

Local Memorandum of Understanding

Between

United States Postal Service

And

National Association of Letter Carriers, AFL-CIO

Branch 30

At

Belton, Missouri

November 21st 2011 - May 20th 2016

ITEM 1: ADDITIONAL OR LONGER WASH-UP PERIODS.

Carriers will be allowed reasonable wash-up time.

ITEM 2: THE ESTABLISHMENT OF A REGULAR WORK WEEK OF FIVE DAYS WITH EITHER FIXED OR ROTATING DAYS OFF.

Carriers will remain on rotating non-scheduled days.

ITEM 3: GUIDELINES FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS WARRANT BECAUSE OF EMERGENCY CONDITIONS.

Belton will follow district and area guidelines along with following the orders Of local authorities as local conditions warrant.

ITEM 4: FORMULATION OF THE LOCAL LEAVE PROGRAM:

Calendar to be passed to employees starting by the first workday in December for selections of vacation choice periods for next year. Each person shall have three (3) postal workdays, maximum, to make selection. Calendar will be passed by seniority determined by craft seniority date. Failure to make choice within three (3) days, results in choice being made after everyone else. Calendar will be passed around a second time and the same 3 day rule applies.

ITEM 5: THE DURATION OF THE CHOICE VACATION PERIOD:

The choice vacation period shall be the first full week beginning after March 15 Through the last full week in November of each year.

ITEM 6: THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEES VACATION PERIOD.

Full weeks of annual leave shall start on Monday.

ITEM 7: WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER 5 OR 10 OR 15 DAYS.

Each employee shall be allowed to make up to two (2) selections during choice period or one (1) three week selection the first time around. The second time around the employee may schedule all remaining leave earned, but must have enough Annual Leave to cover all future weeks.

ITEM 8: WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD.

66

Jury Duty will not be considered part of employee's schedule vacation choices, however if a carrier wishes to go to State or National Convention than this will be considered as part of their choice vacation leave if necessary.

ITEM 9: DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING CHOICE VACATION PERIOD.

Two (2) carriers may be off during choice vacation period.

ITEM 10: THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR EACH EMPLOYEE.

The leave calendar will be official, when it is posted by the last working day of February. Submission and return of 3971 forms are still required.

ITEM 11: DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR.

Follow the national guidelines.

ITEM 12: THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD.

Form 3971 will be submitted to Management no later than two weeks prior to the period Wanting off, and management will return an approval or disapproval within five (5) working days.

ITEM 13: THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY.

- A. Regular employees who wish to work on their holiday must notify Management by Monday prior to the service week in which the holiday, Of designated holiday occurs.
- B. In accordance with Article XI, Section 6, of The National Agreement, Employees will be selected to work on a holiday, or designated holiday as follows:
 - 1. Casuals.
 - 2. Part-time Flexibles
 - 3. Full-time Regulars who wish to work the holiday.
 - 4. Full-time Regulars for whom it is a non-scheduled day to be determined by juniority on a rotating basis.
 - 5. Full-time Regulars for whom it is a holiday, or designated holiday, by juniority on a rotating basis.

ITEM 14-22 SHALL BE AS NATIONAL CONTRACT.

42

The provisions of the Local Memorandum of Understanding between the United States Postal Service and the National Association of Letter Carriers at the Belton, Missouri Installation are carried forward through May 2016.

A handwritten signature in blue ink, appearing to read "William R. McIntyre", written over a horizontal line.

For the United States Postal Service
William McIntyre Postmaster
Belton, Missouri 64730

A handwritten signature in black ink, appearing to read "David A. Teegarden", written over a horizontal line.

For the National Association of Letter Carriers AFL-CIO
David A. Teegarden, President Branch 30

Date: 05/22/2013