

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

CIVILIAN PERSONNEL
BULLETIN NO. 07-09

9 January 2009

SCHEDULING OF ANNUAL LEAVE - NAF

1. Article XVI, Section 2, of the Negotiated Agreement between Fort Polk, Louisiana, and NAGE Local R5-168 (NAF) provides in pertinent part:

"The Employer will make an effort to allow each employee having a sufficient amount of accrued leave a vacation period of at least two consecutive weeks annually. Not later than March of each year, employees will be requested to submit proposed dates for this vacation period. As soon thereafter as practicable, the leave schedule will be prepared and made known to the employees so that they can make their plans accordingly."

2. In order to avoid a violation of the Negotiated Agreement, managers and supervisors are reminded to (a) request employees to submit proposed dates for vacation periods not later than 31 March 2009 and (b) prepare and post a leave schedule and advise employees accordingly as soon thereafter as practicable.

3. Managers and supervisors desiring assistance and/or further information regarding the scheduling of annual leave should contact the Human Resource Advisor assigned to their organization at 531-4207/4020 or NAF Personnel Officer at 531-4906. 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

DISTRIBUTION:
Supervisors of NAF Employees