

DATE: November 27, 1991  
OUR REF: CED07:PAStabler:km  
SUBJECT: Local Leave Program Policy  
TO: Station/Branch Managers

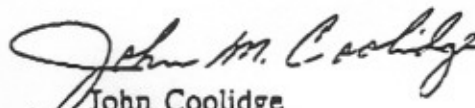
To set and interpret local policy regarding the Local Leave Program:

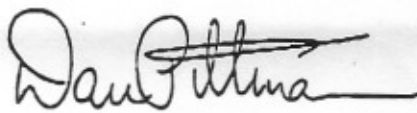
After vacation bidding has concluded and if there are weeks that are still available. Letter carriers will be allowed to acquire these weeks if they meet the following criteria:

- 1) Carriers must submit a request at least 30 days prior to the week in question. These requests will be on a first come basis. Requests received less than 30 days prior will be considered incidental leave.
- 2) Carriers requesting these weeks must have sufficient annual to cover these weeks.

These requests will not be denied as long as the station does not exceed the maximum percentage that is allowed off per the Local Memorandum of Understanding.

  
Phil Stabler  
Area Manager

  
John Coolidge  
Area Manager

  
Dan Pittman  
President, NALC Branch 30