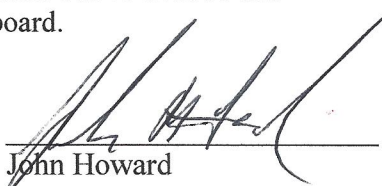


Memorandum of Understanding between AFGE and the Department of Education
Voluntary Leave Bank Program

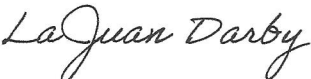
1. New employees to the Department of Education may apply for enrollment in the Voluntary Leave Bank Program (VLBP) within 30 days of their onboarding and if they are eligible, their enrollment in the program is effective the beginning of the pay period after the VLBP receives the Application to Enroll. Current employees may apply to the VLBP during the annual open season period, if eligible, their enrollment will be effective the beginning of the pay period after the VLBP receives the application to enroll. The voluntary leave bank will convey membership for the remainder of the current leave year, in which the employee enrolled.
2. The VLBP Coordinator shall provide written notification from ED HQ to the applicant, supervisor, and timekeeper on any action taken on an application to the VLBP. Employees who apply to become VLBP recipients shall receive written notification of acceptance or denial within 14 calendar days of the Voluntary Leave Bank Board's (VLBB) decision.
3. The VLBB shall have one representative from the Union who is appointed by the Union and who is not subject to term limits on the VLBB.
4. On an annual basis, the VLBB will review the hours remaining in the bank, number of participants for the year, usage for the year, and may adjust the maximum annual leave amounts for enrolled employees based on these metrics. Additionally, the VLBB may reduce the required hours for contribution based on these metrics.
5. If the number of Board members is modified, the Union will be noticed and provided the opportunity to bargain changes to the board.



Kenneth Giacalone
Chief Negotiator Dept. Education



John Howard
Chief Negotiator AFGE



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Management Team