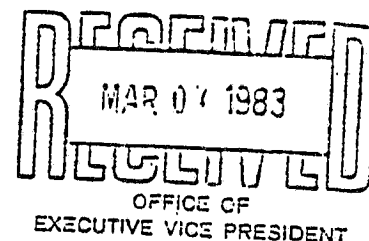




UNITED STATES POSTAL SERVICE  
475 L'Enfant Plaza, SW  
Washington, DC 20260

March 4, 1983



Mr. William Burrus  
Executive Vice President  
American Postal Workers  
Union, AFL-CIO  
817 14th Street, N.W.  
Washington, D.C. 20005-3399

Dear Mr. Burrus:

This is in further reference to your February 15 letter concerning the use of SF-8, Notice to Federal Employees About Unemployment Compensation, and its application pursuant to 553.122 of the Employee and Labor Relations Manual (ELM).

Existing regulations in the referenced section of the ELM require prompt issuance of SF-8 to employees being separated from the Postal Service; being transferred to another federal agency or to a postal facility serviced by another Postal Data Center; or being placed in a non-pay status for seven or more consecutive days. Individuals whose work hours or tours of duty are on an "on-call" or intermittent basis should be issued SF-8 only the first time in each calendar year that they are placed in a non-pay status.

There may have been occasions when SF-8 was not issued to employees, as you alleged, because of some inadvertent omission on the part of the separating personnel office. If you have information establishing that a specific location routinely fails to meet the SF-8 issuance requirements, and wish to share it with us, we shall see that appropriate corrective action is taken.

Periodically, a notice reminding personnel officials of the requirement for issuing SF-8 is published in the Postal Bulletin. As information, such a reminder currently is being prepared by the Employee Relations Department and is expected to be ready for publication in the near future.

Sincerely,

James C. Gildea  
Assistant Postmaster General  
Labor Relations Department



# American Postal Workers Union, AFL-CIO <sup>9A</sup>

817 Fourteenth Street, N.W., Washington, D.C. 20005 • (202) 842-4250

WILLIAM H. BURRUS  
General Executive Vice President

February 15, 1983

Mr. James C. Gildea  
Assistant Postmaster General  
Labor Relations Department  
United States Postal Service  
475 L'Enfant Plaza, S.W.  
Washington, D.C. 20260

Dear Mr. Gildea:

The Employee and Labor Relations Manual at Chapter 553.122 requires the employer to issue Form SF-8 "to an individual whose work or tours of duty are on an "on call" or intermittent basis each time they;

- a. separate from the USPS for any reason,
- b. transfer to another federal agency or to a postal installation serviced by another PDC,
- c. are (or will be) placed in a non-pay status for 7 or more consecutive days.

The Employer does not issue Form SF-8 to employees in compliance with the above and as a result affected employees are not advised of eligibility for unemployment compensation and/or the steps to be taken in filing a claim.

Please advise me of the reasons for non-compliance.

Sincerely,

William Burrus,  
Executive Vice President

WB:mc

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