

Local Memorandum of Understanding

Between

United States Postal Service

and

National Association of Letter Carriers, AFL-CIO  
Branch 30

at

Belton, Missouri

2023- 2026

**Item 1: Additional or longer wash-up periods.**

Carriers will be allowed a reasonable wash-up time.

**Item 2: the establishment of a regular work week of five days with either fixed or rotating days off.**

Carriers will remain on rotating non-scheduled days.

**Item 3: Guidelines for the curtailment or termination of operations to conform to orders of local authorities or as local conditions warrant because of emergency conditions.**

Belton will follow district and area guidelines along with following the orders of local authorities as local conditions warrant.

**Item 4: Formulation of a local leave program**

- A. The Carrier work force (Regulars, Unassigned Regulars and PTFs) will be allowed to bid both the choice and non-choice periods at the same time. Up to the weeks earn this year (not to exceed 26 days) this will be done by passing the Calendar throughout the Carrier work force by Seniority. Each carrier will have 3 days to make their selections. The NALC union Steward, Alternate Steward or Branch President Designee will oversee the process. Management will confirm the choices after the second round.
- B. After all career carriers have made their selections for prime time and non-prime time periods, CCAs will be able to select remaining weeks in order of relative standing, each carrier will have 3 days to make their selections.
- C. After the first round of vacation scheduling the carrier work force will be allowed to schedule any remaining leave by passing, the calendar throughout the carrier work force by seniority, each carrier will have 3 days to make their selections. But the carriers must have enough annual leave to cover all future scheduled weeks.
- D. All full weeks of canceled leave will be posted for re-bid on a first come first served bases after cancellation. Scheduled leave will be cancelled no later than the Saturday prior to the Wednesday posting of the schedule for the week of vacation being cancelled.

**Item 5: The duration of a local Leave Program.**

The choice vacation period (otherwise known as prime-time) will be the first full week after March 15 through the last full week in November.

**Item 6: The determination of the beginning day of an employee's vacation period.**

Full weeks of annual leave will start on Monday.

**Item 7 whether employees at their option may request two selections during choice vacation period in units of either 5 or 10 days**

Letter carriers at their option may request 1 or 2 selections during the choice vacation period in units of either 5 or 10 or 15 days: total not to exceed 10 or 15 days for their prime-time choice in accordance with leave earned annually.

**Item 8: Whether Jury duty and attendance at National or State conventions shall be charged to the choice vacation period**

Jury Duty will not be considered part of a carrier's schedule vacation choices however if a carrier wishes to go to State or National Convention, then this will be considered as part of his choice vacation leave, if necessary.

**Item 9 Determination of the maximum number of employees who shall receive leave during the choice vacation period**

- A. There will be two (2) carriers off during choice vacation period.
- B. There will be two (2) carriers off during non-choice period.
- C. There will be one (1) carrier off during the month of December.

**Item 10 the issuance of official notices to each employee of the vacation schedule approved for such employee**

- A. Management will post the leave calendar by January 15. Upon posting the calendar will become official.
- 8. Carriers will be required to fill out PS form 3971 prior to leaving on choice vacation.

**Item 12 the procedures for submission of applications for annual leave during other than the choice vacation period**

- A. Application of any leave outside of the vacation planning process will not be submitted until after completion of the vacation planning process.
- 8. Carriers, including CCA's, can apply for full weeks, multiple days or single days on a first come, first served bases, by submitting their request on a PS Form 3971.
- C. Carriers will apply for this type of leave no later than the Saturday prior to the Wednesday posting of the schedule for the week or day of vacation being applied for.
- D. Management will approve this type of leave so long as the calendar is not full and they have not met their obligations outlined in Item 9. Upon doing so, this approved leave will be immediately placed on the calendar to better communicate with other carriers. what is still available.

Item 13 method of selecting employees to work on a holiday

Management will post a volunteer sign-up sheet prior to scheduling for the week of the holiday.

- A. All part-time flexible employees to the maximum extent possible, even if the payment of overtime is required.
- B. All full-time regular, full-time flexible and part-time regular employees who possess the necessary skills and have volunteered to work on their holiday or their designated holiday-by seniority.
- C. City carrier assistant employees.
- D. All full-time regular, full-time flexible and part-time regular employees who possess the necessary skills and have volunteered to work on their non-scheduled day-by seniority.
- E. Full-time regular, full-time flexible and part-time regular employees who possess the necessary skills and have not volunteered on what would otherwise be their non-scheduled day by inverse seniority.
- F. Full-time regular, full-time flexible and part-time regular employees who possess the necessary skills and have not volunteered on what would otherwise be their holiday or designated holiday-by inverse seniority.

Item 21 those other items which are subject to local negotiations as provided in the **craft provisions of this agreement**

If the regular carrier comes in on their non-scheduled day, and the T6/utility carrier, the manager and the union agree, then the T6/utility will move.

If regular carrier does not come in on their non-scheduled day, and the T6/utility carrier, the manager and the union agree, then the T6/utility will move.

**MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding is entered into on 6/2/2026 at Belton, MO between the representatives of the United States Postal Service and the designated agent of NALC Branch #30, pursuant to the Local Implementation Provisions of the 2023 National Agreement with the National Association of Letter Carriers.

This Local Memorandum of Understanding shall be in full force and effect until midnight May 22, 2026 unless extended by agreement between the parties at the National level. The terms of the/s Memorandum of Understanding are subject to the grievance procedure as contained in the National Agreement.



Nathaniel Daise  
Postmaster



Melvin R Moore Jr.,  
President NALC, Branch #30