

New Article 10

Old Article 15

Annual Leave

15.1 Annual Leave

Employees shall earn and use annual leave in accordance with applicable statutes law and regulations, ~~including the Family and Medical Leave Act referenced in Article 20, Family Leave. Supervisors shall grant or deny leave requests in accordance with the criteria set forth in Section 15.2. Both employees and leave approving officials have the obligation and responsibility for advance scheduling of annual leave.~~

15.2 Requests

15.2.1 Requests for annual leave which are for periods of three consecutive workdays or less must be made in advance and may be made orally unless a supervisor requires the requests to be in writing or e-mail. Requests for annual leave which are for periods in excess of three consecutive workdays shall be made in advance and in writing ~~on SF-71~~. Requests to use annual leave shall be granted or denied promptly. The supervisor may deny annual leave requests for reasons related to the employee's workload, and/or the workload in the employee's organizational segment which could affect the employee's workload. ~~Workload-related reasons include the fact that other employees have been granted annual leave during the period in question and the fact that the employee may be required, due to unusual circumstances, to perform work during the period in question.~~

15.2.2 In the event that a supervisor denies an employee's request for annual leave during a specific time period due to workload restrictions, the supervisor will, if requested and to the extent practicable, specify an alternative time when the block of requested leave may be taken.

15.2.3 Once an employee's request for annual leave has been approved, the approval may not be revoked unless, because of changed circumstances, the employee's absence would cause a severe workload problem.

15.2.4 When two or more employees' requests for annual leave create a workload problem in the employees' organizational segment, the employees will be requested to resolve the problem among themselves. If they are unable to do so, the requests, if granted, will be granted in the order that the supervisor received them.

15.3 Consecutive Leave Weeks

Subject to the provisions of Section 15.2, the NRC agrees to grant annual leave in a manner which permits each employee, if he/she wishes, to take at least 2 consecutive weeks of annual leave each year, provided the employee has a sufficient leave balance or will have accrued a

sufficient leave balance by the end of the current leave year, or by the termination date of his/her appointment, whichever is sooner.

#### 15.4 Use or Lose Leave

The NRC agrees to continue its practice of advising employees about the law and regulations pertaining to the forfeiture of “use-or-lose” annual leave. Such advice will be given annually in writing and will be published far enough in advance of the end of the leave year to permit employees in a “use-or-lose” situation to meet the statutory and regulatory guidelines for avoiding forfeiture of annual leave.

#### 15.5 Substitution of Leave

When sickness occurs within a period of annual leave, the employee may request that the period of illness be charged as sick leave and the annual leave would be reduced accordingly. Such requests to substitute sick leave for annual leave should be made as soon as possible after return to duty, and if the sick leave exceeds 3 consecutive workdays the supervisor may require the employee to furnish either a medical certificate or other reasonably acceptable evidence. When the request for sick leave, which is to be substituted, complies with Article 16 ([Sick Leave](#)), it shall be approved.

[File: Art15-final](#)