

THIS MEMORANDUM OF UNDERSTANDING CONSTITUTES AGREEMENT BETWEEN THE WILKES-BARRE AREA LOCAL 175 APWU AND MANAGEMENT OF THE UNITED STATES POSTAL SERVICE AT THE NESCOPECK POST OFFICE, NESCOPECK, PENNSYLVANIA 18635.

1. Additional or longer wash-up periods.

Continue present office practice that a reasonable amount of time will be allowed when necessary.

2. The establishment of a regular work week of five days with either fixed or rotating days off.

The work week for full time regular clerks will consist of five fixed days off.

3. N/A

4. Formulation of local leave program.

Initial annual leave applications for choice vacation periods will be submitted on PS Form 3971 no later than April 15.

5. The duration of the choice vacation period(s).

The choice vacation period(s) will be any time during the year excluding the month of December.

6. The determination of the beginning day of an employee's vacation period.

Employee will be allowed to begin their- vacation period on any day of the week.

7. Whether employees at their option may request two selections during the choice vacation period, in units of either 5 or 10 working days.

An employee may at his/her option request two selections during the choice vacation period as per the National Agreement.

8. Whether jury duty and attendance at National or State Conventions shall be charged to the choice vacation period.

Jury duty will not be charged to the prime vacation period.

9. Determination of the maximum number of employees who shall receive leave each week during the choice vacation period.

One employee will be permitted off on prime vacation leave per their selections.

10. The issuance of official notices to each employee of the vacation schedule approved for such employee.

The official notice of an approved vacation schedule will be by PS Form 3971.

11. Determination of the date and means of notifying employees of the beginning of the new leave year.

Employees shall be notified verbally of the date the new leave year begins.

12. The procedures for submission of applications for annual leave during other than the choice vacation period.

All requests for annual leave will be submitted on a PS Form 3971.

13. The method of selecting employees to work on a holiday.

If necessary, PTF employees will be scheduled for holiday work prior to Full Time employees.

14. N/A

15. N/A

16. N/A

17. N/A

18. N/A

19. N/A

20. N/A

21. N/A

22. N/A

John Kishel, President APWU Local 175

John Butala, Postmaster, Nescopeck

Ray Mleczynski, Vice President Local 175

Date signed _____