



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES NOTE 12630
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NAVSUPPACT NAPLES NOTICE 12630

From: Commanding Officer, U.S. Naval Support Activity, Naples,
Italy

Subj: 2015 REST DAYS AND "PERMESSI" FOR LOCAL NATIONAL EMPLOYEES

Ref: (a) Conditions of Employment Manual for Local National
Employees of the U.S. Armed Forces in Italy
(b) COMNAVREGEURINST 12610.1
(c) JCPC Italy resolution 127th meeting

1. Purpose. To establish procedures for the use of rest days and the granting of excused absence (permessi) to Local National (LN) employees in connection with abolished Italian holidays and the annual hours of work reduction for calendar year 2015.

2. Scope. This notice applies to LN employees of U.S. Naval Support Activity Naples, Italy and Civilian Personnel Offices of the Navy Exchange.

3. Procedures

a. Two rest days will be granted in substitution of two abolished Italian holidays per article 20 of reference (a). The first rest day will be granted on Monday, 25 May, Memorial Day, and the second rest day will be granted on Friday, 3 July, Independence Weekend. Firefighters assigned to a 12-hour-per-day tour of duty will be granted the above rest days per paragraph 4b of reference (b).

b. Per references (a) and (c), in calendar year 2015, full-time permanent employees in a pay status during the entire calendar year will be entitled to a 103-hour reduction in the annual hours of work for non-Exchange employees and 104 hours for Exchange employees. The reduction in hours of work for employees who are hired or terminated during the year or those employees in a temporary, part-time or non-pay status for more than 15 calendar days in a calendar month will be proportionate to the employment period, the number of hours in a pay status, and the number of regularly scheduled hours of work, if less than 40 hours per week.

The reduction in hours of work for full-time employees in a pay status for the whole calendar year will be effected through the granting of eight rest days with pay for Exchange employees and seven rest days for non-Exchange employees, plus excused time with pay, hereinafter referred to as permessi, in the amount of 40 hours for Exchange employees, and 47 hours for non-Exchange employees. Other employees will be granted rest days and permessi proportionate to their hours of work. For this purpose, one rest day equals eight hours of reduction for full-time employees. Firefighters assigned to a 12-hour-per-day tour of duty are entitled to the same number of hours of work reduction as for those assigned to a 40-hour-per-week tour of duty. However, since the actual hours of work for firefighters amount to 12 hours per day, they are only entitled to six rest days and 47 hours of permessi.

(1) Rest days. For 2015, management will designate three rest days for non-Exchange employees and four rest days for Exchange employees. The union officials will designate three rest days for the non-Exchange and four rest days for Exchange employees. Firefighters will be granted the rest days per paragraph 4b of reference (b), and any unused balance of the annual hours of work reduction will be added to the permessi hours and granted as permessi as soon as operational requirements permit.

DESIGNATED REST DAYS

NON-EXCHANGE EMPLOYEES (MANAGEMENT)

<u>Date</u>	<u>Area:</u>	<u>Scope:</u>
7 September	Naples, Gaeta	All employees excluding firefighters
12 October		
26 November		

NON-EXCHANGE EMPLOYEES (UNIONS)

<u>Date</u>	<u>Area:</u>	<u>Scope:</u>
1 June	Naples, Gaeta	All employees excluding firefighters
6 July		
17 and 18 August		

EXCHANGE EMPLOYEES (MANAGEMENT)

<u>Date</u>	<u>Area:</u>	<u>Scope:</u>
16 March	Naples, Gaeta	Exchange employees only
13 April		
11 May		
26 November		

EXCHANGE EMPLOYEES (UNIONS)

<u>Date</u>	<u>Area:</u>	<u>Scope:</u> Exchange
1 June	Naples, Gaeta	employees only
6 July		
14 August		
17 August		

All LN employees (including those serving a probationary period), hired or terminated during the year, temporary, and part-time, will be granted the rest days which fall within their period of employment per paragraphs 3a and 3b(1) with the limitations set in paragraph 3b. Rest days coinciding with a period of annual leave will be granted without charge to annual leave. Rest days coinciding with a period of sick leave, accident leave, compulsory or optional maternity leave will be rescheduled within 30 days following return to duty. Rest days coinciding with any other type of leave will not be rescheduled nor will leave be extended. No supplemental pay or premium pay is authorized for work performed on rest days. Rest days in paragraphs 3a and 3b not granted on the established dates due to operational requirements or coinciding with non-workdays will be rescheduled for use within 30 calendar days.

(2) Permessi. Permessi hours are available for use upon request by the employee, with the approval of the supervisor. When the prorated entitlement of hours of work reduction is exhausted through the granting of rest days per paragraph 3b, no permessi hours will be allowed. Permessi will be granted and charged in hourly increments. Annual leave requests for less than a whole day will be charged to permessi until permessi hours are exhausted.

(3) Unused permessi. Since the hours of permessi not used during the calendar year must, in the majority of cases, be paid for at the overtime rate of pay, every effort must be made to ensure that the entire permessi entitlement is exhausted before the end of the year. Therefore NLT 1 October each year, the servicing LN Payroll office shall provide a detailed report of unused permessi hours. No later than 15 November, employees will be required to schedule the unused hours of permessi to ensure it is used before 15 December. Supervisors will ensure that all permessi hours are used prior to 15 December. Permessi hours not used by 31 December will be paid for at the overtime rate of pay, with the following exceptions:

(a) Unused permessi due to extended sick leave or maternity leave will be paid at the straight time rate.

(b) Employees terminated during the year will be paid at the straight time rate.

(c) Temporary employees converted to permanent employees will carry the balance over into the following year.

(4) Overpaid permessi. Permessi hours used in excess of the entitlement due to a non-pay status in excess of 15 calendar days in a calendar month, or termination or resignation before the end of the year, will be refunded at the straight time rate.



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