

Date: February 2nd, 2009

Subject: To set and clarify the Incidental Leave Policy for KCMO

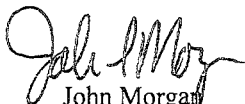
To set and clarify the Incidental Leave Policy in KCMO (641) for leave requests of less than a full week. Carriers will be allowed to take partial weeks or day(s) to 12% for all months of the year excluding December which shall be 6%, if the following criteria are met. This leave will be on a first come first served basis.

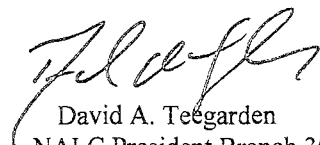
- 1) Have annual leave balance sufficient to cover the requested day(s).
- 2) Request leave in writing on form 3971 at least two weeks prior to the requested day(s).
- 3) Leave will be approved to the 12% and 6% thresholds on a day to day basis.
What counts toward the 12% and 6% ratios?
 - a) Any scheduled annual leave on the vacation calendar. (This includes annual leave for union conventions, rap sessions etc...)
 - b) Sick Leave or (Annual Leave or LWOP in lieu of sick leave) of at least one full week. This leave will not be counted against the 12% and 6% cap unless the requested leave is submitted less than 60 days in advance.
 - c) IOD/Limited Duty with no carrier duties of at least one full week. This leave will not be counted against the 12% and 6% cap unless the requested leave is submitted less than 60 days in advance.

(i.e. Carriers who plan for leave more than 60 days in advance will be granted that leave to the 12% and 6% caps even if carriers are on Sick Leave or Limited duty of at least one week as enumerated in #2 and #3 above. Inside the 60 day window, those Sick or Limited Duty employees who are off for at least one week would count against the 12% and 6% cap.)

- 4) Leave will be approved and scheduled within 72 hours of the request.

The Local Leave Program Policy of November 27th, 1991 remains in full effect.


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