UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
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Stillwater, OK 74074-2653

OK Notice PM-1399

For: County Offices

Scheduling Annual Leave

Approved by: **State Executive Director**

Jim Reese

1 Overview

A Background

Handbook 17-PM (Rev.2), Par 55B encourages supervisors and employees to plan use of annual leave as far in advance as possible. For federal bargaining unit employees represented by the American Federation of Government Employees (AFGE), Local 3354, leave scheduling is addressed in Article 9 of the Comprehensive Labor Management Agreement.

B Purpose

This Notice relays leave scheduling policy for bargaining unit employees and State Office recommendation for all other employees.

2 Policy

A Bargaining Unit Employees

Article 9.2 E requires employees to be notified during February and August of each year to submit requests for extended annual leave of one calendar week or more and/or for days immediately proceeding and following holidays. Requests are to reflect leave within the 6 month periods, April through September, and October through March. Requests are to be submitted to the appropriate supervisor by the last day of February and August.

Disposal	Distribution
April 1, 2005	County Offices

B Resolving Conflicts

If supervisors are unable to approve all leave requests due to workload demands and employees cannot voluntarily resolve the conflict, Article 9.2 F provides that approval priority will be based on the earlier service computation date. When extended annual leave/holiday leave requests are submitted after the February or August leave scheduling periods, the leave requests will be considered on a first-come, first served basis.

C Non-Federal Employees

According to 17-PM (Rev.2), supervisors and Employees are encouraged to plan the use of earned annual leave to promote efficiency of office operations and prevent forfeiture of annual leave at the end of the leave year.

3 Action

A Bargaining Unit Employees

Employees, who request annual leave of one week or more, or leave preceding or following a holiday during the period October through March, should submit leave requests to their supervisor by September 30. Requests are to be submitted on SF-71, request for Leave or Approved Absence.

B Non-Federal Employees

To assist in the work scheduling and help ensure approval of leave requests, employees should submit SF-71 to their supervisors for significant periods of annual leave or leave associated with holidays.

C Supervisors

Supervisors have discretionary authority to approve leave requests. However, supervisors should only disapprove leave for reasons related to workload demands. Effort should be made to approve leave requests to the maximum extent possible.