

Hollis

Item #1

Additional Or Longer Wash-Up Periods

Management shall grant reasonable wash-up time to employees consistent with existing practices.

ITEM #2

THE ESTABLISHMENT OF A REGULAR WORK WEEK OF FIVE DAYS WITH EITHER FIXED OR ROTATING DAYS OFF.

- A. When a regular clerk position is created it will have fixed days off.
- B. As far as practical, the five (5) working days will be consecutive within the service week.

ITEM #6

THE DETERMINATION OF THE BEGINNING DAY OF AN
EMPLOYEE'S VACATION PERIOD.

The vacation period for each employee shall start on a Monday.
The vacation week shall consist of seven (7) consecutive days
for each week. No employee shall be allowed on the clock during
the seven (7) day period, EXCEPT IN CASE OF AN EMERGENCY.

ITEM #10

THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE
OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE.

- A. Employee applications for Annual Leave during the choice vacation period must be submitted on PS Form 3971 during the period beginning on the ~~third~~ Monday in January and ending on the ~~third~~ Monday in February. Employees should indicate their preference and indicate the total number of weeks desired. Employees will submit the forms in duplicate to the Postmaster or designee who will initial one copy and return it to the employee as proof of submission.
- B. Choice vacation selections shall be awarded on an office wide seniority basis beginning with the most senior employee. If an employee's seniority does not entitle the employee to the time requested, the employee will be notified by ~~the~~ disapproved PS Form 3971.

ITEM #11

DETERMINATION OF THE DATE AND MEANS OF NOTIFYING
EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR.

A. A notice shall be placed on the bulletin board on the ~~second~~ Monday in January stating the dates of the choice vacation period, the guidelines for selecting choice vacations, the number of employees allowed off each week and the amount of leave employees are allowed to take.

B. The approved choice vacation leave schedule will be posted no later than the ~~third~~ Friday in February.

ITEM #13

THE METHOD OF SELECTING EMPLOYEES
TO WORK ON A HOLIDAY

The method of selecting employees to work on a holiday shall be in accordance with Article 11 of the National Agreement.

ITEM #15

THE NUMBER OF LIGHT DUTY ASSIGNMENTS WITHIN
EACH CRAFT OR OCCUPATIONAL GROUP TO BE RESERVED
FOR TEMPORARY OR PERMANENT LIGHT DUTY ASSIGNMENT.

Management will consult with the local representative of the APWU
before reserving any assignments for temporary or permanent light
duty.

ITEM #16

THE METHOD TO BE USED IN RESERVING LIGHT DUTY ASSIGNMENTS SO THAT NO REGULARLY ASSIGNED MEMBER OF THE REGULAR WORK FORCE WILL BE ADVERSELY AFFECTED.

- A. A light duty assignment will not be used to displace an employee from a bid assignment.
- B. Employees represented by the APWU shall be given priority in light duty assignments over other bargaining unit employees for assignments involving APWU craft work.
- C. When an employee within the clerk craft becomes eligible for light duty, an employee from another craft assigned to light duty in the clerk craft must relinquish the light duty assignment to the clerk craft employee if no other light duty assignment is available within the clerk craft.

ITEM #17

THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO
BE CONSIDERED LIGHT DUTY WITHIN EACH CRAFT
REPRESENTED IN THE OFFICE.

When the need arises for the identification of a light duty
assignment within an APWU represented craft, Management shall
consult with the local APWU representative and such assignments
shall be in accordance with Article 13 of the National Agreement.

This Memorandum Of Understanding is entered on 3-14-96
at Hollis, N.H. between the representatives of the United States
Postal Service and the designated agent of the American Postal
Workers Union, Manchester Area Local, AFL-CIO, representing the
A.P.W.U. in Hollis, N.H. pursuant to the local implementation
provision of the 1990 National Agreement.

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For The United States Postal Service

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