

MEMORANDUM OF UNDERSTANDING
BETWEEN
UNITED STATES POSTAL SERVICE
AND
NATIONAL ASSOCIATION OF LETTER CARRIERS

CANAL WINCHESTER, OHIO 43110-9998

OCTOBER 31, 2000 to NOVEMBER 20, 2001

ITEM # 1

WASHTIME

ITEM # 3

EMERGENCY SITUATIONS

ITEM # 5-15

VACATIONS AND OTHER LEAVE

ITEM #16

OVERTIME DESIRED LIST

ITEM #17

LIGHT DUTY

ITEM #18

ARTICLE 41-3.0

ITEM # 1

Management will allow a reasonable amount of time for wash up after doing dirty or toxic work.

ITEM # 3

- A. The Canal Winchester Post Office shall consider all requests by city, county, state and federal officials in regard to any emergency that may be an endangered to life or limb of the people in the effected area.
- B. Emergency shall be defined as a sudden condition or state of affairs calling for immediate action.

ITEM # 5

The leave roster shall be passed throughout the work force by seniority and each carrier must indicate their first selection under guidelines in Article 10, section 3 of the National Agreement. Second and third choices will be selected as in guidelines for the first choice.

ITEM # 6

- A. Carriers who become ill while on annual leave during the choice period shall be allowed to have another selection during the choice period, which will not conflict with other carrier choices.
- B. All cancellations shall be re-posted as soon as management is notified of the cancellations. Carriers shall notify management seven(7) days in advance.
- C. There shall be exchanging of leave unless all carriers senior to either one of the carriers exchanging have had an opportunity to participate in the exchange.
- D. No carrier shall be forced to cancel previously scheduled annual leave, except in an emergency.
- E. Management shall notify all carriers by January 2 of the beginning and ending dates of the period for making selections during the choice vacation period.

ITEM # 7

The choice vacation period shall begin with the first full pay period of March and end with the last full pay period of November, 1985-1987.

ITEM # 8

Vacations shall be granted in one(1) week periods by seniority, beginning on Monday and ending on Sunday. Reasonable variations may be made, provided they are consistant with local service requirements and the employee's desire.

ITEM # 9

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; total not to exceed ten (10) or fifteen (15) days on the first choice, in accordance with leave earned annually.

ITEM # 10

- A. Carriers may cancel part or all of any approved scheduled leave upon reasonable advanced notice.
- B. Any cancelled partial weeks will not be reported.

ITEM # 11

- A. Attendance at National or State Conventions will not be charged to the choice vacation period.
- B. Letter Carriers on Jury Duty during the choice vacation period shall be eligible for another available period within the choice vacation period without conflict to other carrier choices.

ITEM # 12

There shall be 10% of the carrier work force off each week during the choice vacation period.

ITEM # 13

Each Carrier Craft employee will submit, following final selection of their choice vacation period(s), Form 3971 in duplicate, filling in all applicable items. A copy signed by the responsible Supervisor, will be returned to each carrier craft employee within 72 hours. When LWOP is involved, Supervisor's discretion will prevail.

ITEM # 14

As soon as management receives official notification from the Postal Data Center at the beginning of the new leave year, it shall be placed in the order book. This must be no later than November 1st or reason for non-posting be given to shop steward.

ITEM # 15

- A. Applications for annual leave during (other than the choice vacation periods) will be made on Form 3971 to the employee's immediate supervisor.

PRODECURES TO BE FOLLOWED:

- (a) 3971's will be accepted by an employee's immediate supervisor up to 45 days prior to the requested annual leave date, but not more than 45 days.
- (b) Request for Annual Leave will be approved or disapproved within a 72 hour period commencing from 6:00 p.m. of the day of the 3971's submission.
- (c) Supervisor will sign and date submitted 3971 in the section designated "Signature of Supervisor Notified & Dates" in the presence of the submitting employee.

- (d) Management will be required to respond as soon as possible to annual leave requests that are submitted within 72 hours prior to the actual leave period requested.
- (e) Failure to inform the employee within the 72 hour period, will be considered approved.
- (f) If more than one employee requests the same period of annual leave on the same date, seniority will be used to determine the employee granted the leave.

- (G) An employee, Two (2) weeks in advance, will be granted one (1) day annual leave on his/her birthday, excluding non-scheduled days and/or holiday.

ITEM # 16

An overtime desired list shall be established for the station.

ITEM # 17

- A. The Postmaster shall make every effort to employ letter carriers in their own station for light duty assignments.
- B. Identification for Light Duty Assignments is as follows:
 - Any assignment within the physical capability of an employee who is temporarily or permanently incapable of performing his/her normal duties as a result of illness or injury as defined by his/her physician.
- C. Identification of light duty assignments. It is agreed that light duties assignments within the Stations and Branches for Letter Carriers may include, but not be limited to:
 - (1) Assisting routes by setting up mail.
 - (2) Relabeling Carriers cases.
 - (3) Rewriting Carrier route books.
 - (4) Coverage of suitable collection routes.
 - (5) Any other available assignments for which the carrier is qualified that management may designate.

ITEM # 18

Article 41-3.0

ARTICLE 41-3.0

"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 adjustments, 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."

This memorandum of understanding is entered into on October 31, 2000 at Canal Winchester, Ohio between the Representatives of the United States Postal Service and the National Association of Letter Carriers pursuant to the local implementation provision of the 1998 agreement.

For the United States Postal Service

A handwritten signature in cursive script that reads "Rocco Evangelista". The signature is written in black ink and is positioned above a horizontal line.

For the National Association of Letter Carriers