

**DEPARTMENT OF THE ARMY  
HEADQUARTERS JOINT READINESS TRAINING CENTER and FORT POLK  
FORT POLK, LOUISIANA 71459**

**CIVILIAN PERSONNEL  
BULLETIN NO. 05-09**

**9 January 2009**

**SCHEDULING OF ANNUAL LEAVE - IAFF**

1. Article XV, Section 3 and 4, of the Negotiated Agreement between Fort Polk, Louisiana, and IAFF Local F-215 address the scheduling of annual leave for vacation and holiday periods.

2. Section 3 provides in pertinent part:

"a. Subject to minimum staffing requirements, the Employer will make an effort to allow each employee a vacation period. Priority for the approval of leave requests will be as follows: (1) Two consecutive weeks (6 shifts); three to five shifts; and one to two shifts. Employees must submit leave requests for vacation periods not earlier than 1 January nor later than 31 January of each leave year.

b. The Employer will approve and post leave schedules for vacation periods not later than 1 March of each year."

3. Section 4 provides in pertinent part:

"a. For the purpose of this Article, holiday periods are defined as Independence Day, Thanksgiving Day, Christmas Eve, and Christmas Day.

b. Employees must submit leave requests for holiday periods not earlier than 1 January nor later than 31 January of each leave year.

c. The Employer will approve and post the leave schedule for holiday periods not later than 1 March of each leave year."

4. In order to avoid a violation of the Negotiated Agreement, managers and supervisors are reminded to (a) request their employees to submit proposed dates for vacation and holiday periods not later than 31 January 2009 and (b) approve and post a leave schedule not later than 1 March 2009.

5. Managers and supervisors desiring assistance and/or further information regarding the scheduling of annual leave

should contact the Human Resources Advisor assigned to their organization at 531-4207/4020. Information regarding the requirements of the Negotiated Agreement may be obtained from the Labor Relations Specialist at 531-6500.

FOR THE COMMANDER:

DONALD R. MALLETT  
Director, Civilian Personnel  
Advisory Center

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