

LOCAL LEAVE PROGRAM (LOUISVILLE)

(Excerpts from Local Agreement)

The total number of letter carriers who shall receive leave each week during the choice vacation period will be equal to 14 percent of the total number of full-time bid positions at each delivery unit as of December 1st of each calendar year. A fraction of .50 or higher of the 14 percent will be rounded up. The minimum number of carriers allowed leave each week will be one (1) [Item 4 - Section A]

Letter Carriers may cancel any or all annual leave at their discretion. [Item 4 - Section C]

Programmed annual leave cancelled 60 days in advance will be reposted for three (3) days and awarded by seniority. Bidding letter carriers will have sufficient annual leave to bid in increments of no less than 40 hours. The vacation selections by a letter carrier who bids out of the section will be considered cancelled annual leave. [Item 4 - Section D]

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

A letter carrier who bids from one delivery unit to another delivery unit shall retain all approved leave that he/she selected during the programming of annual leave. In such situations, the number of carriers allowed off each week at the gaining delivery unit, in accordance with Item 9 of this LMOU, shall be exceeded when necessary. [Item 4 - Section F]

A City Carrier Assistant who is converted to full-time regular within ninety (90) days from an approved week of programmed annual leave, shall be permitted to take that week of vacation as leave without pay (LWOP) or to select another week from any remaining weeks within his/her assigned delivery unit's vacation schedule that is ninety (90) days after his/her conversion date. [Item 4 - Section G]

The choice vacation period will be the first full work week of January through the last week of the calendar year that includes December 31st. [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 31st [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 [Item 7 - Section A]

Letter carriers that earn thirteen (13) days of annual leave at the beginning of the leave year shall select two (2) five (5) day periods during the choice vacation period. Letter carriers that earn twenty (20) or twenty-six (26) days of annual leave at the beginning of the leave year, shall select three (3) five (5) day periods during the choice vacation period. However, of the three (3) selections for carriers that earn twenty (20) or twenty-six (26) days of annual leave, a maximum of two (2) vacation selections shall be a period containing a national holiday in accordance with the National Agreement. [Item 7 - Section B 1]

City Carrier Assistants will be permitted to select one (1) five (5) day period during the first-round selection. [Item 7 - Section B 2]

Letter Carriers that earn twenty (20) days of annual leave at the beginning of the leave year shall select one (1) five (5) day period during the choice vacation period. Letter carriers that earn twenty six (26) days of annual leave at the beginning of the leave year shall select two (2) five (5) day periods during the choice vacation period. [Item 7 - Section C]

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 D]

Letter carriers shall not be allowed to schedule more than eight (8) weeks of programmed annual leave per year except in cases to ensure that a carrier does not forfeit any part of their annual leave [Item 7 - Section E]

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. 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 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]

Stewards at each delivery unit and the office of Branch 14 will be issued an official notice when the vacation schedule has been approved at each unit. [Item 10]

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

Annual Leave to attend Union activities requested prior to determination of the choice vacation schedule will not be a part of the total choice period and will not be considered one of the carrier's leave selections. [Item 20]