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SHERRY A. CAGNOLI  
ASSISTANT POSTMASTER GENERAL  
LABOR RELATIONS DEPARTMENT

August 26, 1991



Mr. William Burrus  
Executive Vice President  
American Postal Workers  
Union, AFL-CIO  
1300 L Street, N.W.  
Washington, DC 20005-4128

Dear Mr. Burrus:

This letter is in further response to your July 30 letter concerning modification of PS Form 3971, Request For or Notification of Absence.

The intent of the Memorandum of Understanding relating to paid leave and LWOP is expressly stated in the first sentence of the Memorandum. It was intended only to make clear that supervisors would not disapprove employee requests for LWOP solely because the employee had an annual leave or sick leave balance.

The Memorandum of Understanding did not change any of the existing procedures for requesting leave nor does it require any change in PS Form 3971. The employee still requests the type of leave desired, and the supervisor approves or disapproves the employee's request, but it will not be disapproved solely because the employee has a paid leave balance. However, there may exist other valid reasons why the employee's request for a type of leave may be denied by the supervisor.

There is not, in our opinion, any reason to revise or modify the present PS Form 3971.

Sincerely,

  
Sherry A. Cagnoli





**American Postal Workers Union, AFL-CIO**

1300 L Street, NW, Washington, DC 20005

September 6, 1991

William Burrus  
Executive Vice President  
(202) 842-4246

Dear Mr. Downes:

*The enclosed memorandum, as amended, would be acceptable to APWU as clarification of the new language of Article 10.*

*An explanation of the changes that I made are as follows:*

*Paragraph 2 - First sentence: proper sentence structure only*

*Last sentence: Expands on language of the Agreement*

*Paragraph 3 - First sentence, grammatical correction only*

*Second sentence: (or increase leave usage) repeated in prior paragraph*

*Third sentence: This application was not discussed in negotiations and although it may be permitted should not be included as clarification.*

*Paragraph 5 - Grammatical change only*

*Your attention of this matter is appreciated.*

Sincerely,

  
William Burrus  
Executive Vice President

William Downes  
Director, Office of Contract  
Administration  
475 L'Enfant Plaza, SW  
Washington, DC 20260-4100

WB:rb

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