

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

UNITED STATES POST OFFICE

HARRISONVILLE, MISSOURI

AND

NATIONAL ASSOCIATION OF LETTER
CARRIERS,
AFL-CIO BRANCH #30

2023-2026

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ITEM 1: ADDITIONAL OR LONGER WASH-UP PERIODS

Employees will have a reasonable period of wash-up time before end of work or work with toxic material

ITEM 2: ESTABLISHMENT OF A REGULAR WORKWEEK OF FIVE DAYS WITH ROTATING DAYS OFF OR FIXED Section

All Regular letter carriers will have a work week of five fix days with work weeks beginning Saturday thru. Friday

ITEM 3: GUIDELINE FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS TO CONFORM TO ORDERS OF LOCAL AUTHORITIES OR AS LOCAL CONDITIONS WARRANT BECAUSE OF EMERGENCY CONDITIONS

The Harrisonville Post Office shall comply with request by local (City and County), State and federal official in regard to any emergency that may be an endangerment to life or limb of the people in the affected area.

Section B: Management must weigh these factors and act, in consultation with the union President or his/her designee, when possible, considering the welfare of the employees at all times. Management will notify the ranking union official on duty of its decision and plan of implementation. Employees will seek cover during a local Tornado warning, until the all clear is given.

ITEM 4: FORMULATION OF A LOCAL LEAVE POLICY

All letter Carriers (Regulars, PTF and CCA'S) shall be entitled to use annual leave, by seniority, on the following basis:

1.) First Choice

- a. Employees entitled to 13 days annual leave shall be entitled to one ten (10) day consecutive period, or two five (5) day periods.
- b. Employees entitled to twenty (20) to twenty-six (26) days annual leave shall be entitled to one fifteen (15) day consecutive period or one ten (10) day, and one five (5) day period.

2.) Second Choice

- a. All Employees shall be granted all unused annual Leave not used in the first choice, in the same period as indicated in ITEM 5 of this local agreement.
- b. All cancellations of leave shall be posted as soon as possible.
- c. When management is notified of the cancelation, provided said notification is at least 2-weeks prior to scheduled start of leave. That leave will be posted so carrier can bid and will be granted by seniority and granted as soon as possible.
- d. Exchanging of leave is not to be permitted without the approval of management and the union.
- e. Military leave will not count as part of a carrier's selection for the choice period.
- f. Carriers who become ill while on annual leave during the vacation will be allowed to have another selection if leave is converted to sick leave.

3.) Incidental Leave

- a.) Have annual leave balance sufficient to cover the requested day(s)
- b.) Request leave in writing on form 3971 less than two weeks shall be approved or disapproved at managements discretion
- c.) Request leave in writing on form 3971 at least two weeks prior to the requested day(s) will be granted based items enumerated below #1, #2 and #3.
- d.) Leave will be approved for 1 person on a day-to-day basis. The leave will be granted based upon items listed below #1, #2 and #3.

WHAT COUNTS TOWARD THE 1 PERSON PER DAY?

1. Any scheduled annual leave on the vacation calendar. (This includes annual leave for union conventions, Rap session etc...)
2. Sick leave or (Annual leave or LWOP in lieu of sick leave) of at least one full week.
3. IOD/Limited Duty with no carrier duties of at least one full week.
4. Leave will be approved and scheduled by the posting of the schedule on Tuesday before the Holiday or the Wednesday on a normal work week schedule.
5. Carriers requesting a week outside of the 1st and 2nd choice must submit a request 30 day prior to the week in question. The request will be on a first come basis. Request less than 30 days will be considered incidental leave. The carrier must have the sufficient annual leave to cover the week requested.

6. The request will not be denied as long as the station does not exceed the maximum number listed in ITEM 9.

ITEM 5: DURATION OF CHOICE VACATION PERIOD

The Choice period, for annual leave, shall be from January 1 to November 30 for the Duration of this local agreement.

ITEM 6: THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD

The beginning day of an employee's vacation period shall start on Monday and end on Sunday.

ITEM 7: WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO (2) SELECTIONS DURING THE CHOICE VACATION PERIOD IN UNITS OF EITHER FIVE (5) OR TEN (10) DAYS

An employee may, at his option, may request two (2) selections during the Choice vacation period, in units of either five (5) or ten (10) working days or one selection of fifteen (15) days, not to exceed the ten (10) or fifteen Day limits specified in the National Agreement.

ITEM 8: WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD

Section A: Jury duty shall not count against the choice vacation period.

Section B: Attendance at National and/or State conventions shall not be charged to the choice vacation period. At the beginnings of each year when

conventions weeks have been determined, sufficient slots for all eligible delegates shall be withheld for the appropriate weeks.

Section C: An employee subpoenaed, as a States witness in a court case during his/her choice vacation period is eligible for another available period.

Section D: Military duty shall not be charged against the choice vacation period.

ITEM 9: DETERMINATION OF THE MAXIMUM NUMBER OF CARRIER CRAFT EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD

There shall be one (1) carrier (Regulars, PTF and CCA's) off each Week during the choice vacation Period unless management has the qualified personnel to complete the schedule of carriers, then two may be off.

ITEM 10: THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF VACATION SCHEDULE APPROVED FOR EACH EMPLOYEE

Each carrier craft employee will submit, following final selection of his or her choice and non-choice vacation period(s), Ps Form 3971 in duplicate, filling in all applicable items. A copy, signed by the responsible supervisor, will be returned to each carrier craft employee soon as possible but no later than January 10th

Item 12: THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD

See ITEM :4

ITEM 13: THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY

The following order will be used for holiday scheduling. Seven days prior to the Tuesday preceding the holiday week schedule, a notice seeking volunteers will be posted.

1. Part-time flexible employees.
2. All full time and part time regular employees who possess the necessary skills and have volunteered to work on the holiday or their designated holiday by seniority.
3. City Carrier Assistants.
4. Full time and part time regular volunteer employees whose scheduled non-work day falls on the holiday and possesses the necessary skills, even though the payment of overtime is required, by seniority.
5. Full time and part time regular who do not volunteer employees whose scheduled non-work day falls on the holiday and who possess the necessary skills even though the payment of overtime is required -by inverse seniority.
6. Full time and part time regular employees who do not volunteer to work their holiday or designated holiday- by Inverse seniority.

ITEM 20: THE DETERMINATION AS TO WHETHER ANNUAL LEAVE TO ATTEND UNION ACTIVITIES REQUESTED PRIOR TO DETERMINATION OF THE CHOICE VACATION SCHEDULE IS TO BE PART OF THE TOTAL CHOICE VACATION PLAN

ANNUAL LEAVE APPROVED TO ATTEND UNION ACTIVITIES PRIOR TO THE GRANTING OF CHOICE VACATION PERIOD WILL NOT BE COUNTED IN THE CHOICE VACATION PERIOD

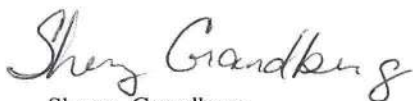
ITEM 22: LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENIORITY, REASSIGNMENTS, AND POSTING

- A. When a Letter Carrier route or full time duty assignment other than the Letter Carrier route (s) or full time duty assignment (s) of the junior employee (s) is abolished at a delivery unit as a result of, but not limited to, route adjustments, highways, housing projects, all routes, and full time duty assignments at that unit held by Letter Carriers who are junior to the carrier (s) whose routes or full time duty assignment (s) was abolished shall be posted for bid in accordance with the posting procedures in this article.
- B. A full-time regular carrier called in to work on a non-scheduled day may be given his full-time duty assignment as primary duty, but may be asked to assist in other duties on emergency basis.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on **06/02/25** at Harrisonville, 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.

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 this Memorandum of Understanding are subject to the grievance procedure as contained in the National Agreement.



Sherry Grandberg
Postmaster, Harrisonville, MO



Melvin R Moore
President, NALC Branch #30