

TRUE COPY

April 28, 1988

MEMORANDUM FOR FILE

Subject: Annual Leave Selections

Based on meetings with City Operations and APWU, we have reached the following understanding with respect to annual leave scheduling during the choice vacation period (May 1 through September 15).

1. Choice vacation selections. First and second choices will be approved up to the percentage for the section. The percentage applied is determined on a weekly basis. Selections may be for less than five days. Item 6 concerning days off and holidays applies to choice vacation selections even though the selection is for less than 5, 10, or 15 days.
2. Requests submitted by March 15, approved by seniority. If the percentage is not filled by first and second vacation choices, annual leave will be approved for those who have submitted requests prior to March 15, by seniority, up to the appropriate percentage. We have indicated that we will base the percentage on a daily calculation for approval of these requests. The union has not yet indicated whether or not they agree with that method of calculating the percentage. Item 6 of the Local Memo does not apply to requests approved under these provisions, since these requests are not choice vacation selections. However, we have agreed that normally days off and holidays that are bracketed by annual leave, will not be worked. The union has agreed that they will do their part in explaining to senior employees who might be required to work holidays if junior employees utilize these provisions to insulate themselves from holiday scheduling. If an employee submits a request for leave, and one or more days cannot be approved because the percentage has already been filled for those days, the supervisor will annotate on the 3971 the days which can be approved and return the 3971 to the employee for resubmission. If the employee amends the request for leave and resubmits it within five calendar days, we will consider the resubmission to be as of the date of the original request if the days requested were included in the original submission. If the resubmission comes back more than five calendar days after it was returned, it will be considered as newly submitted. If that new submission date is after March 15, then consideration for approval of the leave would be on a first-come, first-served basis.
3. Incidental leave submitted after March 15. If a request for annual leave is submitted after March 15, but at least five working days prior to the first day of requested leave, as provided in Item 12, annual leave will be approved up to the appropriate percentage. The percentage will be calculated on a daily basis. This leave is approved on a first-come, first-served basis. If the request is

submitted less than 5 working days, the percentage will not apply. Leave approval will be strictly at the discretion of the supervisor, but if any leave is approved it will be first-come, first-served as required in LMU.

The above provisions concerning percentages apply only during the period from May 1 through September 15, when choice vacation percentages apply. There are no percentage allocations for periods outside that time frame. Any requests for leave outside that time frame, or in excess of the applicable percentage during that time frame, are strictly at the discretion of the supervisor. Such requests would, of course, still be subject to approval by seniority or on a first-come, first-served basis depending upon the submission date of the request.

Any of these understandings which can change the way we have done something will be applied only in the future. We will not backtrack to make changes on items that have already been approved.

This applies only to APWU.

/s/ D J S
/t/ D. James Shipman
Director, Human Resources
Des Moines Division
Des Moines, IA 50318-9994