regular
485 scheduled tour of duty is entitled to court leave (CL) for:

486

487 1. jury duty with a Federal, District of Columbia, State or local court; In the
488 District of Columbia, a State, territory, or possession of the United States
489 including the Commonwealth of Puerto Rico, or the Trust Territory of the
490 Pacific Islands.

491

492 2. witness duty on behalf of a State or local Government.

493

494 3. witness duty on behalf of a private party when the Federal or District of
495 Columbia or a State or local Government is a party to the judicial
496 proceeding.

497

498 B. An evening or night shift employee who performs court services during the
499 day may elect to be granted court leave for the employee's regularly
500 scheduled night tour of duty. The employee will continue to be entitled to
501 night differential in accordance with applicable payroll policies.

502

503 C. ~~At the employee's request an~~ **An** employee will normally be granted an
504 adjustment in the Tour of Duty so the employee's hours coincide with the
505 court day(s).

506

507 D. If an employee is excused from court service with sufficient time to enable
508 that employee to return to duty for at least two (2) hours of the scheduled
509 workday (i.e., normal fixed shift), including travel time, the employee shall
510 return to duty unless granted appropriate leave by the Employer. It is the
511 employee's responsibility to request and receive approval prior to going on
512 leave.

513

514 E. Even though no compensation is received for serving on a jury duty in a
515 federal court, employees may keep expense money received for mileage,
516 parking, or required overnight stay. Money received for performing jury duty
517 in state or local courts are indicated on the pay voucher or check as either
518 "fees for services rendered" or "expense money." "Expense money" may be
519 kept by employees; "fees for service rendered" must be submitted to the
520 appropriate financial office.

521

522 F. Employees who are summoned as witnesses in their private capacity in
523 judicial proceedings in the District of Columbia, a State, territory or
524 possession of the U.S. including the Commonwealth of Puerto Rico and the
525 Trust Territory of the Pacific Islands are entitled to court leave when the
526 United States, the District of Columbia or a State or local government is a
527 party and the employee is not one of the parties in the suit.

528

529 Employees who are summoned as witnesses in an official capacity on behalf
530 of the Federal government are on official duty, not court leave.

531

532

533 Section 10. Leave for Maternity, Paternity and Adoption Reasons

534

535 A. The Employer will be liberal when granting leave for maternity/paternity/
536 adoption reasons and will apply its policies fairly. Such leave may include
537 LWOP, sick leave (when appropriate) or annual leave.

538

539 B. The following conditions apply to the granting of leave to cover a period of
540 absence for maternity/paternity/adoption reasons. Sick leave will be granted
541 for the period of incapacitation due to pregnancy and confinement and also
542 when the employer cannot accommodate a pregnant employee's request for
543 modification of duties when supported by acceptable medical evidence.

544 Additional periods of annual leave and leave without pay may be granted in
545 whatever order the employee requests for a non-incapacitated period. Once
546 requested and approved, the order of leave may be changed only on approval
547 by the proper supervisory authority.

548

549 The employee also may request and be granted annual leave or leave without
550 pay instead of sick leave for the period of incapacitation. When requested by
551 the employee and upon consultation with the supervisor, the total absence for
552 maternity/paternity/adoption reasons will be authorized for a period up to 225
553 consecutive days. Requests for additional leave following the end of the
554 period of maternity leave will be handled in accordance with applicable
555 regulations and this agreement.

556

557 In considering requests for sick leave, annual leave, and/or leave without pay
558 for maternity/paternity/adoption reasons, the proper supervisory authority will
559 apply pertinent laws, regulations, and this Agreement in the same way they
560 would apply them in any other cases. No arbitrary cutoff date requiring an
561 employee to cease work or prevent an employee from returning to work will
562 be established. If cutoff dates are established, they must be based on
563 physical capability of the employee to perform the duties of the job after a
564 determination by a competent medical authority.

565

566 The employee should submit notice, at least 3 months in advance, of the
567 prospective need for leave for maternity/paternity/adoption reasons.

568

569 C. All other leave for maternity/paternity/adoption purposes will be granted in
570 accordance with the provisions of the ~~Federal Employee~~ family friendly leave
571 ~~Act.~~ **regulations.** Requests for advanced leave will be handled on a case-by-
572 case basis.

573

574 Leave approvals/denials requested pursuant to ~~Section 10 of this article~~ **this**
575 **section** will be provided within ten (10) working days after receipt of the
576 request for maternity leave. **(Moved and revised from Section 11, B.)**

577

578

579 Section 11. General Leave Policies and Practices

580

581 A. Normally, leave requests, approvals and denials will be made in writing on the
582 **agency prescribed** form ~~SSA-74~~ or **electronic** equivalent.

583

584 ~~B. Leave approvals/denials requested pursuant to Section 2.D. of this article will~~
585 ~~be provided within ten (10) working days after the close of the request period.~~
586 ~~Leave approvals/denials requested pursuant to Section 10 of this article will~~
587 ~~be provided within ten (10) working days after receipt of the request for~~

588 ~~maternity leave.~~ **(First sentence moved and revised to Section 2D and**
589 **second sentence moved and revised to Section 10C.)**

590

591 ~~C.~~ **B.** SSA also agrees to respond to all other leave requests in a timely manner.

592

593 ~~D.~~ **C.** Every effort will be made to accommodate employees who are arranging
594 for and/or attending funerals and similar emergencies for immediate relatives,
595 "significant others" or their dependents.

596

597 ~~E.~~ **D.** Use of leave will not be the sole basis for denial of overtime or credit
598 hours.

599

600 ~~F.~~ **E.** The Employer will provide employees with its written reasons for any denial
601 of leave.

602

603 ~~G.~~ **F.** Leave will not be denied as a disciplinary measure.

604

605 ~~H.~~ **G.** Employees, upon request and with the approval of the supervisor, may
606 change previously authorized annual leave to sick leave in accordance with
607 Section 4 of this article.