

ITEM 1. ADDITIONAL OR LONGER WASH-UP PERIODS.

Management will grant carriers reasonable wash-up time.

ITEM 2: THE ESTABLISHMENT OF A REGULAR WORK WEEK OF FIVE DAYS WITH EITHER FIXED OR ROTATING DAYS OFF.

- A. All full time regular carriers will have rotating days off.
- B. All carriers who have Saturday through Friday delivery schedules, shall have rotating days off, rotating on a schedule that includes Friday and Saturday off every sixth week.

ITEM: 3 GUIDELINES FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS WARRANT BECAUSE OF EMERGENCY CONDITIONS.

In the event of a major emergency, such as an Earthquake or other act of God, management will notify effected employees immediately and advise that employee on appropriate actions to be taken as to conditions of employment. Administrative leave or other appropriate leave will be granted as determined by the type emergency and particular circumstances of that emergency. Management will comply with all Postal Regulations on this matter.

ITEM: 4 FORMULATION OF LOCAL LEAVE PROGRAM.

Local leave program shall be administered in accordance with the following provisions:

- A. Sign-up for prime vacation will be during the month of November.
- B. The shop steward or steward designee shall be given time daily, on the clock, to sign-up carriers for prime vacation, starting with the senior carrier.
- C. During initial sign-up/s, all vacation choices will be granted on a seniority basis.
- D. The carriers shall make their choice within two (2) working days or be passed over that round.
- E. Carriers who earn 13 days annual leave per year shall be granted up to 10 days of continuous annual leave during the choice period. Carriers who earn 20 to 26 days annual leave per year shall be granted up to 15 days of continuous annual leave during the choice period. This provision shall also apply to non-choice sign-up.
- F. If a carrier is to be gone during the selection period, he/she may submit his/her choices on PS Form 3971 in advance.

- G. Annual leave may be canceled providing the Carrier does so in writing seven (7) days prior to the start of the leave.
- H. If there are any weeks left in the choice period that have not been chosen in the first selection process, the shop steward or steward designee will repeat the selection process once more in the same manner as stated above. Any open periods still available after this process will be bid by seniority in a ten (10) day period following the completion of prime time sign-ups.
- I. Any leave canceled shall be reposted immediately after management is notified of such cancellation.
- J. Exchange of leave, in equal weeks, will be allowed after approval by both management and union.

ITEM: 5 THE DURATION OF THE CHOICE VACATION PERIOD.

The choice vacation period shall begin on May 1st. and end September 30th.

ITEM: 6 THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD.

The beginning day of an employee's vacation period will begin on Monday.

ITEM: 7 WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER 5 OR 10 DAYS.

- A. Letter carriers at their option may request one (1) or two (2) selections during the choice vacation period in units of either five (5), ten (10), or fifteen (15) days. First choice units may not be split.

In the event a carrier selects to make two selections, the second selection may not be made until all carriers have had an opportunity to make their first selections.

- B. After this process any vacant weeks left will be bid by seniority.

ITEM: 8 WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD.

- A. Letter carriers who have been selected for jury duty, or who have been officially named by the union as delegates to State or National Conventions, will have at their option either annual leave or leave without pay, which will not be charged to the employee's choice vacation period. An employee who is called for jury duty during the employee's scheduled choice vacation period shall be eligible for another available employee's first choice for scheduled vacation.
- B. After election of delegates to the NALC's State and National Conventions, the Union will, by December 31st. of the election year, notify management of the dates of the conventions and the members elected to serve as delegates. Prior to the posting of the sign-up sheet for the choice vacation period, the weeks of the State and National Conventions will be blocked off by the steward or designee as follows:
- State Convention- 1 spots per unit for one week
- National Convention- 1 spot per unit for two weeks
- C. If no carrier is elected to either National and/or State Convention(s), convention spot(s) will be immediately posted for bid by seniority.

ITEM: 9 DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD.

In the letter carrier craft, the number of carriers who shall be granted leave per week will be one (1).

ITEM: 10 THE ISSUANCE OF OFFICIAL NOTICE TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE.

When leave for the choice and non-choice period is signed for on the sign-up sheet, the carrier will submit a PS Form 3971 in duplicate. The duplicate will be returned to the employee within three (3) days after the close of the vacation sign-up period annotated to show management's approval. In addition, the approved vacation schedule will be posted on the NALC bulletin board.

ITEM: 11 DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR.

Management shall notify employees of the leave year by posting such notification on the bulletin board by November 1st.

ITEM: 12 THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD.

- completion
- A. The sign-up period for non-choice vacation will be immediately after the of the prime vacation sign-up. The same method utilized for prime vacation sign-up shall also be followed for non-choice sign-up.
 - B. Incidental leave shall be granted on a first-come, first served basis.
 - C. One (1) carrier will be allowed off, on annual leave, at any one time.
 - D. All requests for annual leave will be approved/disapproved, by the supervisor, within three (3) days.
 - E. Management will make all reasonable efforts to approve requests for emergency leave.
 - F. Carriers will not be called in to work while on annual leave.
 - G. Annual leave may be canceled providing the carrier does so in writing seven (7) days prior to the start of the leave.

ITEM: 13 THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY.

Method of selecting employees to work on a holiday shall be in accordance with Article 11 of the National Agreement.

- A. Casuals
- B. All part-time flexible.
- C. Volunteer full time regulars.
- D. Non-volunteer full time regulars on their scheduled day off. Chosen by inverse seniority.
- E. Non-volunteer full time regulars on their scheduled holiday.

ITEM: 14 WHETHER "OVERTIME DESIRED" LISTS IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR.

- A. Overtime shall be granted regular carriers whose name is on the "Overtime Desired" list according to seniority.
- B. Quarterly list shall be posted showing names and seniority of carriers.
- C. Carriers shall be advised of sign-up for overtime prior to posting of said list. Article VIII, section 5a.
- D. Carriers shall have the right to refuse overtime due to the list, only two times, his name then to be removed from the list.

ITEM: 15 THE NUMBER OF LIGHT DUTY ASSIGNMENTS WITHIN EACH CRAFT OR OCCUPATIONAL GROUP TO BE RESERVED FOR TEMPORARY OR PERMENANT LIGHT DUTY ASSIGNMENT.

Light duty assignments shall be made on a case by case basis

ITEM: 16 THE METHOD TO BE USED IN RESERVING LIGHT-DUTY ASSIGNMENTS SO THAT NO REGULARLY ASSIGNED MEMBER OF THE REGULAR WORK FORCE WILL BE ADVERSELY AFFECTED.

under When a letter carrier requests, in writing, an assignment to light duty and is eligible Article XIII, the needs of the employee and the availability of work shall be reviewed. Management will make every attempt to put all ill or injured carriers on light duty assignments within their own craft and tour. When it is not possible to assign an ill or injured employee, covered by Article XIII, in a temporary or permanent light duty assignment within the letter carrier craft, then management will give consideration to reassignment to another craft, if possible.

ITEM: 17 THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY WITHIN EACH CRAFT REPRESENTED IN THE OFFICE.

The following shall be considered when establishing light duty assignments for the carrier craft.

- A. Updating carrier delivery forms.
- B. Doing undeliverable endorsements for carriers.
- C. Relabeling cases.
- D. Casing morning and afternoon mail, if disability allows.
- E. Making maps.
- F. Any other duties which the ill or injured employee may be able to perform without injury to themselves or others.
- G. Any duty assignment deemed appropriate for limited duty will also be deemed appropriate for light duty.
- H. Work provided will not be to the detriment of other employees at this installation.

ITEM: 18 THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION WHEN IT IS PROPOSED TO REASIGN WITHIN AN INSTALLATION EMPLOYEES EXCESS TO THE NEEDS OF A SECTION.

A section shall be defined as a zip code delivery area. If there is a necessity to eliminate a carrier route in a section, management shall make every reasonable effort to excess the junior carrier first.

ITEM: 19 THE ASSIGNMENT OF EMPLOYEE PARKING SPACES.

Employee parking will be on a first-come, first-serve basis. If any parking restrictions are to be implemented, the union must be contacted for approval prior to implementation.

ITEM: 20 THE DETERMINATION AS TO WHETHER ANNUAL LEAVE TO ATTEND UNION ACTIVITIES REQUESTED PRIOR TO DETERMINATION OF THE CHOICE VACATION SCHEDULE IS TO BE PART OF THE TOTAL CHOICE VACATION PLAN.

Annual leave to attend Union activities requested prior to the determination of the choice vacation schedule will not be a part of the total choice vacation period. Management will make every effort to approve leave to attend union activities.

ITEM: 21 THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS AS PROVIDED IN THE CRAFT PROVISIONS OF THIS AGREEMENT.

- A. In instances where several assignments are posted, a letter carrier may bid for as many assignments as are posted, stating the carriers preference in the following manner: First choice, Second choice, ect.
- B. All carrier bid assignments shall be posted ten (10) calendar days.
- C. Copies of all Carrier Personnel Change Orders, bid postings, bid awards, including the number of successful bids by an employee during the life of the contract, will be mailed to the union as issued.
- D. Upon timely request, a letter carrier may inspect their Official Personnel Folder in the presence of a management representative while on the clock.
- H. Any disciplinary or administrative action taken by management will denote, on the written notice, the date and time of issuance on the carrier's copy.

ITEM: 22 LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENIORITY, REASSIGNMENTS AND POSTING.

- A. Hold down assignments will be posted for bid as of the Wednesday preceding the required posting date of the weekly schedule and will close at the end of the tour on the following Tuesday, seven (7) calendar days. Carriers who indicated a preference to work the assignments will be awarded the assignments by seniority.
- B. In the event that circumstances such as emergency annual leave or sick leave do not allow for a seven (7) day posting period, these assignments will be posted for the balance of the period.
- C. When a letter carrier route or full-time duty assignment other than the letter carrier route(s) or full-time duty assignment(s) of the junior employee(s) is abolished at a delivery unit as a result of, but not limited to, route adjustment, highways, housing projects, all routes and full-time duty assignments at that unit held by letter carriers who are junior to the carrier(s) whose route(s) or full-time duty assignment(s) was abolished shall be posted for bid in accordance with the

posting procedures in this Article. The local Branch may at their option chose to delete the provision from this local agreement.

- D. Letter carrier assignments shall be posted when there is a change of more than one hour.
- E. A full-time regular carrier called in to work on a non-scheduled day shall work his/her full-time duty assignment provided there is a vacant route on the string to which the utility carrier may be assigned and the utility carrier agrees. Otherwise the carrier working on a non-scheduled day will be assigned where needed.
- F. President Branch 782 must be notified in writing of any proposed change to any carrier assignment prior to the implementation of proposed change for union input.
- G. When opting for assignments results in carrier scheduled with more than one non-scheduled day, the carrier will have the choice as to which non-scheduled day elected or if carrier elects will be granted annual or leave without pay for one of the non-scheduled days.
- H. When opting for assignments result in a regular carrier scheduled with more than one non-scheduled day, the carrier will have the choice as to which non-scheduled day elected or if carrier elects will be granted annual or leave without pay for one of the non-scheduled days.

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