



Tampa Letter Carrier

VOLUME 17, ISSUE 2

FEBRUARY 2018

Around The Horn from The President's Desk



Tony Diaz
President

Leave Slip, PS Form 3971

Brothers and Sisters, with the leave periods completed, Choice Leave Period and the initial incidental leave period (leave after choice), and after what I witnessed, the need to address PS Form 3971

Request for or Notification of Absence, or Leave Slip is essential. I want to address the proper way to complete a *leave slip* as it is called.

The information that needs to be filled out is covered on the form itself, however, I would guess, three out of four Form 3971s (leave slips) that are submitted are not filled out completely and/or correctly. Lacking from complete name, to EIN number, to the correct dates, to signing the form, to placing your seniority date on the top of the form, to checking what type of leave you are requesting, to making duplicate or triplicate copies, to the form being legible. Hopefully after this article we will all pay more attention to this form before submitting it. This article will concentrate on the necessary portions of the 3971 that need to be filled out. If it is not covered,

the 3971 is sufficient to submit.

First find a pad of Form 3971s and 2 pieces of carbon to make duplicate copies. Many carriers make triplicates, two for management, and one for your records verifying when you submitted the form. Having the supervisor/manager sign the box *Signature of Supervisor* and *Date Notified* will provide you with that verification.

Even with duplicate copies, do not simply throw or drop your 3971 on the desk, it could get buried in the rubble or mysteriously disappear. Notify management you have submitted your 3971 Forms; many stations have a drop box or a designated box or tray; take responsibility, this is your leave.

Let's get started:

- ◆ **Employee's Name**, print last, first, MI,
- ◆ **Employee ID**, no longer social security number,
- ◆ **Date Submitted** (MM/DD/YYYY), example 03/17/2015, this entry is key, without the date management can deny the request was submitted timely unless you followed

the above steps and kept the third copy.

- ◆ **Installation**, your station name and the ZIP code and/or delivery zone.

The N/S Day, Pay location number and D/A code are the boxes probably the least filled out.

- ◆ **N/S Day** is your scheduled day off for the week or weeks that leave was applied for, (for one week Wed, 5/6, for two weeks Wed, Thurs, or 5/6, 5/14).
- ◆ **Pay Loc. No.**, in the Tampa Installation will begin with a 9 followed by the last two numbers of your zone, example, 902, 910, 918. The outside offices begin with a zero, Sun City, 005, Plant City, 001, and Brandon, 020.
- ◆ **D/A Code**, (Destination Activity Code), regular carriers 134, CCAs 844.
- ◆ **No. of Hours Requested**, leave is submitted from Sunday to Saturday, there are 8 hours in a work day. A 40 hour

Branch 599
serving
Brandon
Plant City
Sun City
Tampa

Branch 599 Meeting

Thursday
February 1
7:30 PM

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Please submit any and all articles to be published in the *Tampa Letter Carrier* to the Editor via email at editor@nalc599.com and also to the Branch Office at nalc599@verizon.net no later than the 5th of each month in order for us to meet our time limits to the publisher.

Officers

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President	Tony Diaz	813.875.0599 cell 813.598.9635	tony_diaz599@yahoo.com
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	Warren Sumlin	813.486.7612	
Presidents Emeritus	Garland Tickle • Orbe Andux Donald Thomas • Michael Anderson James Good • Alan Peacock		

Shop Stewards

Station	ZIP	Steward	Station No.	Steward's No.
Tampa Stations/Branches		Chief Steward, Brian Obst		727.458.0679
Brandon	33510/11		813.661.1636	
Carrollwood	33618		813.961.2962	
Commerce	33602	Vic Figueroa	813.242.4507	845.380.6386
Forest Hills	33612	Ed Humphries	813.935.2954	813.787.3914
Forest Hills Annex	33613	Nick Cullaro	813.935.2954	813.541.8159
Hilldale	33614	Troy Figuero	813.879.4309	347.403.1644
Hilldale Annex	33634	Varick Reeder	813.879.4309	315.491.6234
Interbay/Port Tampa	33611/16	Jonathan Jones	813.831.2034	813.293.2208
Interbay/Peninsula	33629	Clement Cheung	813.831.2034	813.758.5910
Palm River Annex	33619	Pam Benton	813.663.0048	813.475.0753
Plant City	33564	Varick Reeder	813.719.6793	315.491.6234
Produce	33610	Elvin Rodriguez	813.239.4084	646.346.3288
Ruskin/Sun City Ctr	33570	Melinda Alejandro	813.634.1403	386.237.2715
Seminole Heights	33603	Walt Rhoades	813.237.4569	813.389.1708
Sulphur Springs	33604	Steve Hall	813.237.4569	813.494.4669
TCA/Hyde Park	33606	Thomas King	813.873.7189	727.504.3866
TCA/Peninsula	33609	Mike Williams	813.873.7189	813.541.3092
TCA/West Tampa	33607	Michael Smith	813.873.7189	813.326.0717
Temple Terrace	33617	Warren Sumlin	813.988.0152	813.486.7612
Town 'N Country	33615/35	Brian Obst	813.884.0973	727.458.0679
Ybor City	33605		813.242.4507	

Around The Horn from The President's Desk

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- request is from a **Sunday to Saturday**, you have submitted leave for a week, it is actually 7 days, however Sunday and your SDO are not counted.
- ◆ **From: Date, Thru: Date**, this portion has many errors; remember Sunday thru Saturday, for individual days be correct in your entries. It is not management's responsibility to assume what date(s) you meant, do not leave any scope for uncertainty.
 - ◆ **Hour**, for full days your begin and end tour (0750-1600), for specific hours you are requesting this is important (0850-1150, or 8:30 AM-11:30 AM), be specific, either military time or regular time, again do not leave any scope for uncertainty.
 - ◆ **Time of Call or Request**, this section is designated for the time you called in sick and is one of the least used blocks.
 - ◆ **Scheduled Reporting Time**, should be your normal reporting time (0750 or 0800).
 - ◆ **If needed, Employee Can Be Reached At:** you have the option to give your cell number as a contact, or if you do not wish to, check the box: do not call.
 - ◆ **Type of Absence**, the majority of leave requests relate to Annual or Sick, a ü or û in the appropriate box. Annual Leave requests will be submitted during the choice leave period during December or incidental leave period throughout the year. When submitting a request for Annual Leave, during the choice leave period, at the very top of Form 3971, just to the right of United States Postal Service, indicate 1st Choice or 2nd Choice. To the right of your choice, include your seniority date (8/9/2010). For Sick leave û the Sick box and turn to the reverse side. There are a number of selections, under **Reason I was incapacitated for duty during this absence**, usually the Sickness box is marked, these are explanations why you are

- incapacitated. The next area: **Reason I was/will be unavailable for duty during this absence**, these explanations are why you are or will be unavailable. Usually box is for sick leave scheduled in advance. The area below **I am requesting Family and Medical leave Act (FMLA) protection for this absence:** This section is rarely filled out because the front side has a FMLA check box, however this section is important for new conditions and for existing conditions. Also, please read directly below **Employee must not be asked to disclose personal medical information to local management. FMLA certification must be mailed to HRSSC.** This is important, many supervisors/managers want to know what is medically wrong with you, this is very explanatory language. HIPPA also protects the privacy of your health information.
- ◆ Going back to the front bottom of the form, signatures and dates, very important, **Employee Signature and Date**, this is important to the date it is submitted, **Signature of Person Recording Absence and Date, Signature of Supervisor and Date Notified**, these two will more than likely be filled out by the same supervisor/manager. The important one, **Signature of Supervisor and Date Notified**, is for carriers requesting triplicate copies. This should be signed and dated and given directly back to you, this is your receipt. Your other two copies will stay with management.
 - ◆ **The Official Action on Application (Return copy of signed request to employee)**, this is the area management approves and disapproves your request. If your request is disapproved, the supervisor/manager must give a reason.

Hopefully these instructions will be

helpful and explain any areas that you might not have completed correctly or at all.

Quick Hits:

Information you should know

* Mutual Exchanges

In recent months carriers frustrated with eReassign have inquired about the possibility of having better success with the Mutual Swap process. It is another avenue, with no guarantees, that could/might/may expedite your relocation. Here are some contractual rules...**JCAM, Article 12, PRINCIPLES OF SENIORITY, POSTING AND REASSIGNMENTS**

Mutual Exchanges are exchanges of positions in the complement of different installations. Carriers do not exchange actual bid assignments or pay grades since the vacated bid positions must be posted for bidding in accordance with the provisions of Article 41.1 and the applicable Local Memorandums of Understanding. **Section 351.6 of the ELM** and the Memorandum of Understanding, *Re: Mutual Exchanges* address mutual exchanges between letter carriers.

351.6 Mutual Exchanges

351.61 General Policy

Career employees may exchange positions (subject to the provisions of the appropriate collective bargaining agreement) if the officials in charge at the installations involved approve the exchange of positions. Mutual exchanges must be made between employees in positions at the same grade levels. The following employees are not permitted to exchange positions:

- a. Part-time flexible employees with fulltime employees.
- b. Bargaining employees with non-bargaining employees.
- c. Nonsupervisory employees with supervisory employees

Mutual Exchanges—Seniority.

Article 41.2.E provides that when mutual exchanges are made between letter carriers, the carriers will

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Youngblood, Burney & Vafadar Retired!



Marilyn Youngblood & Tony Diaz



Mickey Burney & Tony Diaz

Congratulations to **Marilyn Youngblood** [Palm River], and **Mickey Burney** [Palm River] who received their retirement pin and gratuity from President Tony Diaz during our January Branch meeting!

Special Achievement Award!

Congratulations to TCA carrier **Donald Don Forest** for achieving over 3,000 hours of sick leave. This is truly remarkable and shows his dedication to the USPS.

Sharing Our Members' Joys and Sorrows

Our deepest sympathy and prayerful support is extended to **Theresa Ramirez** [retiree] at the passing of her mother.

Please remember

to keep our office updated with all of your contact information.

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retain their seniority or shall take the seniority of the other exchangee, whichever is the lesser.

Mutual Exchanges—Full

Consideration. The provisions of the Transfer Memorandum requiring that installation heads afford *full considera-*

tion to all reassignment requests apply to mutual exchanges just as to any other transfers. Such requests *will not be unreasonably denied*. Effective with the 2006 National Agreement, the parties agreed that, for the purposes of mutual exchanges, city letter carriers in grade CC-01 and CC-02 are

considered as being in the same grade. Note: This removed what had been a prohibition on such mutual exchanges.

Look forward to talking to you again on the next *Around The Horn*

Unionism...Handbooks and Manuals



Brian Obst
Vice President
Branch 599

When employed by the United States Postal Service, all employees are expected to know the guidelines established for each individual craft. This information is found inside the various handbooks and manuals available in the workplace for all employees. Today's discussion will point out several of these handbooks and manuals that are important for letter carriers to make themselves familiar with and where they can be found.

As letter carriers, the most important handbook and manual is the Joint Contract Administration Manual also known by the acronym JCAM. The JCAM is the agreed upon interpretation of the National Agreement (our contract) with the United States Postal Service. This manual helps take away many of the interpretation issues between the parties when dealing with contract enforcement issues. Carriers should study the various issues dealing with their job that the JCAM speaks about. Article 8, hours of work, deals with work hours, overtime, change of schedules and guarantee time just to name a few and it is important that carriers know and understand these guidelines to ensure management is properly dealing with their hours of work. Article 16 is the Discipline article and it details the proper way that discipline is conducted in the Postal Service and this is important due to management's failures in

this area. There are many other articles, but I recommend that all carriers familiarize themselves with Articles 15 and 41 in addition to the ones previously mentioned.

Another manual important to the carrier is the M-41: City Delivery Carriers Duties and Responsibilities. This Postal manual describes the requirements of the duties of the city letter carrier and if there are any issues with the performance of these duties this manual is the reference point utilized for addressing it. Knowledge of this manual will help prevent potential discipline issues from job performance.

Next is the Employee Labor Manual also known as the ELM. The ELM covers dealings between the employees and management throughout the Postal Service. Throughout a career in the Postal Service there will be constant references to the ELM as a guiding force for employees to understand why the Postal Service does the things they do. In Section 6, carriers will find most of the information regarding their responsibilities as an employee, it is highly recommended that carriers familiarize themselves with this information so as to prevent unneeded discipline, forewarned is for armed.

These are only three of the many handbooks and manuals available to the carriers. These manuals as well as many

others are available to all carriers on our national web site at NALC.org. Simply go there and click on the *Resources* tab and click on *Handbooks and Manuals*, it doesn't get any easier than that. With the web site a carrier can review the available information at their own pace at home. I realize that some of the material is very dry to read, but this information will help all carriers to avoid unnecessary discipline issues and will help all carriers understand the responsibilities of the job they have undertaken. I can't think of any job that was harder once I knew all the rules.

This has just been a basic starter primer on Handbooks and Manuals and in future articles, information from these manuals will find their way into the discussions. I truly hope that all who read these words will take me at my word and spend some time reading and learning from these manuals as it will only help make things easier for them on the job.

As always I leave you –
Knowledge is the Key.

Brian Obst
Vice President
Stations/Branches Chief Steward

Mark your Calendar! Branch meetings in 2018 will be...

February 1 • March 1 • April 5 • May 3 • June 7 • July 12
August 2 • September 6 • October 4 • November 1 • December 6



NALCe-Activist
Network

at nalc.org

Get involved!
Your future depends on it!

CPR Class #3...hosted by Branch 599

Thursday February 22, 2018 7 PM

Branch 599, Letter Carriers Hall, 3003 W. Cypress Street, Tampa FL 33609

All members, family, and friends are invited!

Certified qualified Instructor (Firefighter)

Certificate for Successful Completion valid for 2 Years

Registration: Contact your union steward to sign up or call the Branch Office, 813-875-0599.

Final day to register: February 14

New (lowest) Price: \$10 per person, pay at the door

➤Youth sports coaches: CPR is now required◀

This is a cause that is near and dear to me. The information learned during this class could save someone's life, it saved mine! –Tony Diaz, President, Branch 599



Job Related Injuries
Government Workers' Comp Provider

4150 N Armenia Avenue, Suite 102, Tampa FL 33607
Phone: 813.877.6900

Shop Stewards will Meet

Tuesday 7 PM
January 30
February 27

Branch 599 Meeting

Thursday 7:30 PM
February 1
March 1

Executive Board Meets

Thursday 6:30 PM
February 1
March 1

Sunday Work Party

at our Hall 9-11 AM
February 4
March 4

Retirees Breakfasts

Monday February 5 9 AM
Denny's Restaurant at Dale Mabry & Spruce
2004 N Dale Mabry Highway, Tampa

Tuesday February 13 8:30 AM
Bob Evans Restaurant off Fletcher
12272 Morris Bridge Road, Temple Terrace 33637

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Bill & Shirley Moran

Gold Card Member Branch 1477 St. Petersburg
Honorary Member Branch 599 Tampa

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bilmor11@gmail.com



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