

AMERICA POSTAL WORKERS UNION, AFL-CIO

PENNSYLVANIA STATE

MILFORD, PA, 18337

1998-2000

LOCAL MEMORANDUM OF UNDERSTANDING
BETWEEN
MILFORD, PA POST OFFICE-PENNA. STATE AMERICA POSTAL WORKERS UNION
AND
U.S. POSTAL SERVICE-MILFORD, PA.

ARTICLE X ANNUAL LEAVE

- (1) Application for annual leave for period of more than (1) day, but less than (1) week shall be approved or disapproved within 48 hours after being properly submitted to his/her immediate supervisor.
- (2) Application for annual leave for periods of eight (8) hours or less must be approved or disapproved within two (2) hours after being properly submitted to the immediate supervisor. If no action is taken within the two hour limit, the annual leave will be considered approved.
- (3) Annual leave desired prior to March 1st. seniority shall be the determining factor if more than one application is received.
- (4) Annual leave selection shall take place prior to the last day of February (each year) unless extended by mutual agreement under the provision of Section 8 of this article.
- (5) Choice of vacation period will be as in Article 10 of the 1998-2000 Nat. Agreement.
- (6) Jury duty shall not be charged to the choice vacation period.

ARTICLE XXXI - GUIDELINES FOR THE CURTAILMENT OR
TERMINATION OF POSTAL OPERATION

- (1) It is recognized by labor-management that on occasion, emergency condition may exist which would encourage the employer to consider the curtailment of mail. In cases of such emergencies, the employer shall take into consideration such factors as the safety and health of its employees, its obligations to its customers, acts of God, local emergency conditions.
- (2) In the event that postal operations are curtailed or terminated, the employer must attempt to notify the affected employees by whatever means are available to them. (Hours of Work-Article 8) Part-time employees shall be informed as soon as possible if their tour of duty will end within six (6) hours.
- (3) "The Overtime Desired List" shall be posted each $\frac{1}{4}$ quarter of the year. Names will be selected in order of their seniority on a rotating basis.

ARTICLE X - ANNUAL LEAVE

- (1) Choice vacation period will be from March 1st up to and including the first week in December. One (1) clerk per week will be off.
- (2) Annual leave during the period of December 26th to the end of the leave year will be granted during the bidding period.

The vacation week for clerks shall begin on Monday and end on Sunday.

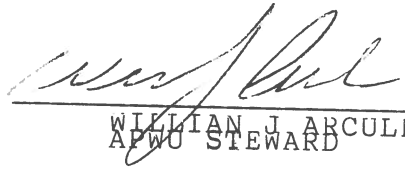
- (3) Choice vacation leave in weeks scheduled may be surrendered for reason acceptable to the local union, and the installation head of his/her designee. Such request shall be in writing and submitted for union approval or disapproval. Such weeks shall surrendered a minimum of 14 days prior to the scheduled week, and posted for bid for a period of five (5) days. Only clerks junior to the most junior clerk awarded the choice vacation week shall be permitted to bid on the vacated week. The vacated week shall be awarded to the senior clerk only if no junior clerk desired the vacated week.

ARTICLE XXXVII SECTION 3
POSTING AND BIDDING

- (1) Newly established and vacant clerk craft assignments shall be posted as follows:
 - (2) Management shall make every effort to establish bid jobs with two (2) consecutive days off with emphasis on Saturday and Sundays as the non-schedule days.
 - (b) Bidding for assignments will be done on a strict office-wide basis by seniority.
 - (c) No change in non-schedule days or duties shall be made to any existing bid job without prior consultation with the union or his designee.
 - (d) If the duties of a bid job are changed to the extent of twenty-five (25) percent or more from the original posting, such bid job must be reported for bid.
 - (e) Subject to retention rights of incumbent as outlined in Article 37 - Section 3.A.5.C - if the starting time of a bid is changed by more than one (1) hour from the original starting time, such bid must be reposted for bid.
 - (f) If requested, the employee's immediate supervisor must initial and date a duplicate copy of the employee's bid form.

By our signatures, we the undersigned have agreed to all provisions set forth in this local agreement at the Milford Pa Post Office on Feb 27, 1999.

VINCENT FRISELLA
POSTMASTER


WILLIAM J. ARCULEO
APWO STEWARD

