

**LOCAL AGREEMENT
WSEU PROFESSIONAL SOCIAL SERVICES**

ANNUAL LEAVE SCHEDULING

This is a Local Agreement regarding vacation scheduling between Local 2748, WSEU, AFSCME, Council 24 (hereafter the Local) and the Department of Health Services, Division of Mental Health and Substance Abuse Services, Winnebago Mental Health Institute (hereafter the Employer).

It is the intent and purpose of the parties hereto that this agreement constitutes an implementation of the provisions of Article XIII of the agreement between the State of Wisconsin and AFSCME, Council 24, Wisconsin State Employees Union. Nothing in the local agreement shall be construed to override any contractual provision in the Master Agreement unless specifically allowed by the terms of the Master Agreement. It is understood that negotiations in regard to this agreement may be re-opened by mutual agreement of the employer and the union.

This agreement covers all employees in the Social Work classification series employed on treatment units at Winnebago Mental Health Institute.

Annual leave is defined as paid vacation, personal holidays and Saturday/Legal holidays available for scheduling. (NOTE: Comp time is NOT part of the annual leave scheduling process)

Furlough or reduction in hours scheduling, if applicable, will occur in the same manner outlined below following the completion of annual leave scheduling.

Scheduling of annual leave will be scheduled for the entire year per scheduling group as identified below. Annual leave will automatically be approved if minimums are met within the scheduling group. Ties in seniority will be broken in accordance with Article 5 of the agreement. Selection of annual leave picks will be for a minimum of 1 work day.

Each employee shall be allowed three (3) working days for their annual leave picks.

In the event that an employee is on paid or unpaid leave time, management/scheduling designee shall make a reasonable attempt to contact the employee regarding his/her annual leave preference. The Union shall be notified if the employee could not be reached.

When an employee misses his/her turn and returns to work, or as soon as the employee is available, he/she shall receive the annual leave schedule after the person who is currently scheduling has finished his/her selection.

An employee, who fails to return his/her selection to the Management designee by the designated time, will be considered as having missed his/her turn.

Alternative Work Patterns will be altered when necessary to accommodate initial seniority based vacation requests. In accordance with Article VI of the Master Agreement, notice will be provided to Local 2748 of any such change to their alternative work pattern. There will not be blanket cancellations of Alternative Work patterns during holiday weeks. Social Workers with Alternative Work patterns should apply for vacation on their preferred days off, even if they are regularly scheduled off on those days. This will allow such Social Workers to secure those dates if their seniority allows it. Alternative Work Patterns include flexible time, non-standard workweek employment, part time employment, job sharing and other patterns that may be developed between the parties.

WMHI Social Work Coverage Groups

Petersik Hall Forensic Units – Minimum on duty = 2

Petersik Hall North – 2.5 positions

Petersik Hall South – 2.5 positions

Total = 6 SWs (5 FTEs)

Gordon Hall Forensic Units - Minimum on duty = 1

Choices – 2 positions

Gemini – 2 positions

Total = 4 SWs (4.0 FTEs)

Civil Units (Adult & Youth) – Minimum on duty = 3

STEP – 1 position

Challenges – 2 positions

Youth Services – 3 positions

Civil Float – 1 position

Total = 7 SWs (7 FTEs)

Note: For single work days that fall on a Monday before a Tuesday holiday or the Friday after a Thursday holiday coverage may go down to;

- ❖ 1 person/scheduling group for Gordon Hall and Petersik Hall scheduling groups
- ❖ 2 persons/scheduling group for the Civil Units

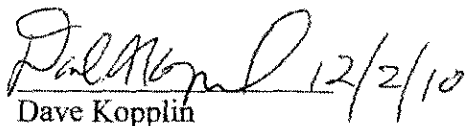
When a pre-scheduled vacation time becomes available due to cancellation or vacancy, the pre-scheduled vacation time selection by that social worker will be available for use by other social workers. The employer will update the electronic calendar and will post notice of the available date(s), indicating a deadline to submit requests. Social workers in that scheduling group who are interested in the newly available time will have a reasonable amount of time from the date of notice to provide in writing their desire to

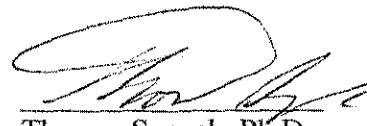
schedule vacation on those date(s). Vacations will be granted on a seniority basis to social workers within the scheduling group who have submitted written requests.

When a social worker transfers to a new unit the approved vacation schedule will transfer with them to the new unit provided no other employee is negatively impacted. Conflicts are resolved utilizing section 13/6/9 of the WSEU master agreement.

Should vacancies occur that impact annual scheduled vacation coverage; management will make every effort to ensure that employees' vacation picks are honored by utilizing department-wide resources to meet minimums and operational needs as defined under 15/6/1. If requested, an explanation of the operational need shall be provided to the local union.

The parties, whose signatures appear below, have the authority to bind the Employer and Local Union to terms and conditions of this local agreement. By mutual agreement, the parties may amend or add to this agreement, except that addenda may not take effect until signed by the parties.


Dave Kopplin
Local 2748 President


Thomas Speech, Ph.D
Director, WMHI