

NYSA-ILA CONTRACT BOARD

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NOTICE

**TO: All Longshore Workers, Clerks and Checkers Covered by the
NYSA-ILA Collective Bargaining Agreement**

FROM: NYSA-ILA Contract Board

RE: Requirements for Leave of Absence

In considering the provisions in the respective seniority articles pertaining to leave of absence, the NYSA-ILA Contract Board at its meeting of March 8, 2005, has adopted the following requirements for all crafts:

1. A leave of absence shall be granted only to an employee who has been employed in the industry for a minimum of 3 contract years with at least 700 work hours in each contract year.
2. A leave shall be for no more than 12 months' duration.
3. The leave must be approved in advance by the NYSA-ILA Seniority Board.
4. The applicant for a leave of absence must complete a leave of absence request form in quadruplicate which will be obtained and completed at the applicant's local union.
5. The local union will countersign the completed form and retain a copy.
6. The applicant will then file a copy with the Committee on Absenteeism at 45 Broadway and the applicant will retain a copy.

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7. The Committee will notify the applicant's employer by forwarding a copy of the form to the employer. The employer will have 10 business days to approve or object to the application. If the employer objects, the employer must provide the reason(s) for the objection.
8. Thereafter, the Committee will review the application and the employer's response and determine whether the request is to be granted.
9. The Committee's determination will then be submitted to the NYSA-ILA Seniority Board.
10. If the application is denied, the applicant may appeal to the Seniority Board whose determination shall be final and binding.
11. If the application is granted, the applicant must then notify the Waterfront Commission.
12. If the applicant overstays his/her leave of absence, the applicant must file a request with the Seniority Board for the right to return to the industry setting forth the reason(s) for overstaying the leave of absence.
13. The Seniority Board will review the request and make a recommendation to the Contract Board setting forth the basis for the recommendation.
14. The Contract Board will then make a determination on the applicant's request which determination shall be final and binding.
15. If the applicant is permitted to return, the applicant will lose his/her seniority and be assigned the lowest seniority available at the time of his/her return.
16. The above requirements for a leave of absence shall become effective April 1, 2005.

March 2005