



DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
Washington, D.C. 20224

**MEMORANDUM**

FROM: [Linda T. Weiskopf]  
[Field Director, Ogden Submission Processing Center]

To: [Eileen Moore]  
[President, NTEU Chapter 67]

SUBJECT: Submission Processing Leave Approval Guidelines

Submission Processing has developed the following leave approval process which:

1. Follows the National Agreement Article 32 (Annual Leave) pages. 93 and 94.
2. Considers leave requests based on work schedule hours and volumes.
3. Makes every effort to approve leave while workload is performed in a timely manner.
4. Gives teams opportunity to work together to accommodate requests.
5. Gives precedence to scheduled leave over unscheduled leave.
6. Provides for emergency leave to be handled on a case by case basis.

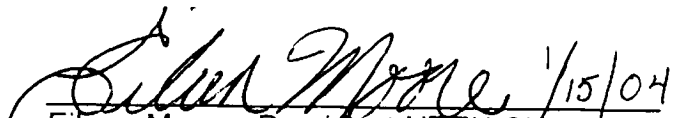
The following are the steps that will be used in the request/approval process:

1. Managers will provide employees with work schedule information showing workload peaks and identify high volume dates when leave should be limited. Employees will be provided with calendars for leave requests two weeks prior to the beginning of the quarter or sooner, if possible.
2. Calendars will be provided which employees will utilize to request leave on a quarterly basis (Jan.-Mar., April-June, July-Sept., and Oct.-Dec.). Submitted requests will be due to their immediate manager no later than fifteen (15) work days prior to the beginning of each quarter. Seasonal employees will be asked to submit leave requests within 5 work days of return to pay status. Leave for seasonal employees will be approved based on the same workload criteria used for permanent employees (Submitted date and EOD).
3. Managers will review all requests with their Department Manager and determine the number of requests that can be approved or must be denied. Every effort will be made to respond to employees within 5 work days. After responses are provided and severe situations occur, due to unexpected work fluctuations, the National Agreement will be used if additional denials are necessary. This will only be done in order to accomplish the work. Note: All consideration will be given to provide employees with the leave requested. This provision will only be utilized when leave approved will cause the area to miss critical completion dates and all other consideration as stated in paragraph 4 are exhausted.

4. If management reviews of workload and leave requests conflict, the team will:
  - Have opportunity to have input into how denials could be approved, taking into consideration workload, current due dates, any other influences within the area and emergency/critical employee leave requests.
  - Discuss how best to meet goals to accommodate additional requests, i.e. voluntary exchanges between employees, credit hours, overtime, changes to AWS days off, etc.
  - Develop a plan of action to complete work in a timely manner if unexpected workload is received throughout the quarter.
5. NTEU will be notified of expected peak periods when leave may be denied and be given a copy of the number of expected denials based on management/team reviews. In the event of a severe workload situation where additional leave must be denied, updated copies will be provided to NTEU as employees are notified.
6. Additional reviews will be done prior to each new month for possible updates or changes. If additional requests can be accommodated, they will be handled per the National Agreement.

A test was performed in the Input Correction Operation, during the October through December 2003 period, to measure the effectiveness of the process. Reviews were conducted by management and NTEU to measure the effectiveness prior to full roll out to all Submission Processing Operations. Findings were addressed jointly and management and NTEU will continue to coordinate throughout full implementation of the guidelines.

  
Linda Weiskopf, Field Director OSPC

  
Eileen Moore, President NTEU Chapter 67