



December 30, 2002

MANAGERS, HUMAN RESOURCES (AREA)
MANAGERS, LABOR RELATIONS (AREA)

SUBJECT: District Contacts - DOL FMLA

In order to provide informed and consistent responses, the manager, labor relations in each district is being designated the contact for Department of Labor (DOL) investigators looking into local allegations of non-compliance with the Family and Medical Leave Act (FMLA).

Any manager, labor relations who has not completed the FMLA training course conducted by the law department is to contact the area law office to schedule training in course 19Q01-12, NSN#7610-05-000-4292.

When district managers, labor relations are contacted by a DOL investigator they should:

1. Determine the nature of the complaint and schedule a date and time to discuss the matter with the investigator as soon as possible.
2. Investigate and determine the facts by contacting the supervisor and the district FMLA coordinator concerning the issue.
3. Contact the designated FMLA attorney at the area office, list attached, to ensure that the administration of FMLA was consistent with postal policy.
4. Determine if there are other appeals (grievances, EEOs, etc) with the same issue(s), and ensure a correct and consistent response in all forums.
5. Provide any necessary instructions or guidance to correct any misapplication of leave regulations and/or FMLA regulations.
6. Meet with the DOL Investigator concerning the complaint/issue involved.

If the manager, labor relations and the DOL investigator are unable to resolve an issue, the DOL Regional office will contact the Postal Service's designated FMLA attorney in the appropriate Area Office. If the issue remains unresolved, Postal Service and DOL will meet at the headquarters level to discuss the issue.

If you have any questions contact Sandra Savoie at 202-268-3823.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug A. Tulino".

Doug A. Tulino
Manager
Labor Relations Policies and Programs

Enclosure