



Agenda



US & NUS LEAVE

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US Leave and Absence



- **In accordance with DoDI1400.25V630_AFI 36-815, Leave, employees must:**
 - be dependable and report for work except when in an approved leave status;
 - request leave in advance in accordance with applicable procedures and cooperate in rescheduling leave when necessary; and
 - report unexpected absence to supervisor and request approval for absence in accordance with applicable procedures.
- **Leave must be properly documented in the timekeeping system**



Unscheduled Leave Requests



- **Unscheduled leave requests shall be made to the supervisor ASAP, but no later than two hours after the start of an employee's shift.**
- **When requesting leave, the following must be communicated:**
 - **The type of leave requested (annual, sick, compensatory time, leave without pay (LWOP), permission to miss scheduled overtime, etc.)**
 - **The anticipated duration of the request**
 - **The reason(s) for the request**
 - **Contact information where the employee can be reached regarding their location.**



Annual Leave



- **Use: ANY** purpose, but supervisor determines approval based upon workload/mission consideration
- **Accrual rate per pay period:**
 - Less than 3 years: 4 hours
 - Less than 15 years: 6 hours
 - 15 years or more: 8 hours
- **Maximum Annual Carryover:**
 - Transportation agreement 360 hours (45 days)
 - Local hire 240 hours (30 days)



Sick Leave



- **Use: ONLY qualifying purposes IAW DoDI1400.25V630_AFI 36-815, Leave:**
 - Unable to perform duties due to illness/injury
 - Treatment and exams, inc. drug/alcohol counseling
 - Pregnancy/childbirth/adoption/foster care
 - Care of family member with contagious disease
 - Limited use for Family Care per leave year:
 - » 480 hours (60 days) for care of a serious medical condition
 - » 104 hours (13 days) for general family care and bereavement



Sick Leave Cont.



- **Accrual rate per pay period:**
 - 4 hours
- **Maximum Annual Carryover:**
 - No maximum
- **Documentation required for absences more than 3 days**
- **Abuse leads to discipline and/or administrative action**



US Civilian Leave Resources



Helpful Web Resources

Air Force Forms and Publications https://www.e-publishing.af.mil/	DoDI1400.25V360 AFI 36-815 , Leave
Ramstein CPF Website https://www.ramstein.af.mil/Contact/Civilian-Personnel-Flight/Units/Ramstein-AB-Passenger-Terminal/	Includes locally developed factsheets on several leave and absence programs to better explain the requirements and procedures
MyPers https://mypers.af.mil	Keyword search 1047 for a great repository of leave and absence information with AF specific requirements
OPM https://www.opm.gov	The Pay & Leave Policy site includes leave forms, fact sheets, reference materials, and FAQs

Leave questions should be directed to your **immediate supervisor** and further questions may be sent to 86fss.fsec.us-emr@us.af.mil

Questions and issues regarding the timekeeping system ATAAPS, should be referred to your organizations **timekeeper** or submit an inquiry ticket to Civilian Pay at <https://usaf.dps.mil/teams/SAFFMCSP/portal>

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Overview of Applicable LN Laws and Regulations



Working Conditions for Non-US employees are regulated by:

- **NATO Status of Forces Agreement (SOFA)**
Forms the basis of US/German relationship and establishes that German Law applies
- **German Labor Law**
Provides a myriad of rules and regulations applicable to any part of an employment contract (e.g. Federal Leave Act)
- **Collective Tariff Agreement II (CTA II)**
Describes the specific terms of employment for all Non-US employees of the foreign forces in Germany.
Negotiated between the German Ministry of Finance (input from reps of the Sending States Forces) and the German Union



CTA II – Article 33

LN Annual Leave Provisions



- Employees **request** - Supervisors **approve** AL
- 30 work-days annual leave per calendar year (5-day work week)
- 6 additional work-days of annual leave in case of a handicapped status
- Employees must use leave for rest and recuperation
- Employee must use half of leave entitlement in one period once per year
- Employees must be employed for six months before receiving leave entitlements
- Partial Leave – employees earn 1/12 of total leave entitlement for each month employed if not employed all year or in a part-time position
- Transfer of Leave – Leave must be used in the calendar year it is earned. The final leave period to use any left over leave must be started by 31 Dec of the leave year. Transfer up to 31 Mar possible if significant reasons prevented leave from being taken earlier

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CTA II – Article 33

LN Annual Leave Provisions cont'd



- Supervisors must establish and approve an Annual Leave Plan
- **Recommend completion NLT 31 Jan**
- Establish Rules, e.g.:
 - minimum/maximum duration
 - leave restrictions
 - minimum manning/coverage of functions
 - Suspense(s) for leave projections etc.
 - Employees may consider the Leave Plan approved if no other information is given by the supervisor in a timely manner

Note: Irreconcilable disagreements between employees about leave schedules may become matters of WC co-determination



CTA II – Article 28

Administrative Leave Provisions



Upon request and provision of documentation, Article 28 allows Admin Leave for a number of special circumstance, i.e.

3 days - for death of a spouse

2 days - for employee's own wedding

- for spouses' child delivery

- for death of immediate family member (children, parents siblings, grandparents or in-laws)

- for employee relocation for job related reasons

1 day - for employee relocation for personal reasons

- for employee's 25th wedding anniversary

Up to 3 days - for severe illness of the employee's spouse in difficult situations **(recommend to contact EMR for validation before such a request is approved)**

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CTA II – Article 28 Administrative Leave Provisions cont'd



Up to 2 days - for severe illness of family members (see above for definition)
IF they live in the same household
AND provide medical documentation that care is required
AND justify that care must be provided by the employee personally
AND there is no entitlement per the next paragraph
(recommend to contact EMR for validation before approving such a request)

Up to 2 days - for severe illness of a child if there is no longer an entitlement to
unpaid time-off covered by the health insurance.
(recommend to contact EMR for validation before approving such a request)

Up to 1 day - for summons to court through no fault of the employee and only if the
court does not provide reimbursement of lost wages
- for fulfillment of duties in the interest of the German public or official
volunteer duties if loss of pay is not reimbursed (e.g. judge duties,
election committees, fire department)
- for the first visit to a physician

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CTA II – Article 28 Administrative Leave Provisions cont'd



The necessary amount of time - for medical examinations and treatments ordered by a physician **if they cannot be performed outside of duty hours**

Up to 6 days per year - to participate in certain Union activities at the request of the union if operational considerations permit **(recommend to contact EMR for validation before approving such a request)**

The entire day on 24 and 31 December each year. If this is not possible for operational reasons, time-off will be granted on another work day within the following 12 months.

(recommend to contact EMR if LN employees cannot be released from work on the 24 and 31 December per tariff agreement)



CTA II – Article 29

Sick Leave Obligations



- Immediate Notification (Art 29, 4.a, CTA II)
 - Internal procedure recommended
- Medical Certificate (sick slip) (Art 29, 4.b, CTA II)
 - 1-3 days without medical certificate
 - Day 4: medical certificate needs to be provided
 - In justified cases the employer can request a sick slip on the first day
- Submit sick slip for each period of sick absence (Art 29, 4.c, CTA II)
- Continuation Sick Slip (> 6 weeks)
- Sickness during AL
 - Obligation: Medical certificate, immediate notification otherwise AL



Differences between US and the LN System



- Leave cannot be donated
- AL entitlements are available at the beginning of each calendar year
 - Do not need to be earned
 - ONLY exception: the first six months of a new external hire
 - Separation during the year
- No Weather & Safety Leave!
- No PT time during working hours



LN Shop Agreement



- **US Holidays** – **ONLY** off – if participating in the Shop Agreement
- **Family days** are not part of the current Shop Agreement which cannot be changed by the agencies (Shop Agreement = Agreement between the Agency Chief and the Works Council)
- **LN-EMR related questions – DSN: 480-5365, or email the org box @ 86FSS.CPF.LN-EMR@us.af.mil**
- **LNTAP/LN Payroll related questions – DSN: 480-2470 or email the org box @ 86fss.cpf.Intap@us.af.mil**



Questions?



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Final Thoughts

- Leave is not guaranteed – must be requested
- Coordinate leave w/co-workers
- Family days – liberal leave typically authorized
- No leave carryover due to CV-19
- Take your leave – improves resiliency!

Send feedback or suggestions to:

86MSG.CivDvlpmt.MSGCIVDevelopment@us.af.mil

“Leadership amounts to wanting more **FOR** our people than we want **FROM** them.” (Bobby Herrera - The Gift of Struggle)

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