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Article 10 & 16
S. Keayic

UNITED STATES POSTAL SERVICE

Washington, DC 20260

DATE: June 26, 1984
OUR REF: LR100:FJacquette:ab:4110
SUBJECT: Attendance Control
TO: Regional General Managers
Labor Relations Division

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GENERAL MANAGER
LABOR RELATIONS DIVISION

Following the issuance of Management Instruction, EL-510-83-9, Attendance Control, a number of discussions were held with representatives of the APWU. Those discussions centered on procedures instituted by that management instruction and the revised PS Form 3971, Request For, Or Notification of, Absence. Essentially, the parties agreed to the following terms:

1. Changes to PS Form-3971 published in Postal Bulletin 21453 (4-12-84) were made for administrative purposes only and, as such, do not constitute a change in hours, wages or working conditions; and
2. A grievance challenging a supervisor's determination that an absence is unscheduled may be filed at the time the PS Form 3971 is completed or when that absence is included in a disciplinary action. In cases where a grievance is filed after a disciplinary action has been issued, the Postal Service will not raise a question of timeliness in regard to the disputed absence(s).

We believe that this understanding with the APWU should reduce the likelihood of employees filing "precautionary" grievances in every instance where a supervisor determines that an absence is unscheduled. In most instances, such decisions will not culminate in disciplinary action. However, if an employee elects to file a grievance at the time the PS Form 3971 is completed; and, that grievance is not sustained, we will not allow that issue to be

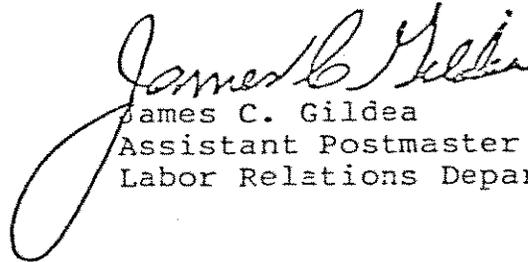
Regional General Manager
Labor Relations Division

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challenged a second time if the absence is included in a future disciplinary action.

If you have any questions regarding this matter, contact Frank Jacquette at 245-4731.

Sincerely,



James C. Gildea
Assistant Postmaster General
Labor Relations Department.