

HILTON, NEW YORK 14468

NATIONAL ASSOCIATION
OF
LETTER CARRIERS

- BRANCH # 210 - N.A.L.C. -

MEMORANDA OF UNDERSTANDING

2023 - 2026

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ARTICLE I

- UNION RECOGNITION -

1. Full and Part-Time employees in the Letter Carrier Craft shall be subject to all terms and conditions of this Memorandum of Understanding between the United States Postal Service at Hilton, New York and Branch 210 of the National Association of Letter Carriers.

ARTICLE VIII

- HOURS OF WORK -

1. All regular carriers will be on a fixed day off, those days being Tuesday, Wednesday, Thursday, Friday, and Saturday. Non-scheduled days shall be polled based on seniority at the effective date of the most recent local agreement.
2. In the event a regular carrier is requested to work on their non-scheduled work day, they shall be assigned to work their own route, a utility carrier PS-5 who works on the non-scheduled day, shall be used to perform carrier work in their string of five routes. If no work is available to the utility carrier in their string, they shall be used to perform other carrier work.
3. When form 1621 indicates an increase or decrease in stops and deliveries on any route, it shall be given consideration for adjustment.

ARTICLE X

- LEAVE -

1. Vacation selection will be by office-wide seniority in the Letter Carrier Craft.
2. Weekly vacation period will commence on Monday and end on Saturday. Part-Time employees with a flexible schedule who are assigned Sunday duty will have a vacation week of Monday through Sunday.
3. Beginning date of the new leave year shall be the first day of the first full pay period of the calendar year.

The choice vacation period will consist of nineteen consecutive weeks beginning with the second full week in May.

In addition to the above, Easter and Thanksgiving week will also be considered a choice vacation week.

One Letter Carrier per week will be granted Leave during the Choice vacation weeks.

The non-choice vacation period shall begin on the first day of the leave year, through November, excluding the choice vacation period.

One Letter Carrier per week will be granted leave in the non-choice period.

4. Vacation selection during the choice period will be as follows:
 - A. For those employees entitled to ten (10) days, two selections of five (5) days, or one selection of ten (10) days by seniority.
 - B. For those employees entitled to fifteen (15) days:
 1. One selection of fifteen (15) consecutive days or two selections consisting of one selection of five (5) days and one selection of ten (10) consecutive days by seniority.
 2. Employees entitled to fifteen days in the choice period will be permitted a third selection in the choice period, if no selection of ten (10) consecutive days is available.
 - C. 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.

This provision in no way changes the number of carriers permitted off per week as agreed upon in Section 10.3 of this agreement.

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.

5.
 - A. There shall be no exchanging of vacation periods.
 - B. Cancelled vacation shall be posted and re-bid. Successful bidder will be determined by seniority.

6. Any carrier with over 440 hours of annual leave at the beginning of the leave year must schedule sufficient time to cut his total time down to, or below 440 hours.
7.
 - A. The selection of leave in accordance with the vacation program shall not preclude an employee from receiving leave in any period, when sufficient manpower is available in the craft.
 - B. Requests for unscheduled leave will be submitted in writing in duplicate on form 3971 to the immediate Supervisor. Requests must be submitted not more than 30 workdays or less than 10 workdays prior to the posted schedule. Approval or disapproval of these requests will be made in writing and returned to the employee within 7 workdays of the requested leave date. Approval of such leave will be on a first come first serve basis, with seniority being used as the tie breaker if more than one request is submitted on the same day.
8. Each employee shall have the right to defer up to a maximum of 440 hours of annual leave in any leave year.
9. Vacation selection schedule shall be certified and posted according to seniority upon completion of the bidding procedure.
10. Any employee who is called for Military Duty, Jury Duty, or is elected to serve as a delegate to a National Convention of his Union during his scheduled choice vacation period shall be granted a new selection in the choice vacation weeks available by the Postmaster.
11. Any regular employee with the necessary seniority shall have the right to use all of the vacation earned by him in any leave year governed by service requirements and this basic agreement.
12. Appropriate leave shall be given to employees in situations of personal emergency (i.e. death in the immediate family and accident).
13. Submission of application for vacation will begin on the Monday of the last full week of the December of the preceding year. Each carrier will have two (2) days to place their choices on the calendar. Final date for submission of application for vacation periods shall be January 15th of each year.
14. Letter Carrier employees will not be called to report for duty on the non-scheduled workday, while they are in scheduled annual leave.
15. Bidding will consist of two (2) rounds:
 - Round 1 will be choice only by week.
 - Round 2 will be Non-Choice and Choice weeks still available by week

ARTICLE XI

- HOLIDAYS -

1. Method of selecting employees for holiday work:
 - a. CCA's
 - b. Part-Time Flexibles
 - c. Volunteers (designated holidays)
 - d. Overtime desired (non-scheduled)
 - e. Non-Scheduled - Non Volunteer\
 - f. Designated Holiday - Non Volunteer

ARTICLE XII

- PRINCIPLES OF SENIORITY, POSTING AND REASSIGNMENTS -

1. When it is necessary to assign Letter Carrier employees temporarily out of their installation, it must be accomplished in the following manner:
 - A. Auxiliary Route
 - B. Vacant Route
 - C. Junior employee
2. In the event a regular assigned Letter Carrier is requested to work on their non-scheduled day, they shall be assigned to their own route. The Utility Carrier will be assigned to any vacant assignment in their Utility Group or assigned to other Carrier work within the installation, if practical.

ARTICLE XIII

- ASSIGNMENT OF ILL OR INJURED REGULAR EMPLOYEES -

1. All work not covered by a regular bid assignment will be made available to light duty carriers, if qualified, and within their restrictions. Duties to include:
 - A. Collection Work
 - B. Setting up Routes
 - C. Provide coverage on suitable mounted routes
 - D. Provide coverage on suitable auxiliary routes

ARTICLE XLI

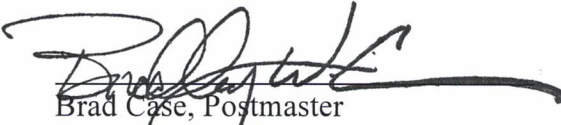
- LETTER CARRIER CRAFT -

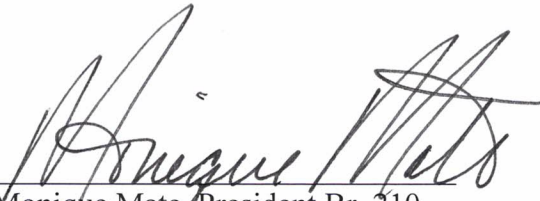
1. At each work location, management shall post all temporarily vacant full-time craft duty assignments of anticipated duration of five (5) days or more.
2. Full-time reserve, unassigned regular, full-time unassigned, part-time flexible Letter Carriers, and eligible CCA's may indicate their preference for such assignments in accordance with their seniority.
3. Whenever an emergency condition exists, i.e., extreme weather conditions, hazardous driving, bomb threats, etc., the installation head will review, where possible, appropriate federal, state, and local governmental recommendations and directives and make a determination as to whether curtailment or termination of delivery services is necessary. In making such determination, the safety of a Carrier, the protection of Postal Service property, and other relevant facts will be given appropriate consideration.

Prior to taking action to curtail the mail, the employer will notify the Local Union of its decision and plan of implementation

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 2023 – 2026 National Agreement.

“This Memorandum of Understanding is entered on 5/30/25, at Hilton, 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”


Brad Case, Postmaster
For the United States Postal Service


Monique Mate, President Br. 210
For National Assoc. Letter Carriers