

MAIL HANDLER CRAFT

Memorandum of Understanding between

THE NEW YORK POST OFFICE and
LOCAL #300, NEW YORK BRANCH
_____ of _____

THE NATIONAL POST OFFICE MAIL HANDLER
WATCHMEN, MESSENGERS, and GROUP LEADER

*DIVISION OF LABORERS' INTERNATIONAL
UNION OF NORTH AMERICA, AFL-CIO*

PREFACE

This Local Memorandum of Understanding between the New York, New York Post Office and Local #300, New York Branch of the National Post Office Mail Handlers, Watchmen, Messengers and Group Leaders, Division of Laborers' International Union of North America, AFL-CIO, shall remain in full force and effect to and including 12:00 Midnight, July 20, 1981, unless either party desires to terminate or modify it, for successive annual periods.

BASIC MEMORANDUM OF UNDERSTANDING

I. INABILITY TO REPORT FOR DUTY:

An employee scheduled to report for duty between the hours of 10 p.m. to 7:30 a.m. who is unable to report shall advise his station or unit of his inability to report not earlier than two (2) hours before nor later than one (1) hour following his scheduled reporting time, except that an employee scheduled to report between 5:30 a.m. to 7:30 a.m. shall also be permitted to telephone during the preceding evening up to 10:30 p.m. An employee scheduled to report on any other tour must telephone his inability to report not earlier than two (2) hours prior to his scheduled reporting time, but not later than his actual scheduled reporting time.

II. OFFICIAL NOTICES:

Employees shall be permitted reasonable time during their tour of duty to read official notices of management (Postal Bulletins, Regional Bulletins, NYPO Orders and Information Bulletins).

III. SALARY CHECKS:

- A. An employee eligible to receive his/her pay check Thursday evening because of tour assignments, who is on approved leave Thursday may obtain his/her pay check by personal visit to the station at such time that pay checks are normally issued to employees on that tour.
- B. An employee on approved leave, who desires to have his/her pay check received by mail, may file a written request at his/her station, at which time he/she shall also pre-address a penalty envelope to be used for this purpose.

IV. ASSIGNMENTS:

No employee shall be denied an assignment as a penalty resulting from any disciplinary action, if he is otherwise senior and eligible for such assignment.

It is recognized by local management that it continues to be their obligation on an on-going basis to insure that Mailhandler duties are assigned to Mailhandler craft employees consistent with the Mail Processing Work Guidelines and the primary craft designations set forth in that agreement.

V. TRANSPORTATION BETWEEN STATIONS:

- A. An employee who is regularly scheduled to work during a single duty period at more than one unit of a post office, such as the main office there of and stations or other units, without a break in duty status, except for normal lunch periods, shall be allowed transportation expenses and travel time on the clock between the separate units of the post office, provided such travel has been duly authorized by a proper postal official.
- B. An employee who has been duly authorized by a proper postal official and who is required to travel from one unit of a post office to another in an emergency situation, shall be allowed such necessary travel time on the clock and shall be authorized transportation expenses therefor.
- C. An employee in a duty status and acting in the scope of his employment, who has been duly authorized by a proper postal official to travel from one unit of a post office to another, will be covered by the provisions of the Federal Tort Claims Act.
- D. An employee who reports to a unit as scheduled and is then reassigned to a different unit shall be entitled to transportation costs to return to his original reporting unit, if required.

VI. ANONYMOUS COMPLAINTS:

No employee shall be disciplined solely on the basis of an anonymous letter and/or complaint.

VII. FORM POD 7:

- A. An employee may be allowed to review his own POD 7, if he so desires, in the presence of a designated personnel clerk or supervisor.
- B. All POD Forms 7, exclusive of those forms 7 in the office of Employee & Labor Relations, shall be maintained and protected in locked metal cabinets.

VIII. LABOR-MANAGEMENT COMMITTEE MEETINGS:

- A. To implement Article XVII, Section 5 of the National Agreement, the parties to this agreement shall meet during the first week of each quarter. The meeting shall be convened at a mutually acceptable time and, except for unusual situations, shall adjourn in not more than three hours. Each local union shall have additional meetings each quarter with the Postmaster and staff, at which time their own items shall be considered, unless the necessity for such additional meeting(s) is waived by mutual consent.

Such meeting(s) shall not preclude local unions from having additional and separate meetings as heretofore with local management on matters affecting their respective crafts. It is agreed that agenda items for discussion at the quarterly meeting shall be exchanged by the parties to this agreement at least one full week before the scheduled meeting. Items not placed on such agenda shall be discussed only by mutual consent of the parties.

- B. During the month of November, special meeting will be held with management on Christmas policies. A similar meeting shall be held shortly thereafter at the terminal, station or division level.

IX. UNION MEETINGS AT STATIONS AND TERMINALS:

Local unions shall be permitted to hold meetings in lunchrooms or other appropriate sites of stations and terminals, provided management is given prior notice. All employees attending these meetings will be off the clock.

CREDIT UNION

- Space will be granted for the Union's Federal Credit Unions.

SAFETY AND HEALTH

A Safety and Health Committee, consisting of one member from each craft and an equal number from management, shall be established in the New York, NY Post Office along the lines as indicated in the National Agreement.

The Safety and Health Committee shall meet monthly.

X. LABOR-MANAGEMENT MEETINGS

MEETINGS AT STATION LEVEL: Local Unions shall have formal monthly meetings with operations managers or station superintendents. Such meetings shall not preclude union(s) from having additional and separate meeting(s) with station management on matters affecting their respective crafts. Prior to the date of such a separate meeting, the party requesting the meeting shall submit an agenda to the other party. If both parties have items for consideration, they shall exchange agendas. Also, the specific time and place of the meeting shall be then fixed. Efforts shall be made to hold meetings on or about the same day during each month, wherever possible. It is agreed that meetings shall not exceed two (2) hours except by mutual agreement. No later than five (5) days after each meeting, a summary of the disposition of all agenda items shall be prepared jointly. Copies shall be furnished to both parties, the Director, Operations Division, and the Administrative Vice-President(s) of the local unions(s).

SUPPLEMENTAL MEMORANDUM OF UNDERSTANDING

MAIL HANDLERS

I. SENIORITY

- A. A list shall be established on a service seniority basis within a designated division and tour for acting higher level non-supervisory positions. First opportunity for such assignment shall be given to the senior qualified mail handler.
- B. Present procedure of establishing a senior qualified list for assigning Acting Watchmen shall continue until the new security force takes over the assignments.
- C. Part-time employees (flexible schedule) except casuals, shall bid for and receive vacation batches and transfers on a strict seniority basis. Part-time mail handlers shall have absolute priority over casual mail handlers regarding working conditions.

II. PREFERRED ASSIGNMENTS:

- A. Any preferred mail handler assignment must be given to the senior qualified applicant, through the posting procedures.
- B. It will be the responsibility of employees before going on annual leave to ascertain from the supervisory official in charge what vacancy or vacancies may be posted during the time they are on annual leave. If these employees desire to be considered for any of the assignments, they must file their applications for the particular vacancy or vacancies before leaving on vacation. Such applications shall be postmarked at the time of filing, endorsed to show inclusive date of the employee's absence, and initialled by the supervisory official in charge. These applications will be considered as having been filed within the stipulated period of time that the notice will be posted. Certain preferred assignment vacancies cannot be anticipated, and supervisory officials will therefore, endeavor to post vacancies either prior to or at end of regular vacation batches, if possible, provided such action does not retard the filling of these preferred assignments. No consideration will be given to an employee protesting the assignment of another employee to a preferred assignment by reason of his having been on leave when the notice soliciting applications was posted. This includes city-wide postings.

- C. An information bulletin shall be issued monthly showing mail handlers, including seniority dates, who have been assigned to preferred assignments or promotions which were filled from city-wide postings. This bulletin will be sent to the Officers of Local 300, N.Y. Branch, of the Mailhandlers Union.
- D. Local 300, N.Y. Branch, of The Mailhandlers Union shall be furnished quarterly with a list of mailhandlers on "detail" within the New York Post Office, where detailed, the duration of the detail and the reason.

III. CONDITIONS OF LABOR:

- A. If there is heavy congestion at time clock areas, all mail handlers affected shall be allowed to clock in up to five minutes or eight units after the tour starts, and shall be allowed to clock out up to five minutes or eight units ahead of time when tour is over.
- B. When a request for leave has been submitted in advance, and has been denied, an employee shall be given the reason for the denial in writing.
- C. A part-time mailhandler (flexible schedule) who is promoted to full-time regular may remain at his station if vacancies exist, for which there are no senior applicants.
- D. Part-time Flexible Employees may request assignment to specific stations upon change to regular, by submitting application Form P2-172 in duplicate, prior to date of such change.
- E. Local 300, N.Y. Branch, of The Mailhandlers Union will be given the names and addresses of all new mail handlers.
- F. Part-time mailhandlers (flexible schedule) shall be given a minimum of 12 hours swing between tours unless they agree otherwise.

IV. HIGHER LEVEL DUTIES:

- A. Vacancies for the position of Foreman, Mail Bag at BAT and GPO, PMS level 7, will be posted according to the existing procedure until these sections are phased out.
- B. A list shall be established for the position of Acting Foreman, Mail Bag Concentration Center, with opportunity for such assignment in the following order:
 - 1. Senior qualified Group Leader in the Mail Bag Concentration Center where vacancy exists.
 - 2. Senior qualified Mailhandler in the Mail Bag Concentration Center where the vacancy exists.

PREAMBLE

The parties agreed to abide by the terms and conditions of Article XII Reassignments, Article XIII Assignment of Ill or Injured Regular and Part-Time Flexible Employees, Article XLIII, Posting, and the supplemental Agreement between the United States Post Office Department and the seven national exclusive organizations, contained in POD Publication 53, dated March 9, 1968, with the following understanding:

To insure a more efficient and stable workforce, an employee may be designated a successful bidder no more than five times during the duration of this Agreement, unless such bid:

1. - is to a job in a higher wage level.
2. - is due to elimination or reposting of his duty assignment, or
3. - enables an employee to become assigned to a station closer to his place of residence.

TABLE OF ORGANIZATION

Management agrees to post a Table of Organization indicating the exact number of mail handlers assigned to each tour, their fixed work week schedule, section, work area and division. This Table of Organization must be kept current quarterly on a calendar year basis. A copy of this Table of Organization shall be given to the designated Union representative on each tour.

SENIORITY ROSTER

Management agrees to post a Seniority Roster on official bulletin boards on each tour of every division in every terminal and/or station. This roster must be kept current bi-monthly commencing February 1972 noting all changes. A copy of this roster shall be given to the designated Union representative on each tour each of the above.

PARKING

Management of the New York, N.Y. Post Office will provide parking space whenever and wherever possible for the New York Post Office LIUNA Administrative Vice-President when on official business at all stations and branches of the New York Post Office.

HOLIDAY SCHEDULES

The method of selecting employees to work on a holiday shall be as follows:

1. Casuals, even if overtime is necessary.
2. Part time flexibles, even if overtime is necessary.
3. Full time and part time regular employees who have volunteered to work on the holiday or their designated holiday when such day is part of their regular work schedule. These employees would be working at the straight time rate in accordance with Article XI, Section 4.
4. All other full time and part time regular volunteers. In the case of such full time volunteers, if they are scheduled to work and it is what would otherwise be their non-scheduled work day, they will be guaranteed eight (8) hours at the overtime rate in accordance with Article VIII, Section 1 and Section 4.
5. Full time and part time regulars who have not volunteered and who will be working on what would otherwise be their non-scheduled work day. In the case of such full time employees, they will be guaranteed eight (8) hours at the overtime rate in accordance with Article VIII, Section 1 and Section 4.
6. All other full time and part time regulars who have not volunteered.

In scheduling volunteers in accordance with Paragraph 3 and 4 above, seniority shall be used.

In scheduling non-volunteers in accordance with Paragraphs 5 and 6 above, inverse seniority shall be used.

"OVERTIME DESIRED" LIST

The "Overtime Desired" List shall be by section, work location and tour.

When employees outside of a section are needed, preference will be given to senior qualified employees on that tour.

The incoming mails section of each terminal shall be considered one section.

Carrier-Delivery stations shall be considered one section.

All of the above shall be by seniority on a rotating basis.

ADVANCE NOTICE OF OVERTIME

The designated Union representative on the tour will be advised at least one hour in advance of overtime except in the case of an emergency that is beyond Management's control.

BIDDING

It will be the responsibility of employees before going on annual leave to ascertain from the supervisory official in charge what vacancy or vacancies may be posted during the time they are on annual leave. If these employees desire to be considered for any of the assignments, they must file their applications for the particular vacancy or vacancies before leaving on vacation. Such applications shall be postmarked at the time of filing, endorsed to show inclusive date of the employee's absence, and initialed by the supervisory official in charge. These applications will be considered as having been filed within the stipulated period of time that the notice will be posted. Certain preferred assignment vacancies cannot be anticipated and supervisory officials will therefore endeavor to post vacancies either prior to or at the end of regular vacation batches, if possible, provided such action does not retard the filling of these preferred assignments. No consideration will be given to an employee protesting the assignment of another employee to a preferred assignment by reason of his having been on leave when the notice soliciting applications was posted. This includes city-wide postings.

ORIENTATION

It shall be the responsibility of Management to make certain that any mailhandler awarded an assignment shall be given suitable orientation on all the duties of the position.

POSTING

All vacant and/or newly-established mailhandler duty assignments shall be posted city-wide listing fixed basic work week schedules, duty hours including beginning, lunch and ending time, principal assignment area, section and/or specific location of work activity.

Positions requiring an employee to work in more than one work assignment on a daily basis shall be posted as such.

Full-time assigned Mailhandlers, during their assigned tour of duty shall not be given duty assignments in another section until all non-mailhandlers, part-time flexibles and unassigned full-time mailhandlers, performing mailhandler duties in that section have been moved outside of the mailhandler's assigned section.

Employees may submit as many bids as they want, listing them in order of choice within 10 days of the posting.

Within 10 days from the closing date of the bids the successful bidder will be posted, noting the effective date of the change and the bidder's seniority date.

The successful bidder must be placed in the new assignment within 10 days after the posting notice of successful bidder, except in the month of December.

Copies of the posting, successful bidder, seniority and effective date shall be sent to the Union office.

REPOSTING

A duty assignment shall be reposted under any of the following conditions:

- A. Change in starting time exceeding one hour.
- B. Change of duties.
- C. Change of principal assignment area.

Unless the incumbent desires to remain on the assignment with the changed conditions.

Local Management recognizes its continuing obligation Under Article 42, Section 2(a) (3) of the National Agreement to post positions vacated within 30 days or advise the local union of their intention to revert said positions. The parties further recognize that although local Management may move a full time regular off a bid assignment to perform work in another area, when such movement is to an assignment on a continuous basis over an extended period of time, the parties will take steps to identify whether or not additional Full Time Regular positions need be established.

THE ESTABLISHMENT OF A REGULAR WORK WEEK OF FIVE (5) DAYS

WITH EITHER FIXED OR ROTATING DAYS OFF

All employees shall have a fixed basic work week schedule. Every reasonable effort shall be made by local management to maximize the number of assignments wherein the rest days for mailhandler employees are consecutive.

GUIDELINES FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS
TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS
WARRANT BECAUSE OF EMERGENCY CONDITIONS.

Termination of Postal operations to conform to orders of local authorities, or as local conditions warrant because of emergency conditions, shall be based upon information available and received from local, state and national authorities, and other official sources.

When local emergency conditions warrant wholesale closing of businesses and public transportation is sharply curtailed, local management will make every reasonable effort to disseminate information to Mailhandler union representatives regarding orders of local authorities or as local conditions warrant.

Management will consult with the Union concerning the appropriate action to be taken, where the emergency is of such a nature that advance notice is possible.

All consideration will be given by the Installation Head to Acts of God, physical limitations and other situations such as RIOTS and BOMB scares wherein such jeopardizes the safety and health of mailhandler employees. Local management will take every action to comply with Section 721.921 of the Postal Manual.

Management will avail themselves of all public media to notify employees of any changes resulting from the above.

PRINCIPAL ASSIGNMENT AREAS, SECTION AND/OR SPECIFIC LOCATIONS OF
WORK ACTIVITY FOR PURPOSES OF POSTING AND BIDDING

GPO OUTGOING

1. Weigh Office
2. Air Mail - Inc. pouch, Face-up and Slug Belt, 1st and 2nd floors
3. Meter Break-Up
4. Managed Mail Program
 - A. Loose Pack, Flats:
 - B. Pouching, Slug Belts
5. Loose Pack
6. Mezzanine Section - Dump & Cull
7. ZMT Loose Pack & Machine Area - 3rd Floor
 - A. New York State
 - B. Primary
8. Assemblers and Consolidators
9. Flats
10. Face-Up Tables

GPO INCOMING

1. Incoming Primary
2. Mezzanine
 - A. Cut Open
 - B. Z - Line
 - C. Pouching
 - D. Specials, Return Trays
3. Incoming Secondary (UPMAIL)
 - A. Letter
 - B. Newspaper Callers, Carrier Equipment
4. Flats
5. All Mailhandler Techs. - Level 5
6. Patch-Up

GPO TRANSPORTATION

FORK LIFT - GPO TRANS
JEEP DRIVER - GPO TRANS

NORTH PLATFORM

- A. 1-b-1 Belt
- B. 1-G-3 Chute & Air Mail Outgoing
FDR, NYTT, Tub Dispatch & Receipt

EAST PLATFORM

- A. Uptown Circuit
- B. Air Mail Incoming
- C. Missent Chute & Circuit Breakup
- D. Newspapers & Pouches
- E. Deck Pouch Chute

SOUTH PLATFORM

- A. Hudson River & Brooklyn
- B. Railroad Pouch Chute
- C. Ferry Chute
- D. Mixed Chute
- E. Ferry Breakup (Specials)
- F. House Pouch Chute
- G. Slide Table

SOUTH PLATFORM - RECEIVING AREA

- A. Receiving Bays
- B. Weigh Office, South Platform
- C. Special Delivery
- D. Official Mail
- E. Roadway Watchman
- F. Convoys
- G. Railroad Bays - (Star Route, Breakup Tour 3)
- H. 9th Avenue Door
- I. Skid Men - Tour 3

STAR ROUTE ROOM

- A. Star Route Platform, (Breakup)
- B. 1-A-3 1-B-1 Belts
- C. Registry Receiving

MAIL HANDLER TECHNICIANS - LEVEL 5

Weigh Office (Newspapers)
Pouch Breakup
Bklyn H.R. Chute
Ferry Chute
Ferry Pouch Breakup
House Pouch Chute
Newspapers & Spirals
Downtown Circuit Chute
Incoming Air Mail Belt
Star Route (South)
Deck Pouches
L.I. Breakup
Slide Table

PENNSYLVANIA TERMINAL

- 1. Specials - Newspapers

GRAND CENTRAL INCOMING

1. South Section
2. Incoming Section
3. All Mail Handler Technicians - Level 5

GRAND CENTRAL OUTGOING

1. Transportation - Collections
2. Weigh Office
3. Air Mail - Verification of Equipment
4. Culling (Mezzanine)
5. Meter Break-Up, Flats & Slugs
6. Assemblers
7. Loose Pack
8. Basement - Incl. Small Rolls & Parcels
9. All Preferred Assignments - Level 4
10. All M. H. Technicians - Level 5
11. Callers

CHURCH STREET INCOMING

1. Meter Break-Up
2. Flats
3. Loose Pack
4. Air Mail
5. Transportation
6. Weigh Office
7. All Preferred Assignments - Level 4 & 5
8. Mezzanine & Collection Break-Up
9. Banks & Boxes

FDR

1. Incoming Primary Cut Open Tables Section
2. Outgoing Mails Tie Out Section
3. Transportation
 - a. Transportation Deck - First Floor
 - b. Transportation Deck - Second Floor

NEW YORK TRUCK TERMINAL

1. New York State Papers - There are three specific work locations:
 - a. Flat Break-Up
 - b. Dumping
 - c. Tie Out Shorts
2. Transportation
3. GPO Parcel Post
4. Midtown Parcel Post

THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION WHEN IT IS PROPOSED TO REASSIGN WITHIN AN INSTALLATION EMPLOYEES EXCESS TO THE NEEDS OF A SECTION.

Re-assignments. To implement Article XII and Appendix A of the National Agreement each of the sections listed below in terminal and station points shall be deemed for re-assignment purposes as described in Article XII and Appendix A, separate and individual sections. Further, each carrier-delivery station and finance station in the NYPO shall be considered a separate section for this purpose. Whenever there is a change affecting a section(s) including the establishment of new sections, consultations shall be held.

GENERAL POST OFFICE

Incoming Mails, Outgoing Mails, Transportation, Registry, Penn Terminal, Mail Bag Concentration Center, each Executive Office & ZMT-LSM Unit.

GRAND CENTRAL STATION

Incoming Mails & Outgoing Mails.

CHURCH STREET STATION

Incoming Mails, Outgoing Mails & ZMT-LSM Unit.

NEW YORK TRUCK TERMINAL

Transportation, Incoming Papers, Midtown P.P. and GPO Parcel Post.

F.D.R.

Incoming Primary and Secondary Units, Transportation.

NEW MAILHANDLERS

Local 300, N.Y Branch of the Mailhandlers' Union will be given the names and addresses of all new mailhandlers.

ANNUAL LEAVE

Annual Leave of three days or less shall be acted upon within two days after notice has been submitted by the employee to the supervisor.

WASH UP

The parties agree that the existing 12 minute wash-up period before lunch and the 15 minute wash-up period before the end of the tour is reasonable and shall be continued as in the 1975 -1978 Local Memorandum of Understanding between Local 300, LIUNA, N.Y. City Branch and the New York, New York Post Office. Local management will insure that during the general orientation period for newly hired mailhandler employees that they are advised of their entitlement to a 12 and 15 minute wash-up period.

COMMITTEE ON LIGHT DUTY

A committee on Light Duty Mailhandler Assignments shall be established with two representatives from the Union and two from management.

The committee will establish the criteria for light duty assignments, temporary and permanent.

When an employee meets this criteria he or she shall be given the light duty assignment if available in accordance with the National Working Agreement.

MEETINGS

Stewards shall be permitted to hold meetings in swing rooms of stations and terminal divisions provided they give advance notice and that there is no disruption of work activity.

POLICY ON TELEPHONES

Recognized Union Officials and Stewards shall be allowed reasonable use of telephones for conducting Union business regarding administration of the National Agreement.

POWER EQUIPMENT

No mailhandler will be allowed to operate power equipment, requiring a license to operate, without a valid U. S. Government Motor Vehicle Identification Card (SF - 46)

ANNUAL LEAVE PROGRAM

- A. Number of vacation days to be granted during choice vacation periods.

LEAVE BRACKET NO.	NO. OF ANNUAL LEAVE DAYS EARNED PER YEAR	NO. OF ANNUAL LEAVE DAYS TO BE GRANTED IN CHOICE PERIODS	NO. OF ANNUAL LEAVE DAYS REMAINING
1	13	10	3
2	20	15	5
3	26	15	11

Remaining Annual Leave Days to be used at other times during the year, except during December. In emergent cases, Annual may be granted during December.

- B. Full Time and Part Time Regular Schedule employees - eight (8) batches of three weeks each beginning April 21, 1979; April 19, 1980 and April 18, 1981. Not more than 13% in each batch. Percentages shall be increased to 15% from June 23, 1979 to September 14, 1979, from June 21, 1980 to September 12, 1980 and from June 20, 1981 to September 11, 1981.
- C. Part Time Flexible Schedule employees - ten (10) batches of three weeks each from March 3 of 1979; March 1 of 1980 and March 7 of 1981. Not more than 10% in each batch.
- D. When an employee requests vacation in excess of the number of days specified in the Annual Leave batches, such request shall be granted in accordance with seniority regulations, provided this additional leave does not deprive any other employee of his first choice for scheduled vacation.
- E. Request for extended annual leave beyond that earned for the current leave year and carried over from previous leave year may be granted, provided it is in accordance with seniority regulations and business conditions permitting.
- F. Employees at their request shall be granted permission to withhold vacation until the following year, provided that the total number of days held over does not exceed thirty. No two choice batches shall be assigned to an employee until all employees have had the opportunity of obtaining a choice batch.

- G. When an employee is re-assigned to another station or unit the vacation batch granted this employee at his former station remains valid.
- H. When an assigned scheduled vacation batch or portion of at least one week is not utilized by the employee, including an employee who has retired, this batch or portion shall be posted for bid to all employees, even those requesting deferment, and shall be filled according to seniority regulations, provided the percentages shown in Items 4B and 4C do not exceed the complement at the time the batch or part of a batch becomes available.
- I. Re-assigned employees shall be permitted to bid for any vacation opening that may arise in their new station or unit in accordance with existing seniority regulations, provided the percentages shown in Items 4B and 4C do not exceed the complement at the time the batch or part of a batch becomes available.
- J. When the complement of a terminal or station is increased after the vacation batch bids are submitted additional vacations shall be provided and the percentage in each batch shall not be diminished.
- K. Station superintendents or operations managers shall grant additional annual leave to employees who require same for emergencies.

When Saturday is part of the Basic Work Week, Saturday shall be the first day of vacation. In all other instances the first day of the Basic Work Week shall be the first day of vacation.

Exception - when employees scheduled rest days are Sunday and Monday, their vacations will begin on Tuesday. Requests for additional leave shall be granted, subject to the needs of the Service.

Employees at their option may request two selections during the choice vacation period in units of either 5 or 10 days provided all employees have had an opportunity of obtaining a choice batch.

Local management agrees that it will make every reasonable effort, including the posting of notices to all Mailhandlers, encouraging them to schedule non-choice vacation picks in advance. The actual method of vacation selection will be in conformance with accepted New York annual leave selection procedure.

Jury Duty shall not be charged to the choice vacation period.

Attendance at National or State Conventions, by Union Officials and Stewards shall not be charged to the choice vacation period.

Annual leave to attend union activities requested prior to determination of the Choice Vacation schedule shall not be charged to the Choice Vacation period.

Official notices of Annual Leave shall be placed on employee bulletin boards and a copy shall be furnished the Chief Steward or Steward. Where glass bulletin boards are available they shall be utilized. Further, each employee shall be given a copy of his/her approved vacation.

During the month of November in each year a notice shall be posted on all bulletin boards in the lunch room and on the work floor indicating the beginning of the new leave year and all instructions agreed to in the Memorandum of Understanding.

A special vacation bid form and application must be given to each employee. They will be allowed up to 15 days to bid.

The remainder of the employee's Annual Leave may be granted at other times of the year as requested by the employee except during the month of December.

In emergent cases Annual Leave may be granted during December. Employees may submit standard Form SF 3971 to his supervisor requesting Annual Leave for other than during the choice vacation period. The supervisor will approve or disapprove the request within two (2) days and if disapproved advise the employee in writing therefor.