

**ARTICLE XII**  
**OTHER LEAVES AND ABSENCES**

1. SECTION 1. Leave without pay (LWOP) may be granted in
2. accordance with applicable laws and regulations and work
3. load requirements. Such leave without pay shall not exceed
4. one year for each request.
  
5. SECTION 2. Employees accepting full-time positions as
6. Union representatives at the national or district level,
7. may be granted leave without pay for one (1) year and
8. consideration will be given for additional extensions.
  
9. SECTION 3. Officers and stewards of the Union may be
10. administratively excused to attend training sessions
11. sponsored by the Union, provided the subject matter of such
12. training is of mutual concern to the Employer and the
13. Union, and the Employer's interest will be served by the
14. Officer's/Steward's attendance. Such must be approved by
15. the Employer. Subject to the same criteria and
16. limitations, an employee who is a representative of the
17. Union with responsibilities under the Federal Wage System
18. (FWS) may also be excused for the purpose of attending a
19. training session sponsored by the Union concerning FWS
20. policies and operations.
  
21. SECTION 4. Employees who volunteer as blood donors(which
22. excludes donation for compensation, or for their own blood
23. bank) and actually donate blood, to the American Red Cross,
24. military hospitals or other local blood donation
25. facilities, that service the Fort Bragg area, or respond to
26. emergency calls for blood donations within the Fort Bragg
27. area, may be authorized up to four (4) hours excused
28. absence for the blood donation recovery. The four (4) hour
29. period is in addition to the time required to travel to and
30. from the blood center and to give blood. The excused
31. absence must be taken on the day the blood is donated. The
32. blood donor will submit a SF-71 requesting excused absence
33. for blood donation which includes in the remarks section
34. who the donation is made for. Supervisors can deny a
35. request based upon mission requirements. Following
36. donations the employee will furnish to their supervisor
37. documentation from the blood facility verifying the blood
38. donation and date.
  
39. SECTION 5. Brief absences from duty of less than an hour
40. and tardiness may be excused on an infrequent basis when
41. reasons appear adequate to the supervisor. An absence may
42. also be charged against any compensatory time the employee
43. may have to their credit, or with the employees' consent,
44. may be charged to annual leave, leave without pay. The
45. supervisor may charge the employee absence without leave.
46. An employee may not be required to work during a period

47. they are charged leave.

48. SECTION 6. Employees obtaining examinations required by  
49. the agency shall be on administrative excused time. Any  
50. employee receiving medical examination on the date of an  
51. on-the-job injury shall be on administrative excused time.  
52. Employees who seek a medical examination for a claimed  
53. Occupational Illness or Disease are not entitled to excused  
54. absence.

55. SECTION 7. Court leave is the authorized absence, without  
56. charge to leave or loss of compensation, of an employee  
57. from official duty for jury duty or for attending court in  
58. a nonofficial capacity as a witness on behalf of the  
59. Federal, State, or Local Government. Employees who are  
60. attending court as a witness in their official capacity,  
61. are on duty time. The court may be Federal, State, or  
62. Municipal. An employee duly summoned for jury duty or for  
63. other judicial proceedings in a nonofficial capacity as a  
64. witness on behalf of a Federal, State, or Local Government  
65. will be placed on court leave to comply with the order.  
66. This provision does not apply to intermittent employees or  
67. employees in a leave without pay status. The employee  
68. shall furnish the Employer satisfactory evidence of the  
69. service rendered the court. All jury fees received for  
70. services for a period when the employee is granted court  
71. leave must be turned in to the employing activity and the  
72. employee will be paid in accordance with applicable  
73. regulations. The employee may keep allowances for mileage  
74. and subsistence if not paid by the employing activity.

75. SECTION 8. Administrative excused time may be granted  
76. employees if they request it for the purpose of voting in  
77. these elections or referendums, subject to the following:  
78. (Note the polls in North Carolina are open from 6:30 a.m.  
79. to 7:30 p.m. on election day).

80. a. Employees holding voting residence within a  
81. forty (40) mile radius from the center of Fort Bragg  
82. shall be granted excused time to vote which will  
83. permit them to report for work within three (3) hours  
84. after the polls open, or leave work within 3 hours  
85. before polls close, whichever will cause the least  
86. period of absence.

87. b. An employee residing more than forty (40)  
88. miles from Fort Bragg (or living out of state) may  
89. coordinate with his supervisor to obtain the time  
90. necessary to exercise voting privileges.

91. c. Voting arrangements requiring excused leave  
92. will be made with the employee's immediate supervisor  
93. prior to election day to prevent undue interruption to  
94. work operations.

95. SECTION 9. For employee's who vote in jurisdictions which  
96. require registration in person, excused time to register  
97. will be granted on the same basis as for voting, provided  
98. registration cannot be accomplished on a non-workday.

99. SECTION 10. Any employee requesting time to go to the Union  
100. or to speak to an Officer and/or Steward/ Representative  
101. will complete a Standard Form (SF) 71, checking the other  
102. block and indicating in the remarks section that they are  
103. seeking assistance from and/or going to the Union. The  
104. specifics of the issue/concerns need not be placed on the  
105. SF-71. This will be completed prior to the employee  
106. departing the work area to go to the Union or to speak to  
107. the Officer and/or Steward/Representative.

108. SECTION 11. If an employee has been issued a citation by a  
109. law enforcement official of the Employer on the premises of  
110. Fort Bragg, and the employee believes the citation to be  
111. unjustified or unwarranted, they may be granted a  
112. reasonable amount of time, ordinarily not to exceed one  
114. hour of excused absence without charge to leave or loss of  
115. pay, to consult with appropriate officials of the  
116. Employer regarding the matter.

117. SECTION 12. All leaves not specifically covered in this  
118. agreement, which may fall under any existing or future law,  
129. rule, or regulation, shall be administered in accordance  
120. with the enacting authority.