



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

FEB 24 1984

Mr. James W. Lingberg  
National Representative-at-Large  
Maintenance Craft Division  
817 14th Street, N. W.  
Washington, D. C. 20005-3399

Dear Mr. Lingberg:

Recently you met with Frank Dyer in prearbitration discussion of H1C-NA-C 65. The question in this grievance is the delay in returning an employee to duty after an absence of 21-days or more of extended illness or injury.

It was mutually agreed to full settlement of this issue as follows:


1. To avoid undue delay in returning an employee to duty, the on-duty medical officer, contract physician, or nurse should review and make a decision based upon the presented medical information the same day it is submitted.

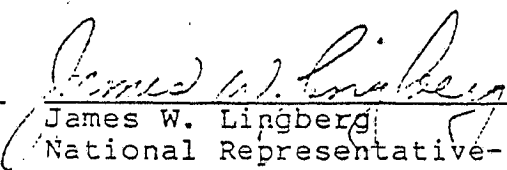
Normally the employee will be returned to work on his/her next work day provided adequate medical documentation is submitted within sufficient time for review.

2. The reasonableness of the Service in delaying an employee's return beyond his/her next work day shall be a proper subject for the grievance procedure on a case-by-case basis.

Please sign and return the enclosed copy of this letter acknowledging your agreement with this settlement, withdrawing H1C-NA-C 65 from the pending national arbitration listing.

Sincerely,

  
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 William E. Henry Jr.  
 Director  
 Office of Grievance  
 and Arbitration  
 Labor Relations Department

  
 \_\_\_\_\_  
 James W. Lingberg  
 National Representative-at-Large  
 Maintenance Craft Division  
 American Postal Workers Union,  
 AFL-CIO

Revisions to ELM, P-11, and EL-806

## RETURN TO DUTY AFTER EXTENDED ILLNESS OR INJURY

*Personnel Operations Handbook*, P-11, Section 342.1; *Health and Medical Service Handbook*, EL-806, Section 160; and *Employee and LABOR RELATIONS MANUAL (ELM)*, Chapter 860, is revised as follows:

### P-11

#### 342 Return to Duty After Extended Illness or Injury

##### 342.1 Certification After 21 Days

Employees returning to duty after 21 days or more of absence due to illness or serious injury must submit medical evidence of their ability to return to work, with or without limitations. A medical officer or contract physician evaluates the medical report and, when required, assists in employee placement to jobs where they can perform effectively.

### EL-806

#### 160 Fitness For Duty

##### 161.1 Authority

A fitness-for-duty examination will be required when it is necessary to determine whether or not

an employee is able to continue working or may return to his job after an absence due to illness or injury. Any absence for illness or injury over 21 days requires a medical clearance from the treating physician to the responsible medical officer.

### ELM

#### 864.3 Physical Examinations—Fitness for Duty Delete .34.

Add new Section 864.4 Return to Duty After Extended Illness or Injury.

##### .41 Certification After 21 days.

Employees returning to duty after 21 days or more of absence due to illness or serious injury must submit medical evidence of their ability to return to work, with or without limitations. A medical officer or contract physician evaluates the medical report and, when required, assists in employee placement to jobs where they can perform effectively.

—Employee Relations Dept., 1-26-84.

## Perishable Live Plant Shipments

To ensure that the Postal Service retains this important parcel volume, all facilities should be alert to the need to handle perishable live plant shipments within established service standards. The greatest volume of such shipments occurs from mid-February through April. These parcels, which originate from horticultural nurseries around the country, contain plants with bare roots and bulbs that are highly sensitive to climatic changes. Any extended exposure to temperature extremes could result in damage to the plants.

Because of the short shelf life of these plants, the shipments should be protected from extreme heat or cold and delivered as soon as possible following entry and processing.

—Customer Services Dept., 1-26-84.

## Printed Stamped Envelopes

New procedures for ordering printed stamped envelopes were announced in *POSTAL BULLETIN* 21435 (12-8-83), to be effective December 24.

Some post offices are not following those instructions and continue to send Forms 3203, *Order for Printed Stamped Envelopes*, without funds to the Stamped Envelope Agency. The Agency is taking exceptional measures to handle those orders.

Please review the procedures outlined in the above referenced Postal Bulletin. Postmasters should take necessary steps, including notice to stations and branches, to make certain all window personnel comply with the new procedures.

—Customer Services Dept., 1-26-84.

### IMM Revision

## International Mail—Mexico

The Mexican postal authorities recently advised that an import permit is required when the value of a package exceeds 5,000 Mexican pesos. Mailers should be advised that addressees must obtain an import permit when that value is exceeded. This permit requirement is applicable to gift packages and commercial shipments.

Please make a write-in change to the Parcel Post Prohibitions and Restrictions section, Observation number 2, in the individual country listing for Mexico in the *INTERNATIONAL MAIL MANUAL (IMM)*.

This change will be incorporated in a future revision to the IMM.

—Rates & Classification Dept., 1-26-84.

### DMM Revision

## Address Card Dimensions

Effective immediately, *DOMESTIC MAIL MANUAL (DMM)*, Section 945.3, paragraph *a* is changed to read:

*a. Size.* All cards must be standard card stock and identical in size. The cards must be within the following dimensions: Length: 5 inches to  $8\frac{5}{16}$  inches and Height:  $2\frac{1}{4}$  inches to  $4\frac{1}{4}$  inches. It is recommended that all cards be the size of a standard 80-column computer card (i.e.,  $7\frac{5}{16}$  inches in length by  $3\frac{1}{4}$  inches in height).

—Delivery Services Dept., 1-26-84.