

**LOCAL LEAVE PROGRAM (SPRINGFIELD)**  
**(Excerpts from Local Agreement)**

Management will post the leave calendar after the final round of choice vacation selections are completed and verified by the supervisor. All selections must be completed by January 15th. [Item 4 - Section A]

Letter Carriers will not be forced to work while on approved leave, except in emergency conditions. [Item 4 - Section B]

Military leave will not be counted as a part of the total number of carriers allowed off for annual leave in accordance with Item 9 of the LMOU. [Item 4 - Section C]

Letter carriers may cancel any or all annual leave at their discretion. Letter carriers, including City Carrier Assistants, will not be required to use five (5) days of annual leave in order to receive their selection of annual leave. [Item 4 - Section D]

The procedures for selecting vacation periods for career carriers will be in accordance with the following: [Item 4 - Section E]

- Letter carriers will select vacation periods by seniority. This includes regular carriers and Part Time Flexibles (PTF).
- Each selection period will be for five (5) days of annual leave.
- Each letter carrier must make a first selection before a second selection can be made.
- Selections for vacation periods shall continue until carriers have exhausted the total number of weeks of annual leave earned for that year.
- All programmed annual leave will be honored except in emergency situations.
- After City Carrier Assistants have completed their selections of vacation periods in accordance with Section F of this Item number, there will be two (2) final rounds of programming annual leave for carryover leave from the previous year. Carriers will be allowed to select a total of seven (7) weeks of programmed annual leave per year.

Once selections of vacation periods are complete for career letter carriers, City Carrier Assistants (CCAs) will be permitted to select two (2) five (5) day periods from the remaining unselected vacation periods during the choice vacation period. [Item 4 - Section F]

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 D. [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 beginning day of an employees choice vacation period will start at 12:01 am Monday and end at midnight Saturday [Item 6]

The choice vacation period identified in Item 5 of the LMOU begins the first day of the leave year through the end of December. Therefore, there is no limitations in the number of vacation selections taken during the choice vacation period. [Item 7]

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. [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 total number of letter carriers allowed annual leave each week will be one (1). More will be considered if service is not affected. [Item 9]

Requests for choice vacation periods will be submitted using duplicate form 3971. After the completion of each round of selections the supervisor will have five (5) workdays to approve the 3971 and to return a copy of the PS Form 3971 to the employee. [Item 10]

A calendar shall be posted not later than November 1st of each year notifying employees of the beginning of the new leave year. [Item 11]

Annual leave approved to attend union activities prior to the granting of choice vacation period will be counted in the total number of carriers allowed leave each week in accordance with Item 9 of the LMOU. [Item 20]