

LOCAL LEAVE PROGRAM (FORT KNOX)
(Excerpts from Local Agreement)

The total number of letter carriers who shall receive annual leave each week, except during prime time, shall be equal to 15 percent of the total number of career carriers as of December 1st of each year. Prime time will be from June 1 through August 31. During the prime time period, the total number of letter carriers allowed annual leave each week will be equal to 25 percent of the total number of career carriers as of December 1st of each year. [Item 4 - Section A]

Letter carriers may cancel any or all annual leave at their discretion, up to the Tuesday preceding the service week in which the leave was scheduled. [Item 4 - Section B]

Programmed annual leave cancelled 45 days in advance, in writing, will be reposted for three days and awarded by seniority. Bidding letter carriers must have sufficient leave to bid in increments of no less than 40 hours. [Item 4 - Section D]

The choice vacation period will be the first full work week in January through the last week in December [Item 5 - Section A]

Letter carriers who wish to have annual leave during the month of January shall submit their request in writing to their supervisor before December 31 [Item 5 - Section B]

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

All programmed annual leave for carriers will be on a strict craft seniority basis. Once a carrier is notified that it is his/her turn to make vacation selections, per round, he/she will only be permitted seventy two (72) hours to make their selection. [Item 7 - Section A]

First round selection: Career letter carriers who are entitled to ten (10) days of leave during the choice vacation period shall have the option of taking two (2) five (5) day periods or one (1) ten (10) day period during the choice vacation period. Career letter carriers who are entitled to fifteen (15) days of leave during the choice vacation period shall have the option of taking 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]

Second round selection:

1. Career letter carriers who at the beginning of the leave year earn twenty (20) days of annual leave will be permitted one (1) five (5) day period during the second round of programming 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 during the second round of programming annual leave [Item 7 - Section C 1]
2. City Carrier Assistants (CCAs) shall have the option of selecting one (1) five (5) day period of annual leave during the choice vacation period. [Item 7 - Section C 2]

Third and Fourth Round Selection: Career letter carriers who carry over annual leave from the previous year will be permitted to select up to three (3) five (5) day periods in the third round and one (1) five (5) day period in the fourth round. Carriers must have sufficient leave to cover the number of selections in their entirety. Programmed annual leave must be programmed in forty (40) hour increments [Item 7 - Section D]

Jury duty will not be charged to the choice vacation period. Letter carriers who are required to attend jury duty on one of their vacation selections will be allowed to select another week from the remaining available vacation periods. Notification must be made to the supervisor within ten (10) days upon receipt of the notice of jury duty, If there are no further unclaimed periods available, the carrier will submit a list of three choices of which management will award one of the three. [Item 8 - Section A]

Letter carriers attending a National or State convention during the choice vacation period will be counted in the total 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 the requested leave will not be considered one of the letter carrier's leave selections in accordance with Item 7 of the LMOU. The leave week for National and State Conventions will be reopened once the delegates have been granted leave. [Item 8 - Section B]

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

Letter carriers requesting annual leave prior to the determination of the choice vacation schedule to attend Union Activities will be counted towards the total number of carriers allowed leave each week, in accordance with Item 9 of the LMOU, but will not be counted toward one of the letter carrier's leave selections listed in Item 7. [Item 20 - Section A]

The week(s) of Union Activities during the choice vacation period will be blocked off to ensure that union representatives are granted leave. The president of Branch 14 will notify the Postmaster of the names of representatives attending the Union Activity by December 1st of the preceding year. Once the union representatives have been approved leave the remaining choices for the week of the Union Activity will be reopened for all carriers. [Item 20 - Section B]