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Subject: Scheduled Sick Leave

Last week the Western Area audited our Resource Management Office (RMO), formerly called Attendance Control. Based on the audit results it is apparent there is confusion on how to handle requests for "scheduled" sick leave. To assure that we are all consistent in managing leave and clear as to when leave should be scheduled or unscheduled, I am issuing the following instructions for scheduled leave requests under both the 1) Settlement Agreement for APWU employees and 2) all other scheduled leave requests.

1. APWU Settlement Agreement

Sick Leave must be "scheduled" when ALL of the following conditions are met:

- a) APWU employees only.
- b) The employee or representative must bring in medical documentation and hand it directly to the MDO or Manager on duty at the time. The documentation is not to be given to a supervisor. Telephone requests or faxed or scanned documentation are not acceptable.
- c) The documentation must be presented *at least* 4 hours prior to the employee's begin tour.
- d) The employee must be incapacitated -- unable to perform his or her normal duties for the period of absence.
- e) The employee must present medical documentation from his/her physician that provides an explanation of the nature of the employee's illness to indicate to management that the employee was (or will be) unable to perform his or her normal duties for the period of absence. Normally, "under my care" or "received treatment" is not acceptable evidence of incapacitation to perform duties-- ELM 513.364. Supervisors may accept proof other than medical documentation if they believe it supports the approval of the sick leave application.

Please note that management is not required to "schedule" sick leave for routine dental or doctor appointments under this Settlement. Management's sole responsibility under

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this Settlement is to provide scheduled leave only if the employee is incapacitated and meets all the other conditions mentioned above.

You should only schedule sick leave for routine appointments based on operational needs. The employee should request routine appointments well in advance of the leave to allow sufficient time for management to plan their staffing for that day. If advance notice is not provided, ask yourself if you can afford to have the employee off for the time requested? If the answer is no, then tell the employee to reschedule their appointment either during a time that you are able to schedule their leave or during their scheduled days off.

Note: Copies of all documentation provided to MDO's and Managers to support "scheduled" leave requests must be sent to the Resource Management Office attached to Form 3971.

All Other Scheduled Sick Leave Requests

Except for unexpected emergencies, illness/injury situations, leave must be requested on Form 3971 and approved in advance by the appropriate supervisor or manager – ELM 512.411, 512.421, 513.331, 513.341, and 513.342.

It is your responsibility as a supervisor and manager, to share your attendance expectations with your employees during service talks. Let them know that it is important for them to plan leave in advance if they want it "scheduled". The leave must be reported on Form 3971 and approved in advance by the appropriate supervisor. Telephone and verbal requests are unacceptable. If an employee "calls" to request leave, they must call the Resource Management Office because the leave will be considered "unscheduled".



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C: Kathy Anderson
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