

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

After completion of each round of selecting vacation periods in accordance with Item 7 of the LMOU, the supervisor will have five (5) workdays to verify and return a copy of Form 3971 to the carrier [Item 4 - Section A]

Except during emergency conditions, no carrier will be forced to work while on approved annual leave. [Item 4 - Section B]

Military leave will not be counted as part of the choice vacation period. [Item 4 - Section C]

Letter carriers may cancel any or all leave at their discretion. [Item 4 - Section D]

Management will post the leave calendar after the final round of the choice vacation period selections are completed and verified by the supervisor. [Item 4 - Section E]

The duration of the choice vacation period will be 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]

All programmed annual leave for carriers will be on a strict craft seniority basis [Item 7 - Section A]

First round selection: 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. 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. 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 selection during the second round of programming annual leave. 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 B 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 B 2]

Third round selection: Letter carriers that carry over annual leave from the previous year will be permitted a third round of programming annual leave. The maximum number of selections during this round will be three (3) five (5) day periods. 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 C]

their vacation selections will be allowed to select another week from the remaining available vacation periods. [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 the National and State Conventions will be reopened once the delegates have been granted leave. [Item 8 - Section B]

The total number of letter carriers who shall receive annual leave each week will be equal to 14 percent of the total number of career letter carriers as of December 1st of each year. When applying the 14 percent requirement, any fraction of .50 or more will be rounded up to the next higher number. [Item 9]

Requests for choice vacation periods will be submitted using duplicate PS Form 3971. After completion of each round of bidding, the supervisor will have five (5) work days to verify the approved PS Form 3971 and return the form to the carrier. [Item 10]

Management will post a calendar on the official bulletin board not later than November 1st of each year notifying carriers of the beginning of the new leave year. [Item 11]

Annual leave to attend union activities prior to the granting of choice vacation period will be counted in the percentage provided for in Item 9 of the LMOU. [Item 20]