

LOCAL MEMORANDUM OF UNDERSTANDING
BETWEEN
AMERICAN POSTAL WORKERS UNION, AFL-CIO
AND
UNITED STATES POSTAL SERVICE
WATERFORD, WI POST OFFICE

October 1st, 2011 through May 20th, 2015

ARTICLE 8 OVERTIME

- A. Overtime assignments shall be in accordance with the provisions of Article 8, Section 5 of the National Agreement.
- B. Management will make every effort to schedule Part Time Flexible (PTF) and non-career employees to the maximum extent possible prior to scheduling non-overtime volunteers.

ARTICLE 10 LEAVE

- A. The choice period shall begin the first full week of January and extend through the last full week of November.
- B. Selections for the choice vacation period shall start the first week of December and be completed by the last week of December.
- C. At the time of selection, employees shall submit their vacation selections via PS Form 3971, in triplicate. All three copies of the PS Form 3971 will be dated and marked "notified." The top two copies will be retained by management. The third copy, which is marked "notified" only, will be returned to the employee. Prior to the commencement of the leave selection, the request will be finalized in accordance with the employee's current annual leave balance. If the employee has not preserved an adequate balance the request will be denied and the annual leave slot will be immediately released. An employee who has insufficient leave to cover their vacation pick during the choice vacation period may be granted leave without pay (LWOP) to cover the absences. The granting of LWOP is a management matter of administrative discretion.
- D. During the initial selection period, an employee shall be entitled to one choice. The choice may be split at the employee's option into a minimum of two selections of either five or ten day increments, not to exceed 15 days.

E. One Clerical employee shall be granted leave at one time during the choice period.

F. The selection of choice vacation periods shall be by clerk craft seniority.

G. The second round shall immediately follow the first round of selection and shall be for no more than one week.

H. All annual leave requested after the provisions of A and B above have been completed, including leave requests both inside and outside the choice period, shall be by submission of PS Form 3971 in duplicate to the supervisor and granted on a seniority basis. If the annual leave requested is for the choice vacation period and the quota is not filled, the leave shall be granted and the duplicate PS Form 3971 marked notified and returned to the employee within seven days from date of submission of the PS Form 3971. If the annual leave requested is outside the choice period, such leave requests shall be either notified or disapproved by management no later than seven days from the date of submission.

ARTICLE 11 HOLIDAYS

A. The employer will determine the number of categories of employees needed for holiday work and a schedule shall be posted as of Tuesday preceding the service week in which the holiday falls. The employer will utilize employees in the pecking order listed in B-E below.

B. Part Time Flexible employees to the maximum extent possible, even if the payment of overtime is necessary.

C. Full Time employees who have volunteered to work their holiday, by seniority.

D. Postal Support Employees (PSE's) to the maximum extent possible, even if the payment of overtime is necessary.

E. Any Full Time employees who have not volunteered to work, on a rotating basis by juniority.

Sharon Benis - OIC 10-5-11

USPS Postmaster Date
Waterford, WI

Jeff Worden 10/7/11

Jeff Worden, APWU Date
West Sectional Director

Bonnie S. Mitchell 10/4/11

Bonnie Mitchell, USPS Date

Mark Ferrari

Mark Ferrari, APWU Date