

Hawkeye District Small Office Leave Agreement

The parties met on November 17, 2016 to discuss issues related to the use of annual leave in the small offices represented by the Iowa Postal Workers Union which are not part of an APWU local.


As a result of these discussions, the parties have reached the following agreement which will be implemented in all applicable offices beginning in the 2017 Leave Year.

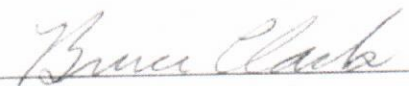
This agreement will establish a leave bid cluster that will allow management to facilitate leave planning. Only for the purposes of this agreement the APO and all of its RMPO's will be considered one leave installation. There is no absolute limit to the amount of annual leave which can be requested in a year.

- **APWU Bargaining Unit employees by installation will be granted a minimum of 22% leave during the entire leave year.**
- This agreement is supplemental to the leave bidding provisions established in the Nationally negotiated LMOU for Offices Without a Local Union Structure as listed below and will not affect any other aspects of that agreement:
 - A choice vacation calendar will be placed on the employee's bulletin board no later than February 1.
 - Choice vacation selections shall be made by seniority, among all APWU represented bargaining unit employees
 - February 15 shall be the final date for employees to submit their leave request(s) for choice vacation period(s).
 - The Installation head/designee shall post the approved vacation schedule no later than March 1.
 - Upon request, the Installation head/designee will provide the APWU Iowa State President with a copy of the completed vacation planning schedule.
 - The choice vacation period shall start on the first day of the employee's basic work week pursuant to Section 10.3.E of the 2010 National Agreement. Exceptions may be granted by agreement among the employee, the union representative and the Employer.
 - Employees may request two selections during the Choice Vacation Bidding Period in units of five (5) and ten (10) days or one selection of fifteen (15) days, pursuant to Section 10.3.D of the 2010 National Agreement.
- **Employees requesting leave outside of the Choice Vacation Bidding time will submit for the time in triplicate no later than 1 week prior to the Tuesday in which the schedule for the leave period would be posted. Such leave will be approved on a first come, first served basis.**
- **Leave requests properly submitted will be acted on within 10 days. Any request not acted upon within this time frame will be considered as approved unless the Postmaster or their designee is unavailable during the 10 day period.**
- **No employee will be required to use more leave than they are normally scheduled if known, or the average hours worked in the previous calendar quarter; for a weekly average or divided by 6 to determine the daily hours.**

- Normal rounding rules will apply should the leave calculation result in any fraction of a whole number; anything less than .5 is rounded down to the nearest whole number and .5 and higher is rounded up to the next highest whole number.

If/When the Nationally negotiated LMOU for Offices Without a Local Union Structure is updated or changed the parties agree to meet to discuss how those changes may affect this agreement. Nothing in this agreement is considered to be in conflict with the National LMOU for offices without a local union structure.

 12-15-16
For Hawkeye District USPS date

 12/15/16
For Iowa Postal Workers Union date
Bruce Clark State President