

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

U.S. POSTAL SERVICE, RUNNEMEDE, NJ 08078

AND

SOUTH JERSEY AREA LOCAL, APWU

1. Management shall grant a reasonable wash-up time consistent with working conditions.
2. The basic work week for full-time regulars will be five (5) days with fixed days off.
3. N/N
4. Employees at their option may request two selections during the choice vacation period. These selections will be in units of either five (5), ten (10) or fifteen (15) days as outlined in Article 10, Section 2, D1 and D2 of the National Agreement, according to seniority. A vacation list will be given out by seniority, starting December 1st. Each clerk will have the list for four (4) days only to make a selection.
5. Choice vacation period will begin first Monday of new leave year for a continuous period to the last full week in November. Then for one (1) week starting Christmas Day through New Years Day.
6. It is agreed that choice vacation periods will begin on Monday.
7. Employees at their option may select up to fifteen (15) continuous days leave or split it in periods of five (5) or ten (10) days consistent with the National Agreement. Employees by seniority may have two (2) selections at one (1) time.

8. Jury duty and/or attendance to the State or National Conventions shall not be charged to the choice vacation period.

9. The number of employees off during choice vacation period will be a minimum of one (1).

10. Upon approval of choice vacation schedule, it will be posted. Each employee will receive a copy of the PS 3971 of their approved vacation.

11. There will be a posting notifying employees of the duration of the present leave year.

12. Submission of applications for annual leave other than approved vacation time.

A. Applications will be submitted on form 3971 (in duplicate). All requests will have time clock rings. All rings will begin no earlier than the beginning of schedule tour the day of submission thirty (30) days in advance. Seniority wins all ties according to scheduled starting time.

B. Requests for leave outside of approved vacations submitted no more than thirty (30) days and no less than fifteen (15) days prior to the first day of leave requested will be responded to by management within seven (7) days after receipt of leave request.

C. Requests for leave outside of approved vacations submitted fourteen (14) days or less prior to the first day of leave requested will be responded to by management within 72 hours.

D. Leave requests will be granted on a first come basis.

E. Reason for disapproval of form 3971 shall be explicitly stated.

13. The method of selecting employees to work on a holiday will be as per National Agreement.

14. The overtime desired list will be by entire craft.

15., 16. and 17.

When an employee becomes eligible for temporary light duty, there shall be a consultation with the local APWU representative before a decision is made.

A. Temporary light duty assignments will be:

1. Any assignment which conforms to the limits set forth by the employee's attending physician.

18. N/N

19. Should spaces become available, management will discuss assigned parking with the Union.

20. Annual leave to attend Union activities requested prior to determination of the choice vacation period will not be charged to choice vacation.

This Memorandum of Understanding is entered into at the Runnemede Post Office between the representatives of the U.S. Postal Service and the designated agents of the South Jersey Area Local, APWU, AFL-CIO, pursuant to the Local Implementation provisions of the 1990 National Agreement. This Memorandum constitutes the entire agreement on matters relating to local conditions of employment.

For the SJAL , APWU

USPS

(date)

(date)

