

HOLLEY, NEW YORK 14470

NATIONAL ASSOCIATION

OF

LETTER CARRIERS

• BRANCH # 210 • N.A.L.C. •

MEMORANDA OF UNDERSTANDING

2019 - 2023

ITEM #2

Fixed non-Scheduled day off.

All regular carriers in the Holley Post Office will have a fixed non-scheduled day off, bid by seniority with the Work week running from Saturday through Friday.

ITEM #4

Choice annual leave.

The method for making choice annual leave selections will be: The leave book shall be passed throughout the carrier work force by seniority, and each carrier will indicate his / her selection for the choice period in the book.

A minimum of one (1) carrier, including city carrier assistants (CCA'S), shall be granted annual leave when requested, during prime and non-prime choice selection.

After all Career Carrier employees have made their selections for the primetime and non-prime time selection periods, eligible CCA's will be able to select remaining week and / or slots in order of their relative standing.

When a CCA is approved for a week of annual leave, they must have a leave balance sufficient enough to cover the leave at the start of the week that was requested.

ITEM #5

Duration of choice vacation period.

The choice vacation period shall begin the first week in July and continue for twelve (12) consecutive weeks, ending with the second week in September. It will also include the full month of November.

ITEM #6

Determination of beginning day of employee's vacation period.

The leave week during the choice vacation period shall be Monday through Saturday. Letter carriers will start their vacations Monday and return to work on Monday following their vacation unless that Monday is a holiday or a non-Schedule work-day, in which case they will return, to work on the Tuesday following the end of their vacation.

ITEM #7

Employee option for two selections during choice vacation period

Letter carriers, at their option, may request one (1) or two (2) selections during the choice vacation period in units of either, five (5) or ten (10) or fifteen (15) days; total not to exceed ten (10) or fifteen (15) days on the first choice, in accordance with leave earned annually.

ITEM #10

Official notification of approved vacation schedule.

Each carrier craft employee will submit, following final selection of his / her choice (and non-choice, where applicable) vacation period(s) Form 3971 in duplicate, filling in all applicable items. A copy signed by the responsible supervisor, will be returned to the carrier craft employee within one day.

ITEM #11

Beginning of new leave year.

No later than November 1st of each year, management will notify all carrier craft employees through the General Orders of the beginning date of the new leave year. The General orders with this information will be read to all employees at each respective work location.

ITEM #12

A. Procedure for making non-choice period vacation selections.

The selection of vacations during the non-choice Vacation period shall be made immediately after completion of the procedure for selections during the choice vacation period. Vacation selections during the non-choice period shall be made by the same method used for selections during the choice vacation period

B. Procedures for applying for incidental leave.

Carriers requesting incidental annual leave must submit Form 3971 not less than six (6) hours in advance. Postmaster or station supervisor will indicate on Form 3971 the date and time it was submitted. Management will reply within four (4) hours following submission of Form 3971. Daily leave shall be granted on a seniority basis as well as leave in advance shall be granted on a seniority basis.

OTHER ITEMS

Lunch break.

Lunch break will be at the end of the routes by carriers' choice. Because of late starting time due to receiving mail from GMF at the end of the contract route, this is a safety issue. In the winter when snow is heavy, carriers can lose many "cuts." Taking lunch at the end of the route could mean getting off the street before dark.

The forgoing provisions constitute the entire Agreement between the parties regarding the subject of Local Negotiations set forth in Article XXX, Section B of the 2019- 2023 National Agreement.

This Memorandum of Understanding is entered on May 4, 2021, at Holley, New York, between representatives of the United States Postal Service, and the designated agent of the National Association of Letter Carriers Branch #210, pursuant to the Local Implementation Provision of the National Agreement



Diane Beckingham, Postmaster
For the United States Postal Service



Kenneth Montgomery, President Br. 210
For National Assoc. Letter Carriers