

**MEMORANDUM OF AGREEMENT
(MOA)**

ON

AFI 36-815, ABSENCE AND LEAVE

References:

AFI 36-815, *Absence and Leave*, dated 8 July 2015 and *Air Force Guidance to AFI 36-815*, dated 3 August 2018

(Supersedes MOA dated 3 May 2007 on AFI 36-815, *Absence and Leave*, dated 21 December 2006)

1. The American Federation of Government Employees (AFGE) Council 214 and Air Force Materiel Command (AFMC), hereafter referred to as the Union and Management, hereby enter into this MOA regarding the subject instruction as it applies to bargaining unit members covered by the Master Labor Agreement (MLA) between the Parties.
2. Air Force Instruction 36-815 provides comprehensive guidance on absences and leave procedures for Air Force personnel.
3. When any provision of AFI 36-815 conflicts with the Master Labor Agreement (MLA), the MLA takes precedence. If a provision of AFI 36-815, which allegedly conflicts with the MLA is applied to a bargaining unit employee, the matter may be resolved through the negotiated grievance procedure in Article 6 of the MLA.
4. Leave requests will be accomplished in accordance with the MLA Art 23 and 24.
5. Telework is covered by AFI 36-816 MOA for AFGE C 214 bargaining unit employees.
6. The Air Force encourages its employees to volunteer as blood donors without compensation. Employees will typically be excused up to four hours for blood or blood product donations that do not result in the employee receiving compensation for the donation. Supervisors should grant employees approval of administrative leave up to a maximum time of 4 hours for blood donations, as long as the employee provides up to 24 hours advanced notice to their supervisor. Employees who volunteer but are rejected as donors for that visit must return to duty or if the volunteer chooses not to return to duty they may request leave (e.g. annual leave/sick leave, etc. if applicable). Rejected donors will only be granted administrative leave for the time actually missed. Actual time missed includes travel time to and from donation site.
7. Unless otherwise defined by law or specific regulatory provisions, the meaning of the work "emergency" as contained in AFI 36-815 is defined as "an unforeseen event."

8. All remedies available under the MLA or 5 U.S.C. 71 will remain available to the Parties if concerns cannot be cooperatively resolved.

FOR MANAGEMENT

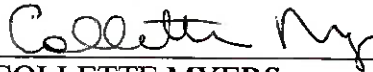
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