

LOCAL LEAVE PROGRAM (SHELBYVILLE)
(Excerpts from Local Agreement)

All programmed annual leave for letter carriers will be on a strict craft seniority basis [Item 4 - Section A]

The vacation calendar will be given to the senior carrier thirty (30) days prior to the beginning of the choice vacation period. [Item 4 - Section B]

The vacation calendar will be passed throughout the letter carrier craft by seniority and each carrier will indicate his/her selections for the choice period on the calendar. Each carrier will be permitted a maximum of forty eight (48) hours to make their selections in accordance with Item 7 of the LMOU, per round, once he/she receives the vacation calendar beginning with the senior carrier. [Item 4 - Section C]

Letter carriers may cancel any or all leave at their discretion. When cancelling annual leave carriers must inform management by the Tuesday preceding the service week in which the leave is to start. All carriers, including City Carrier Assistants, will not be required to use five (5) days of annual leave in order to receive their selection of programmed annual leave. [Item 4 - Section D]

Programmed annual leave canceled fourteen (14) days in advance will be reposted immediately for three (3) days and awarded by seniority. Bidding letter carriers must have sufficient leave to bid in increments of no less than forty (40) hours. [Item 4 - Section D]

There will be no exchanging of programmed annual leave unless all carriers with seniority falling between the carriers exchanging have had the opportunity to participate in the exchange. [Item 4 - Section F]

The remainder of a letter carrier's leave balance may be taken at other times during the year as requested in accordance with the procedures listed in item 12 of the LMOU. [Item 4 - Section G]

The duration of the choice vacation period will be from the first day of the leave year through the end of December. [Item 5]

The vacation period will begin at 12:01 am Monday and end at midnight on Sunday. [Item 6]

Letter carriers will have the option of requesting two (2) rounds of selections for vacation periods during the choice vacation period. [Item 7 - Section A]

First round selection: All career letter carriers who at the beginning of the leave year earn thirteen (13) days of annual leave shall be permitted to select two (2) five (5) day periods or one (1) ten (10) day period during the choice vacation period. Career letter carriers who at the beginning of the leave year earn twenty (20) or twenty six (26) days of annual leave shall be permitted to select one (1) five (5) day period and then one (1) ten (10) day period or fifteen (15) continuous days during the choice vacation period. [Item 7 - Section B 1]

Second round selection:

a. Career letter carriers who at the beginning of the leave year earn twenty (20) days of annual leave shall be permitted to select one (1) five (5) day period of programmed annual leave. Career letter carriers who at the beginning of the leave year earn twenty-six (26) days of annual leave will be permitted to select two (2) five (5) day periods of programmed annual leave. [Item 7 - Section B 2 a]

b. City Carrier Assistants (CCAs) shall be permitted to select one (1) five day period at the end of the second round of programming annual leave. The CCAs leave duration will be in accordance with Item 6 of the LMOU. If a CCA has an inadequate leave balance at the time his/her leave selection arrives, he/she must notify management no later than the Tuesday preceding the service week in which the leave period starts to identify the day(s) of annual leave cancelled in accordance with Item 4 section B. [Item 7 - Section B 2 b]

Jury duty will not be counted in the total number of carriers allowed annual leave each week during the choice vacation period. [Item 8 - Section A]

Letter carriers attending a National or State convention during the choice vacation period will not be counted in the number of carriers allowed off during that period. The president of Branch 14 will notify the postmaster of the delegates which are identified by December 1st. The names of the delegates will be written in the leave week of the National or State convention and will not be considered one of the letter carrier's leave selections. [Item 8 - Section B]

The total number of letter carriers who shall receive annual leave each week shall be equal to 18 percent of the letter carrier complement as of December 1st of each year. When applying the 18 percent requirement, any fraction of .50 or more will be rounded up to the next higher number. The minimum number of letter carriers allowed annual leave during the choice vacation period will be one (1). More may be considered depending on service conditions. [Item 9 - Section A]

Military leave will not be counted towards the total number of letter carriers allowed leave each week during the choice vacation period. [Item 9 - Section B]

Upon completion of all vacation selections for the choice vacation period, each carrier will submit PS Form 3971, in triplicate, to the immediate supervisor for each week selected. The supervisor will immediately sign each form indicating the date and time of receipt and return one (1) copy of each selection to the carrier. Within seven (7) days of the end of the selection process, the supervisor will sign the approval section of each form and return one (1) copy to the respective carrier. [Item 10]

The vacation schedule will be posted on November 15th, or the first working day thereafter, until December 1st when the selection process for vacation periods begin. The two rounds of selecting programmed annual leave will be completed by January 15th. [Item 11]

Annual leave to attend union activities prior to the determination of the choice vacation schedule will not be part of the total choice vacation period. [Item 20]