

Memorandum of Understanding

Between

The United States Postal Service

Lisle, Illinois 60532

And

John Grace Branch No. 825

National Association of Letter Carriers

AFL-CIO

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PREAMBLE

This Memorandum of Understanding, made and entered into at Lisle, Illinois by and between authorized representatives of the United States Postal Service and John Grace Branch No. 825 of the National Association of Letter Carriers, AFL-CIO, pursuant to the provisions of Article 30 of the 2019 National Agreement, constitutes the entire agreement of local implementation of the terms of the 2019-2023 National Agreement.

ARTICLE 1

RECOGNITION

This Memorandum of Understanding covers all employees of the Lisle Post Office for which the National Association of Letter Carriers, AFL-CIO has been recognized as the exclusive bargaining representative at the national level with respect to wages, hours, and other terms and conditions of employment unless otherwise superseded by the terms of the National Agreement of 2019.

ARTICLE 2

WASH-UP TIME

Each letter carrier in the Lisle Post Office will be granted five minutes of wash-up time per day.

ARTICLE 3

NON-SCHEDULED DAYS

All full-time regular letter carriers will have rotating non-scheduled days.

ARTICLE 4

CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS

When considering the curtailment or termination of postal operations due to local emergency conditions, the Employer will use official orders of local authorities and the health and safety of the employees as determining factors.

ARTICLE 5

HOLIDAY SCHEDULING

The scheduling of employees on a Holiday or day designated as their Holiday will be in the following order of priority:

- 1) Part-time flexible employees to the maximum extent possible.
- 2) All full-time regular letter carriers who have volunteered to work on the Holiday or day designated as their Holiday by seniority.
- 3) City carrier assistants to the maximum extent possible.
- 4) All full-time regular letter carriers on their *non-scheduled day* in the following order of priority:
 - a) those employees who have signed the 10/12-hour Overtime Desired List;
 - b) those volunteers who have signed the Work Assignment Overtime Desired List by seniority;
 - c) those volunteers who are not signed onto any Overtime Desired List by seniority.
- 5) All full-time regular employees who have not volunteered to work on the Holiday or day designated as their Holiday, by inverse seniority.

ARTICLE 6

OVERTIME DESIRED LIST

Section 1.

The Overtime Desired List for letter carriers will be administered on an installation-wide basis.

Section 2.

In order to ensure equitable opportunities for overtime among those employees on the Overtime Desired List, the Employer will provide the Union with the following documentation:

- a) A quarterly list of overtime hours worked by employees on the Overtime Desired List, summarized and updated on a weekly basis and
- b) The Record of total work and leave hours used in the delivery unit on a monthly basis including:
 - 1) ETC295P1-Cumulative Work and Overtime Report
 - 2) ETC225P1-Hours Analysis Reportor other such documentation generated by the Postal Service which may replace these reports in the future.

Section 3. Displacement of T-6 Letter Carriers.

A. When a full-time employee is called in on his/her non-scheduled day he/she shall work their own duty assignment provided there is a vacancy on the string to the T-6 is assigned. Otherwise, the carrier called in on his/her non-scheduled day will be assigned where needed.

ARTICLE 7

REASSIGNMENT

For the purpose of reassignment, the entire installation, by craft, will be considered as a section.

ARTICLE 8

PARKING

The Employer will continue to provide parking spaces for all employees.

ARTICLE 9

ANNUAL LEAVE

Section 1. Initial Selection Process

A. Definitions

1. The leave year will begin on the first day of the first full pay period in January of each year and continue for fifty-two (52) consecutive weeks. The vacation calendar will reflect the leave year excluding the two weeks immediately preceding the week in which Christmas falls.
2. The vacation week will begin on Monday and extend through Sunday.
3. The choice vacation period, as defined in this Memorandum of Understanding, will consist of twenty-two (22) consecutive weeks beginning with the first full week of May and include, also, the two weeks determined to be the weeks of Spring Break.
4. Any portion of the leave year which falls outside the choice vacation period as defined above will be considered non-choice vacation time.

B. The Employer will post, no later than three (3) weeks prior to the commencement of vacation bidding, the vacation calendar and a notice indicating the dates on which employees are scheduled to bid. Prior to this posting, the union will notify management which weeks are to be considered the Spring Break weeks for the coming year.

C. Bidding will commence on Monday of the last full week of November.

(Article 9.1, continued)

- D. The Employer will allow 12% of the total carrier complement off each week during the choice vacation period and 5% of the total carrier complement off each week during the non-choice periods. The standard rounding rule, that is, when computing the number, the fraction of .5 or higher will be rounded up to the next highest number, shall apply. Approval of leave for CCAs under the foregoing provisions is contingent on their having a sufficient balance of leave when the leave is taken.
- E. By seniority/relative standing one carrier will bid each day until the process has been completed.
- F. Vacations selections will be entered on the vacation board and a PS Form 3971 will be submitted to the Employer in triplicate--one signed copy indicating approval or disapproval being returned to employees prior to clocking out on the day which concludes their designated bidding period.
1. Employees who are off due to scheduled absence on their designated bid days may submit their bids to the Employer in advance. However the board may not be delayed by more than one day.
 2. Employees who are off due to unscheduled absence on their designated bid days may advise the Employer of their vacation selections by telephone or by proxy by 5:00 p.m. on the day which concludes their designated bidding period.
 3. Employees who fail to bid on the day so designated by the Employer will be considered the senior bidder during the period their selections are submitted.
- G. Employees, at their option, will be granted up to two (2) selections during the choice vacation period in units of one (1) week or two (2) weeks, the total not to exceed fifteen (15) days pursuant to the provisions of Article 10 of the National Agreement.
1. Employees who earn 13 days of annual leave per year will be granted up to ten (10) days of continuous annual leave during the choice period.

(Article 9.1.G, continued)

2. Employees who earn 20 or 26 days of annual leave per year will be granted up to fifteen (15) days of continuous annual leave during the choice period.
 - a. Jury duty, sick leave, military leave, or leave relative to Union business will not be considered among any employee's choice period vacation selections.
 - b. Jury duty, sick leave, and military leave will not constitute any part of the station's weekly quota for leave.
 - c. Leave relative to Union business will constitute a part of the station's weekly quota for leave.
- H. During the initial selection process, requests for choice period and non-choice period annual leave will not exceed a combined total of four (4) weeks, the exception being that employees who earn five (5) weeks of annual leave per year may request a combined total of five (5) weeks choice and non-choice period annual leave.
- I. The awarding of choice period and non-choice period annual leave during the initial selection process will be determined by seniority/relative standing.
- J. Prior to the end of each bidding period during the initial selection process, the Employer will enter the names of those employees for whom annual leave has been approved in the appropriate grids on the vacation calendar.

Section 2. Open Periods

- A. Any vacation period, whether choice or non-choice period, including units of less than forty hours, in which fewer than the weekly quota of employees (pursuant to Article 9.1.D of this Memorandum of Understanding) have successfully bid during the initial selection process is hereby defined as an open period. After the initial selection process has been completed, open periods are available to employees for additional selections of annual leave.
- B. Requests for open period annual leave will be entered on PS form 3971 and submitted in triplicate no later than seven days prior to the Monday of the vacation week in which the requested leave hours occur, except when the Monday of that week is a holiday, in which case the earliest day for the submitting of such bids will be the Tuesday immediately following the holiday. A signed copy of PS Form 3971 indicating either approval or

(Article 9.2.B, continued)

disapproval of leave will be returned to the employee no later than forty-eight (48) hours after submission of the request. (All hourly notations herein are to be considered on business days only) Approval of leave for CCAs under the foregoing provisions is contingent on their having a sufficient leave balance when the leave is taken.

- C. All open period leave requests will be properly submitted to an appropriate supervisor. If PS Form 3971 is not returned to the employee within forty-eight (48) hours after submission by the employee, marked approved or disapproved with specific reasons noted, annual leave is approved.
- D. Requests for open period leave will be granted on the basis of earliest submission of PS Form 3971. However, when more than one bid for the same open period is submitted on the same date, seniority/relative standing will prevail as the factor which determines the successful bidder. Approval of leave for CCAs under the foregoing provisions is contingent on their having a sufficient balance of leave when the leave is taken.
- E. In cases where earliest submission of PS Form 3971 cannot be definitively determined, seniority/relative standing will prevail as the determining factor in awarding open period leave.

Section 3. Leave Relative to Union Business

A. Convention Leave

1. Convention leave is hereby defined as leave authorized to Union members for the purpose of attending the State and National Conventions of the National Association of Letter Carriers.
2. The Union will advise the Employer no later than Saturday of the third full week of November as to the dates on which the State and National Conventions are to be held and the number of delegates planning to attend so that leave in the choice vacation period may be reserved for those employees and so indicated on the vacation calendar.
3. Although approved Convention leave will not be considered among any employee's choice period vacation selections, such leave will be considered as part of the station's weekly quota for leave.

(Article 9.3.A, continued)

4. When it is determined that a vacation week which has been reserved for an employee for the purpose of attending the State or National Convention is not to be used in that regard, such leave will be cancelled in accordance with Article 9.5 of this Memorandum of Understanding and opened for bidding.

B. Organization Leave

1. Organization leave is hereby defined as leave authorized duly appointed representatives, stewards or other elected officers of the Union to attend training schools, seminars, or special meetings sponsored or endorsed by the National Association of Letter Carriers.
2. Requests for such leave will be submitted only after the initial bidding process has been completed.
3. The Branch Secretary will notify the Employer of the date(s) requested as far in advance as possible but no later than Monday of the week preceding that in which the function is scheduled.
4. Requests for Organization leave will be entered on PS Form 3971 and submitted to the Employer in duplicate on the earliest date possible. A signed copy of PS Form 3971 indicating either approval or disapproval will be returned to the employee immediately upon determination.
5. The Employer will make every reasonable effort to grant requests for Organization leave.

Section 4. Cancellation of Leave

- A. Annual leave may be canceled in full weeks only. An exception to this provision is cancellation of previously approved leave of less than forty hours.
- B. An employee's intention to cancel annual leave must be entered on PS Form 3971 and submitted to the Employer in triplicate no later than fourteen (14) days prior to the beginning of the vacation period to be canceled.

(Article 9, Section 4, continued)

- C. Except during open periods, the Employer will post a notice indicating "canceled leave" on the bulletin boards in all units no later than the start of business on the first full workday following receipt of the cancellation notice and update the vacation calendar accordingly. The canceled period will remain posted for two (2) working days and will be awarded to the senior bidder at the conclusion of that period.
- D. If, after being posted for two (2) days, no bids have been submitted, the canceled period will become available for bidding under the provisions of Article 9.2.B,C,D above with the understanding that time limits pursuant to Article 9.2.B will remain in effect.
- E. Annual leave may be canceled on shorter notice than that prescribed in Article 9.5.B above only upon mutual agreement of representatives of the Employer and the Union. Such mutual agreement will be evidenced by the appearance of a Union representative's dated signature on PS form 3971 canceling leave.
- E. Time limitations for bidding as prescribed in Article 9.2.B of this Memorandum of Understanding will be waived when vacation periods become available as the result of annual leave being canceled pursuant to Article 9.5.D above. Such canceled periods will remain posted for two (2) days and will be awarded to the senior bidder at the conclusion of that period with the understanding that bids for leave in increments of full weeks will take precedence over bids for leave of less than forty (40) hours.

Section 5. Miscellaneous Provisions

- A. Employees will neither be required nor permitted to work during their vacations.
- B. Trading of vacations will not be permitted.
- C. Letter carriers who become ill while on annual leave during the choice vacation period will be allowed to make another selection during the choice period, provided such a week is available.
- D. The vacation calendar will be accessible to all employees, but the Employer will be solely responsible for its maintenance.

ARTICLE 10

ASSIGNMENT OF ILL OR INJURED EMPLOYEES

Section 1.

The installation head will make every effort to employ letter carriers in their own station for the purpose of assignment to light duty. To the extent possible, such duty will consist of work within the employee's own craft and regular duty assignment.

Section 2. Identification of Light Duty Assignments

A light duty assignment is any assignment within the physical capabilities of an employee who is temporarily or permanently incapable of performing his normal duties as a result of illness or injury. It is hereby agreed that light duty assignments may include but are not limited to the following:

- a) assisting routes by setting up mail
- b) casing mail and strapping out
- c) relabeling carrier cases
- d) rewriting carrier route books
- e) coverage of suitable collection routes
- f) training new employees
- g) delivery of Special Delivery and parcel post
- h) delivery of Express Mail
- i) labeling apartment boxes

Section 3.

When the above assignments prove inadequate to cover the assignments requested by employees, the installation head will meet with a representative of the Union to determine what other work may be designated as light duty. Duties within reason, which the Union and Employer identify, will be designated as light duty.

ARTICLE 11

POSTING

Section 1.

A vacant or newly established duty assignment not under consideration for reversion will be posted within fourteen (14) calendar days of the day it becomes vacant or is established.

Section 2.

PS Form 1716, notice inviting bids for letter carrier craft assignments and for other assignments to which a letter carrier is entitled to bid, will be posted on the bulletin board for five (5) days. The Employer will furnish the Union with copies of all such notices. When an absent employee has so requested in writing, stating a mailing address, a copy of any notice inviting bids from the craft employees will be mailed to the employee by the installation head or designee.

Section 3.

Letter carriers will submit their bids in writing to the manager in charge by 3:30PM on the final day of bidding. When more than one assignment is posted, letter carriers will have the right to submit bids for all such assignments, stating an order of preference. A Steward or other Union representative will be present when bids are opened.

Section 4.

Notices of successful bids will be posted within 10 working days after the close of bidding, giving the successful bidder's name and seniority date. The Employer will furnish the Union with copies of all such notices.

Section 5.

A successful bidder will not have retreat rights to his or her prior assignment.

(Article 11, continued)

Section 6. Preferential Bidding

The Employer will post all temporarily vacant full-time duty assignment of anticipated duration of five (5) days or more.

- A. Full-time reserve, unassigned regular, part-time flexible letter carriers, and city carrier assistants may indicate their preference for such assignments until 9:00 a.m. on the Tuesday of the week immediately preceding the vacancy.
- B. The Wednesday before the assignment commences, the senior letter carrier having indicated his or her preference will be notified that he or she has been awarded the assignment.
- C. In those circumstances where an assignment becomes available after posting of the weekly schedule, the Employer will inquire as to the preference of each employee and award the assignment to the senior employee who indicates a preference.
- D. The Employer will provide copies of posting and award notices to the Shop Steward.

Section 7.

A full-time letter carrier's route will be posted for bid when his or her starting time is changed by more than one (1) hour.

(Article 11, continued)

Section 8.

When a letter carrier route or full-time duty assignment, other than the letter carrier route(s) of 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 adjustments, highway, housing projects, all routes and full-time duty assignments at that unit held by letter carriers who are junior to the carrier(s) whose route(s) or full-time duty assignment(s) was abolished shall be posted for bid in accordance with the posting procedures in this Article.

Section 9. Carrier Breaks

- A. Letter Carriers will be granted two breaks; one in the office and one on the street with the exception of those carriers who wish to utilize two five (5) minute smoking breaks in lieu of one office break. Those employees will submit their requests to utilize the smoking breaks to the supervisor for placement on that list on a semi-annual basis.

ARTICLE 12

SEPARABILITY AND DURATION

Section 1.

Should any part of this Memorandum of Understanding, or any provision herein be found to be inconsistent with the National Agreement or be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by a court of competent jurisdiction, such invalidation of such part or provisions of this Memorandum of Understanding will not invalidate the remaining portions, and they will remain in full force and effect.


Section 2.

This Memorandum will be in force until replaced by a new Memorandum negotiated pursuant to the provisions of the 2019 National Agreement.

This Memorandum of Understanding was entered into on the 28th day of May, 2021 between representatives of the United States Postal Service, Lisle, Illinois and representatives of John Grace Branch No. 825 of the National Association of the National Association of Letter Carriers, AFL-CIO, pursuant to the local implementation provisions of the 2019-2023 National Agreement.

For the United States Postal Service:

Lisle, Il. 60532

 6/3/21
Lee Junious, Postmaster

For John Grace Branch No. 825, NALC:


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