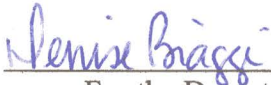


## Memorandum of Understanding (MOU)

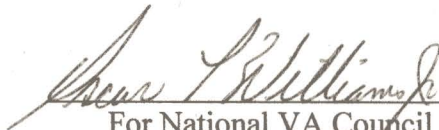
The following constitutes agreement between the Department of Veterans Affairs, (VA) and the American Federation of Government Employees, AFL-CIO, National Veterans Affairs Council #53 (NVAC) on VA Handbook 5011/11, Part III Chapter 2, paragraph 3a, dated December 15, 2006 on Enhanced Time and Attendance (ETA).

1. The national parties agree that all requests for leave must be recorded by using ETA or OPM Form 71 - Request for Leave or Approved Absence, by the employee.
2. The national parties agree the word "promptly" is defined to mean anytime during the day in which an employee returns to work after using leave.
3. The appropriate Management Official, upon receipt at the facility, shall provide a copy of this MOU to the Local Union President.



For the Department (VA)

5/23/07  
Date



For National VA Council #53

5-7-07  
Date