

LOCAL MEMORANDUM OR UNDERSTANDING
BETWEEN
AMERICAN POSTAL WORKERS UNION, AFL-CIO
MILWAUKEE AREA LOCAL
AND
U.S. POSTAL SERVICE
DELAVAN, WI POST OFFICE
AND ALL OF ITS
REMOTELY MANAGED POST OFFICES
OCTOBER 24, 2016

ARTICLE 8. OVERTIME

- A. Overtime assignments shall be in conformance with the provisions of Article 8, Section 5 of the National Agreement.
- B. Management will make every effort to schedule PTF and PSE employees to the maximum extent possible prior to scheduling overtime non-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. Selection 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 absence. The granting of LWOP is a 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 maximum 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 using the same order of selection as (F) above.

- H. All annual leave requested after the provision of A and B above have been completed, including leave requests both inside and outside the choice period, shall be by submission of a PS Form 3971 by duplicate to the supervisor and granted on a seniority basis. If the annual leave requested is for the choice 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 is 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.
- I. The first day of any employee vacation shall be the first day of the calendar week. (Monday) Exceptions may be granted by agreement among the employee, the union representative and the employer.
- J. In the event of cancellation of a full week of leave selection it shall be by submission of a PS Form 3971 to the supervisor. Such cancellation shall be offered to employees on a seniority basis. Any employees who wish to cancel annual leave in the choice period for which he or she has signed will notify management by submitting PS Form 3971, this form to be submitted twenty one days in advance of the vacation period to allow sufficient time for Posting.

ARTICLE XI HOLIDAYS

SECTION 1. HOLIDAY SCHEDULE

- A. The employer will determine the number and categories of employees needed for holiday work and a schedule shall be posted as of the Tuesday preceding the service week in which the holiday falls.
- B. As many full-time and part-time regular schedule employees can be spared will be excused from duty on a holiday or day designated as their holiday.
- C. If full-time regulars are required to work the holiday it shall be first on a voluntary basis to the senior clerk(s) who volunteered.
- D. All PSE employees must be utilized on a Holiday to the maximum extent possible, even if the payment of overtime is necessary.**
- E. If, after the provisions of C and D above have been met, any additional full-time regulars are required to work, it shall be on a rotating basis by juniority.

THIS LOCAL MEMORANDUM OF UNDERSTANDING
SHALL BE EFFECTIVE NOVEMBER 6, 2016
AND SHALL REMAIN IN FULL FORCE AND
EFFECT UNTIL A NEW
LOCAL MEMORANDUM OF UNDERSTANDING
IS NEGOTIATED AS A RESULT OF
NEGOTIATIONS AT THE NATIONAL LEVEL.

THIS MEMORANDUM OF UNDERSTANDING IS ENTERED INTO
ON THE FIRST DAY OF OCTOBER 24, 2016
BETWEEN THE REPRESENTATIVE FOR THE
UNITED STATES POSTAL SERVICE
AND THE DESIGNATED AGENT
FOR THE AMERICAN POSTAL WORKERS UNION,
PURSUANT TO THE LOCAL IMPLEMENTATION
PROVISIONS OF THE 2015 NATIONAL AGREEMENT



Postmaster USPS



Director SSCF APWU



President, Milwaukee Area Local, APWU