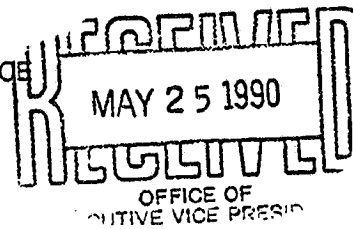




UNITED STATES POSTAL SERVICE  
Labor Relations Department  
475 L'Enfant Plaza, SW  
Washington, DC 20260-4100



May 22, 1990

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

Dear Bill:

This letter is in response to your April 20 correspondence regarding "denying PTF employees leave during a week which includes a holiday."

Pursuant to Section 512.523b of the Employee and Labor Relations Manual, the policy for granting PTF leave is as follows:

"Part-time flexible employees who request leave on days that they are scheduled to work, except legal holidays, may be granted leave provided they can be spared. Leave which is charged to these employees cannot exceed 8 hours on any 1 day. The installation head may also consider a request for annual leave on any day a part-time flexible is not scheduled to work."

If you have any further questions regarding this matter, please contact Patricia Connelly of my staff at 268-3842.

Sincerely,

Joseph J. Mahon, Jr.  
Assistant Postmaster General



## American Postal Workers Union, AFL-CIO

1300 L Street, NW, Washington, DC 20005

**William Burrus**  
Executive Vice President  
(202) 842-4246

April 20, 1990

Dear Mr. Mahon:

By letter of January 30, 1989, I requested the USPS interpretation of denying PTF employees leave during a week which includes a holiday. I was subsequently requested to provide a copy of a local policy as an example. I have been unable to locate a written local policy. However, the inquiry of my letter is still applicable.

Please provide a written response as to the employer's position on this subject.

Sincerely,

William Burrus  
Executive Vice President

**National Executive Board**

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President

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Executive Vice President

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Archie Salisbury  
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Raydell R. Moore  
Western Region

Joseph J. Mahon, Jr.  
Asst. Postmaster General  
U.S. Postal Service  
475 L'Enfant Plaza, SW  
Washington, DC 20260-4100

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# American Postal Workers Union, AFL-CIO

1300 L Street, NW, Washington, DC 20005

**William Burrus**  
Executive Vice President  
(202) 842-4246

January 30, 1989

Dear Mr. Mahon:

This is in regard to the Memorandum of Understanding on maximizing the number of full-time employees and the requirement to work 39 or more hours per week for a 6-month period.

The parties have agreed that approved leave is credited for the required 39 hours. Recently, I learned that the payroll centers have instituted a policy of refusing to pay PTFs for approved leave in any week that includes a holiday, if the PTF has 32 hours or more of work hours or a combination of work and leave hours prior to the request for leave.

**Example:** Employee has 32 work hours and requests eight hours of leave. Such leave is approved at the installation level but is automatically rejected by the payroll center because a holiday falls within that week. The same results would occur if the PTF's hours included 24 work hours and eight hours leave prior to the subsequent leave request.

A review of the Employee and Labor Relations Manual reveals that the only exception for leave payment which is otherwise approved is on a legal holiday. This language does not deny payment for leave on days in a week that includes a holiday if such request is not for the holiday.

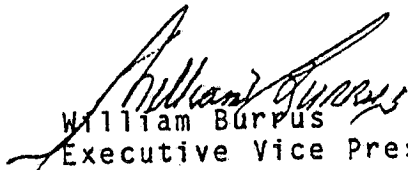
The immediate impact of the policy is to disqualify employees who would otherwise qualify for the maximization requirements. However, the policy also denies the payment of approved leave.

- National Executive Board  
Moe Biller, President
- William Burrus  
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- Douglas C. Holbrook  
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- Thomas A. Neill  
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Western Region

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The Union does not find support for this policy in any regulation or contract language and requests the employer's justification for its implementation.

Sincerely,

  
William Burpus  
Executive Vice President

Joseph J. Mahon  
Asst. Postmaster General  
U.S. Postal Service  
475 L'Enfant Plaza, SW  
Washington, DC 20260-4100

WB:rd