

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
UNITED STATES POSTAL SERVICE  
GLENVIEW POST OFFICE  
AND THE  
NATIONAL ASSOCIATION OF LETTER CARRIERS  
BRANCH NO. 11-CHICAGO**

**ITEM 1**

**ADDITIONAL OR LONGER WASH UP PERIODS**

When an employee is assigned to perform dirty work or work with toxic materials, the employee 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**

The scheduled work week for all full-time regular letter carriers will include rotating non-scheduled days.

**ITEM 3**

***GUIDELINES FOR CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS  
TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS  
WARRANT BECAUSE OF EMERGENCY CONDITIONS***

The decision for curtailment or termination of Postal Operations, to conform to orders of local authorities or as local conditions warrant because of emergency conditions, shall be made by the installation head. When the decision has been reached to curtail postal Operations, to the extent possible, Management will notify and seek the cooperation of local radio and television stations to inform employees.

#### **ITEM 4**

### **FORMULATION OF LOCAL LEAVE PROGRAM**

By seniority and relative standing, carriers will be allowed to select his/her selection for Choice Vacation period from the ledger. He/she will immediately complete PS Form 3971 in duplicate. Selections will be posted on the ledger. Selection will be made between February 1 and February 15. Carriers must be prepared to make selections by February 15. The ledger must be posted on the bulletin board by March 1 with all approved PS Form 3971 (duplicate copy) returned to the carrier by March 1.

#### **ITEM 5**

### **THE DURATION OF THE CHOICE VACATION PERIODS**

The Choice Vacation period shall be as follows:

- A.) The last full week of March through the first full week in September.
- B.) The week of Thanksgiving.

#### **ITEM 6**

### ***THE DETERMINATION OF THE BEGINNING DAY OF EMPLOYEE'S VACATION PERIOD***

The beginning day of the vacation period will begin with Monday.

#### **ITEM 7**

### ***OPTION TO REQUEST TWO (2) SELECTIONS DURING CHOICE PERIOD OF EITHER 5 OR 10 DAYS***

The employee may at his/her option, request two selection during the choice period in units of either five (5) or ten (10) working days. The combination of the two selections cannot exceed the ten (10) or fifteen (15) days stated below.

Annual leave shall be granted as follows: Employees who earn thirteen (13) days of annual leave per year shall be granted up to ten (10) days of continuous annual leave during the choice period. The number of days of annual leave, not

exceed ten (10) days shall be at the option of the employee and must be in units of either five or ten days.

Employees who earn twenty (20) or twenty-six (26) days of annual leave per year shall be granted up to fifteen (15) days of continuous annual leave during the choice period. The number of days of annual leave, not to exceed fifteen (15) shall be at the option of the employee and must be in units of five or ten days.

The combination of selections allowed is two five-day periods of one five-day period and one ten day period. The two selections can be continuous.

### **ITEM 8**

#### **WHETHER JURY DUTY AND ATTENDANCE AT THE NATIONAL OR STATE CONVENTION WILL BE CHARGED TO THE CHOICE VACATION PERIOD**

Jury duty will not be charged to the Choice Vacation Period. When the National Convention is held and fall within the Choice Vacation Period, written notification indicating the official delegates and the dates of the convention(s) must be submitted by the President of Branch #11 of the NALC or *his/her designee* to the Installation head by February 1. These weeks will be granted to the official delegates prior to making commitments for vacations during the Choice Vacation Period. The maximum number of delegates allowed to attend the conventions will be 10. By seniority, five (5) of the official delegates to the State or National Convention will be permitted to use annual leave for this purpose if so desired without such leave being charged to their choice time allowance.

### **ITEM 9**

#### **DETERMINATION OF MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD**

When requested, letter carriers will be granted leave during the choice vacation period to allow off fourteen percent (14%) of the installation complement during each week of the choice vacation period. The fourteen percent (14%) will be based upon seniority/relative standing list of all carriers on the rolls, including CCA=s, as of December 1<sup>st</sup> prior to the new leave year. The percentage will be calculated using the standard rounding procedure (ie. fractions and above will be

rounded to the next whole number). Preference for requested annual leave will be granted according to seniority and relative standing. After all requests for choice vacation is granted and posted, all remaining full week increments may be submitted on a first come first serve basis. These requests will be accepted by completing a PS Form 3971 (see item 10 for PS Form 3971 guidelines.) Carriers may also cancel days within their choice vacation selections at this time and management must post days for bid within 24 hours. Any cancellation of five (5) days or more must remain posted for seven (7) calendar days. Any additional carriers may be allowed annual leave at the discretion of their immediate supervisor.

### **ITEM 10**

#### **THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE**

Employee will complete form PS Form 3971, Request for Leave, in duplicate and submit them to their immediate supervisor. Both copies will be signed by the supervisor, dated and the duplicate returned to the employee. A PS Form 3971 will also be required for cancellation of annual leave. Cancellation of annual leave must be submitted at least **seven (7) days prior** to the beginning of the scheduled leave. Carriers will be required to take leave as scheduled if not canceled in a timely manner.

### **ITEM 11**

#### ***DETERMINING DATE AND MEANS OF NOTIFICATION OF BEGINNING ON THE NEW LEAVE YEAR***

The employer shall as soon as information becomes available, but no later than November 1, publicize on the bulletin board and by other appropriate means the beginning date of the new leave year, which shall begin with the first full Pay period of the calendar year.

### **ITEM 12**

#### **THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD**

##### **A. Annual leave selection for full week for Non-Choice vacation period.**

Full week increments for Non-Choice vacation selections may be submitted beginning December 15 of the prior year through January 15 for the new year. Eight (8) percent of the entire letter carrier craft, including CCA's, in the installation will be allowed annual leave for the weeks in the non-Choice period. The eight (8) percent will be based upon the seniority/relative standing list of all carriers on the rolls, including CCA's, as of December 1<sup>st</sup> of the prior leave year. (i.e. 2019 leave year will be determined on December 1<sup>st</sup>, 2018). Vacation selection during the Non-Choice Period shall be done by seniority and relative standing and will use the same method as used for selections during the Choice Vacation Period. After all requests for Non-Choice leave are granted and posted, all remaining full week increments may be submitted on a first come, first served basis. These requests will be accepted by completing a PS Form 3971 (see item 10 for PS Form 3971 guidelines). Carriers may also cancel days within their non-Choice vacation selections at this time and management must post days for bid within 24 hours. Any cancellation of 5 days or more must remain posted for 7 calendar days. **Unless posted per Item 12.D.**

**B. Other request for annual leave: Choice or Non-Choice**

Annual leave will be granted to allow the maximum percent off for Choice or Non-Choice periods. Any request for leave outside the choice or non-choice selection period must be given to your immediate supervisor. The supervisor will advise the employee of his approval or disapproval within 72 hours. If the leave is not approved, the supervisor will write a brief explanation of the PS Form 3971 and return it to the employee. If a supervisor fails to comply with the above time limit, the requested leave will be officially approved. For all annual leave that results in any conflict of who was first, seniority and relative standing will be the determining factor. (Example: requests made on the same day will be approved by seniority).

\*The weeks which include Thanksgiving Day through Christmas Day (Peak Season) will not be made available for City Carrier Assistant leave selection and will be at management's discretion.

\*Granting City Carrier Assistants leave under such provisions is contingent upon the employee having a sufficient leave balance when the leave is taken.

**C. Request for incidental leave of less than five days may be submitted to 1pm on the Tuesday prior to the service week of the request.** Request-submitted

on Sunday, or a Holiday will not be honored until the following workday. These requests will also require a fully completed PS Form 3971 submitted in triplicate to your immediate supervisor. Requests will be approved on a first served basis. For all annual leave that results in conflict of who was first, seniority will be the determining factor. These requests will be approved / disapproved within **three** working days of the date of the request. *(Holidays will not count towards the three days.)* **Single** days requested after **1pm** on the Tuesday prior to the service week are at the supervisor's discretion.

**D. Annual Leave cancellations of previous selected week increments must be cancelled in full week increments.** If a week is cancelled prior to 10:00 AM on **Monday** prior to the beginning date of the request, the week will be **immediately** available for bid following the provisions listed in Item 12 A, B & C until **4pm** that **Wednesday**. There will be no cancellation of full weeks after 10:00 AM on the **Monday** prior to the service week of the request.

**E. If a week is cancelled prior to 10:00 AM on Monday prior to the service week.**

If the cancellation request opens a slot of a closed week, it shall be erased from the board and announced open for bid. **Bids submitted for the full week will be honored before single days for cancellations.** All provisions in Item 12 C will still apply.

**F. Carriers must cancel full week and single days of Annual leave by 10:00 AM on the Monday prior to the service week of the request.** If the cancellation is not made before this date and time the Annual Leave must be taken. **Additional employees above the maximum percent may be granted incidental annual leave at the discretion of their immediate supervisor.**

### ITEM 13

#### **THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY**

The following order will be used for holiday scheduling of employees:

**1. All full-time carriers and part-time flexible volunteers on the Holiday Sign up List on their holiday or designated holiday**

**2. All qualified city carrier assistants (CCAs) and remaining part-time flexibles, to the extent possible even if payment of overtime is required.**

**3. All full-time volunteers selected to work their ~~or~~ non-scheduled day by seniority.**

**4. Assign all other full-time employees by inverse seniority with the guarantees as specified in Section 4 and 7 of Article 11 of the most current National Agreement.**

#### **ITEM 14**

#### **WHETHER OVERTIME DESIRED LIST IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR**

The Overtime Desired List Shall be by Section within the Installation. The Glenview office and the Winnetka office will be considered separate sections for the purpose of the Overtime Desired List within the carrier craft.

#### **ITEM 15, 16, 17**

#### **THE NUMBER OF LIGHT DUTY ASSIGNMENTS WITHIN EACH CRAFT OR OCCUPATIONAL GROUP TO BE RESERVED FOR TEMPORARY OR PERMANENT LIGHT DUTY ASSIGNMENTS; THE METHOD TO BE USED TO DETERMINE LIGHT DUTY ASSIGNMENTS....., THE IDENTIFICATION OF THE ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY.....**

A minimum of two (2) Light Duty Assignments shall be guaranteed within the Installation for letter carriers provided it is mutually agreed by the Installation Head and the President of Branch #11 *or his/her designees* that the aforementioned assignments are available. The employee must submit their request for Light Duty to the Installation Head in accordance with Article 13 of National Agreement. The Duties for Light Duty assignments may include, but is not limited to: casing mail, updating carrier route books, rewriting carrier forwarding cards, labeling carrier cases, performing duties on the collection routes and answering phones. The two (2) light duty assignments shall not include OWCP. The Union may grieve any disputes over the availability of Light

Duty assignments.

**ITEM 18**

***THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION, WHEN IT IS PROPOSED TO REASSIGN WITHIN AN INSTALLATION EMPLOYEES EXCESS TO THE NEEDS OF A SECTION***

When it is proposed it reassign an employee within the installation excess to the needs of the section, compliance with Article 12 of the National Agreement is required.

**ITEM 19**

***THE ASSIGNMENT OF EMPLOYEE PARKING SPACES***

Parking spaces in excess of USPS needs will be available on a first come first serve basis.

**ITEM 20**

**THE DETERMINATION AS TO WHETHER ANNUAL LEAVE TO ATTEND UNION ACTIVITIES REQUESTED PRIOR TO DETERMINATION OF THE CHOICE VACATION SCHEDULE, IS TO BE PART OF THE CHOICE VACATION PERIOD**

Leave request to attend union activities will not be charged to either the Choice or Non-Choice vacation period. **Two slots will be blocked during the days of State or National Convention.**

AND  
[Handwritten initials and signature]

**ITEM 21**

**THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL IMPLEMENTATION AS PROVIDED IN THE CRAFT PROVISIONS OF THIS AGREEMENT**

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 adjustment, highway, and housing projects. All routes and full-time duty assignments at that unit held by letter carriers who are junior to the carrier(s) whose routes or full-time duty assignment(s) was abolished shall be posted for bid in accordance with the posting procedure in this Article.

## **ITEM 22**

### **LOCAL IMPLEMENT OF THIS AGREEMENT RELATING TO SENIORITY, REASSIGNMENTS AND POSTING**

A. Bidding (opting) for all temporary assignments of a week or longer must be submitted between thirty days and the Tuesday prior to the service week of the bid assignment. The President, steward or their designee shall be present at the opening of the bids. A minimum of ten days posting for permanent routes/duty assignments is required. This may be changed if mutually agreed between the Installation head and the President of Branch #11 of the NALC, or their designees.

B. By no later than Saturday of the preceding service week, the Installation Head or designee shall post a list of all temporary vacant full-time duty assignments of anticipated duration of five (5) days or more on the official bulletin board. Full-Time Reserve, Unassigned Regulars, Part-Time Flexibles, and eligible City Carrier Assistants (who have completed the 60-calendar day waiting period set forth in Q. 69 of the 3/16/16 CCA Q&A) may indicate their preference 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice in writing for vacant assignments no later than 11:15 a.m. the Tuesday preceding the week of the start of the vacant full-time assignment. The temporary vacant assignment will be awarded by seniority and relative standing, and the results will be posted on the Wednesday schedule for the following week.

C. A Full-Time regular carrier called in to work on a non-scheduled day shall work their regular full-time bid assignment. The Full-Time regular carrier will bump their Carrier Technician (CC-2) who then bump a Reserve, Unassigned Regular, Part-Time Flexible or City Carrier Assistant holding a temporary bid assignment on one of the other four routes on the string; however, there is no bumping if there is an open route on the string. If there is no open route on the string, then the Carrier Technician (CC-2) may bump any route this is manned by someone other than the regular assigned carrier or the regular assigned Carrier


Technician (CC-2) within their section. A Carrier Technician called in on a non-scheduled day shall be assigned to a route on his/her string that is not manned by the regular or anyone holding a temporary bid.

**MISCELLANEOUS PROVISIONS:**

It is agreed that a monthly Labor Management Meeting will be held with representatives from the letter carrier craft from the Glenview and Winnetka sections as designated by the President of Branch #11 of the NALC. **The meeting will be held on the second Tuesday of each month. Agenda items will be exchanged with the at least 24 hours prior to the meeting. If no agenda items are presented by either side, the meeting will be canceled.**

Representatives of the NALC shall be permitted to hold meetings with the membership at the station provided that prior notification has been given. The meetings shall be held in the swing room or off the workroom floor and those who participate must be off the clock. There will be no disruption of work activity and the area must be left in an orderly condition. The meetings must be over by 6:30 p.m. unless otherwise approved.

**This Memorandum of Understanding shall remain in effect and in full force for the duration of the 2019-2023 National Agreement and until a new Local Memorandum of Understanding is negotiated.**

  
Mack I. Julion- President  
Branch #11 N.A.L.C

  
Narbi Miulli- Postmaster  
U.S.P.S. - Glenview Installation