

ACTING MANAGER

COMPENSATION



June 8, 2004

MANAGERS, HUMAN RESOURCES (AREA)
MANAGERS, HUMAN RESOURCES (DISTRICT)

SUBJECT: Day of Mourning for Former President Ronald Reagan

In honor of the memory of former President Ronald Reagan, Postmaster General, Jack Potter has declared a day of mourning for the U.S. Postal Service on Friday, June 11, 2004.

Policy for the employees in the following unions is contained in the relevant Memorandum of Agreement between the U.S. Postal Service and their union "Re: Clarification of Regulations for National Day of Observance:"

- American Postal Workers Union, AFL-CIO.
- National Association of Letter Carriers, AFL-CIO.
- National Postal Mail Handlers Union, AFL-CIO.
- National Rural Letter Carriers' Association.

The following policy for the national day of observance applies to EAS, PCES, and other employees not covered by the attached memorandums of agreement.

- I. Full-time employees whose basic work week includes the national day of observance are granted administrative leave as follows:
 - A. Those with the national day of observance as a scheduled workday:
 1. If *not directed* to report for work, are granted administrative leave for that day.
 2. If *directed* to report for work, are granted a day of administrative leave at a future date, for the number of hours equal to the employee's regular workday.
 - B. Those with the national day of observance as a nonscheduled (relief) workday:
 1. If *not directed* to report for work, are granted a day of administrative leave at a future date, for the number of hours equal to the employee's regular workday.
 2. If *directed* to report for work, are granted overtime pay, if eligible, plus a day of administrative leave at a future date, for the number of hours worked, up to the number of hours equal to the employee's regular workday.
- II. Part-time regular employees whose basic work week includes the national day of observance are granted administrative leave as follows:
 - A. Those with the national day of observance as a scheduled workday:
 1. If *not directed* to report for work, are granted administrative leave for that day, for the number of hours scheduled to work.
 2. If *directed* to report for work, are granted a day of administrative leave at a future date for the number of hours scheduled to work on the national day of observance.
 - B. Those with the national day of observance as a nonscheduled (relief) workday:
 1. If *not directed* to report for work, are granted a day of administrative leave at a future date, equal to the average number of daily paid hours in their schedule for the service week previous to the service week in which the national day of observance occurs, up to 8 hours.

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2. If *directed* to report for work, will receive straight time pay (or overtime pay if appropriate), plus administrative leave at a future date for the number of hours worked on the national day of observance, up to 8 hours.
- III. Part-time flexible (PTF) employees are granted administrative leave for the national day of observance as follows:
 - A. Those *directed* to report for work are granted a day of administrative leave at a future date for the number of hours worked on the national day of observance, up to 8 hours.
 - B. Those *not directed* to report for work are granted a day of administrative leave at a future date, equal to the average number of daily paid hours during the service week previous to the service week in which the national day of observance occurs, up to 8 hours.
- IV. Transitional employees receive pay only for actual workhours performed on the national day of observance. They are not granted administrative leave.
- V. Employees on paid leave on the national day of observance will receive administrative leave for up to the number of hours equal to the employee's regular workday. (Refer to Section III for the calculation of a workday for a PTF.)
- VI. Employees on continuation of pay (COP) on the national day of observance are granted a day of administrative leave for up to 8 hours.
- VII. Employees on Office of Workers' Compensation programs (OWCP), leave without pay (LWOP) including injured on duty (IOD), absent without leave (AWOL), suspension, or pending removal on the national day of observance are not granted administrative leave.
- VIII. An employee returned to duty and made whole for a period of AWOL, suspension, or removal may be eligible for administrative leave for the national day of observance consistent with the rules of the provision for that employee's group if the period of suspension or removal for which the employee is considered to have been made whole includes that day.
- IX. Administrative leave to be taken at a future date:
 - A. Must be granted and used within 6 months of the national day of observance.
 - B. Must be taken all at one time.
 - C. May, at the employee's option, be substituted for previously scheduled but not used annual leave.
 - D. Should be requested by using the same procedures that govern the request and approval of annual leave consistent with ELM 512.41 and ELM 512.42.

Administrative leave is not granted to an employee who is on extended leave for the entire period between the national day of observance and 6 months from that date, unless the employee is on leave due to military service at the expiration of the period during which the employee could use the administrative day. An employee on extended military service has 3 months from the date of return to work with the Postal Service to use the administrative leave day.



Jo Ann Mitchell
Acting Manager

Attachment

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May 19, 2000

AREA MANAGERS, HUMAN RESOURCES

SUBJECT: Memorandum of Agreement, Re: Clarification of Regulations for
National Day of Observance

Attached for your information and dissemination to the districts is the Memorandum of Agreement, Re: Clarification of Regulations for National Day of Observance, dated May 4, 2000.

Please note that that these procedures do not automatically go into effect in the event a National Day of Observance is declared by Executive Order of the President of the United States. These procedures will apply only if the Postmaster General or designee determines that the Postal Service will participate in a National Day of Observation, such as a National Day of Mourning.

If you have any questions, please contact me at (202) 268-7447.

A handwritten signature in black ink, appearing to read "Doug A. Tulino".

Doug A. Tulino
Manager
Labor Relations Policies and Programs

Attachments


**MEMORANDUM OF AGREEMENT
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO**

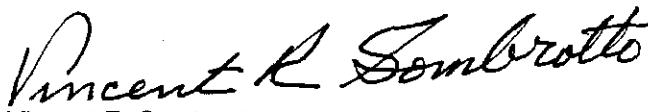
Re: Clarification of Regulations for National Day of Observance

The parties agree that the following procedures will apply to affected employees if the Postmaster General or designee determines that the Postal Service will participate in a National Day of Observance (e.g., National Day of Mourning), subsequent to the declaration of a National Day of Observance having been made by Executive Order of the President of the United States.

1. Full-time employees whose basic work week includes the National Day of Observance as a scheduled work day but who are not directed to report for work, will be granted administrative leave for that day.
2. Full-time employees whose basic work week includes the National Day of Observance as a scheduled work day, and who perform service, will be granted a day of administrative leave at a future date, not to exceed eight hours.
3. Full-time employees whose basic work week includes the National Day of Observance as a non-scheduled day and are not directed to report for work, will be granted a day of administrative leave at a future date.
4. If the National Day of Observance is a full-time employee's non-scheduled day and the employee is scheduled to work, the employee will receive overtime pay, plus up to eight hours of future administrative leave for the number of hours worked.
5. The same provisions apply to part-time regular employees as apply to full-time employees. The total hours of administrative leave should only equal the scheduled hours for the National Day of Observance, which may be less than eight hours. However, part-time regular employees whose basic work week includes the National Day of Observance as a non-scheduled work day and who are not directed to report for work on the National Day of Observance will be granted a day of administrative leave at a future date equal to the average number of daily paid hours in their schedule for the service week previous to the service week in which the National Day of Observance occurs, which may be less than eight hours.
6. Part-time flexible employees should be scheduled based on operational needs. Part-time flexible employees who work will be granted a day of administrative leave at a later date. The day of administrative leave will be based on the number of hours actually worked on the National Day of Observance, not to exceed eight hours. Part-time flexible employees who are not directed to work on the National Day of Observance will be granted administrative leave at a future date equal to the average number of daily paid hours during the service week previous to the service week in which the National Day of Observance occurs, not to exceed eight hours.
7. Transitional employees will only receive pay for actual work hours performed on the National Day of Observance. They will not receive administrative leave.
8. If an employee is on leave or Continuation of Pay on the National Day of Observance, the employee will be granted a day of administrative leave at a future date, not to exceed eight hours.

9. An employee on OWCP, AWOL, suspension or pending removal on the National Day of Observance will not be granted administrative leave. If the employee on AWOL, suspension or pending removal is returned to duty and made whole for the period of AWOL, suspension or removal, the employee may be eligible for administrative leave for the National Day of Observance if the period of suspension or removal for which the employee is considered to have been made whole includes the National Day of Observance. Such determination will be made by counting back consecutive days from the last day of the suspension or removal to determine if the employee had been made whole for the National Day of Observance.
10. Where provisions in this Memorandum of Agreement provide for a day of administrative leave to be taken at a future date, such leave must be granted and used within six months of the National Day of Observance or by the end of the Fiscal Year, whichever is later. However, administrative leave will not be granted to employees who are on extended leave for the entire period between the Day of Observance and six months from that date, or between the Day of Observance and the end of the Fiscal Year, whichever is later.
11. Administrative leave taken at a future date must be taken at one time.
12. Administrative leave to be taken at a future date may, at the employee's option, be substituted for previously scheduled but not used annual leave.
13. Administrative leave to be taken at a future date should be applied for by using the same procedures which govern the request and approval of annual leave consistent with Local Memoranda of Understanding.


Anthony J. Vegliante
Vice President
Labor Relations
U. S. Postal Service


Vincent R. Sombrotto
President
National Association of Letter
Carriers, AFL-CIO

Date: 5/4/00

**MEMORANDUM OF AGREEMENT
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL RURAL LETTER CARRIERS' ASSOCIATION**

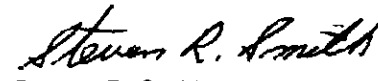
Re: Clarification of Regulations for National Day of Observance

The parties agree that the following procedures will apply to affected employees if the Postmaster General or designee determines that the Postal Service will participate in a National Day of Observance (e.g., National Day of Mourning), subsequent to the declaration of a National Day of Observance having been made by Executive Order of the President of the United States.

1. Regular rural carriers whose basic work week includes the National Day of Observance as a scheduled work day but who are not directed to report for work, will be granted administrative leave for that day.
2. Regular rural carriers, who are directed to work on the National Day of Observance will be granted a day of administrative leave at a future date.
3. Regular rural carriers whose basic work week includes the National Day of Observance as a relief day, will be granted a day of administrative leave at a future date.
4. Rural carriers in the following categories, whose basic work week includes the National Day of Observance as a scheduled work day but who are not directed to report to work, will be granted a day of administrative leave for the daily evaluated hours of the scheduled route, not to exceed 8 hours:
 - a) Part-time flexible rural carriers (Designation Code 76);
 - b) Substitute rural carriers serving a vacant route or in the absence of the regular carrier in excess of 90 calendar days (Designation Code 72);
 - c) Rural carrier associates serving a vacant route, or serving a route in the absence of the regular carrier in excess of 90 calendar days (Designation Code 74);
 - d) Auxiliary rural carriers (Designation Code 77); and
 - e) Rural carrier associates assigned to an auxiliary route in excess of 90 calendar days (Designation Code 79).
5. Rural carriers in the categories referenced in item 4 above, who are directed to work on the National Day of Observance will be granted administrative leave equal to the daily evaluated hours for the scheduled route, not to exceed eight hours, at a future date.
6. Substitute rural carriers (Designation Code 73), rural carrier reliefs (Designation Code 75), and rural carrier associates (Designation Code 78) will only receive pay for actual work hours performed on the National Day of Observance. They will not receive administrative leave.
7. If a regular rural carrier is on leave or Continuation of Pay on the National Day of Observance, the employee will be granted a day of administrative leave on a future date.
8. If a rural carrier referenced in item 4 above is on leave or Continuation of Pay on the National Day of Observance, the employee will be granted administrative leave for the number of hours indicated in item 4 above.

9. A regular rural carrier or carrier referenced in item 4 above, on OWCP, AWOL, suspension (non-pay, non-duty status in accordance with Article 16) or pending removal on the National Day of Observance will not be granted administrative leave. If the carrier on AWOL, suspension, or pending removal is returned to duty and made whole for the period of AWOL, suspension or removal, the employee may be eligible for administrative leave for the National Day of Observance if the period of suspension or removal for which the carrier is considered to have been made whole includes the National Day of Observance. Such determination will be made by counting back consecutive days from the last day of the suspension or removal to determine if the employee had been made whole for the National Day of Observance.
10. Where provisions in this Memorandum of Agreement provide for a day of administrative leave to be taken at a future date, such leave must be granted and used within six months of the National Day of Observance or by the end of the Fiscal Year, whichever is later. However, administrative leave will not be granted to employees who are on extended leave for the entire period between the Day of Observance and six months from that date, or between the Day of Observance and the end of the Fiscal Year, whichever is later.
11. Administrative leave taken at a future date must be taken at one time.
12. Administrative leave to be taken at a future date may, at the employee's option, be substituted for previously scheduled but not used annual leave.
13. Administrative leave to be taken at a future date should be applied for by using the same procedures which govern the request and approval of annual leave.


Anthony J. Vegliante
Vice President
Labor Relations
United States Postal Service


Steven R. Smith
President
National Rural Letter Carriers'
Association

Date: 5/14/00

**MEMORANDUM OF AGREEMENT
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
AMERICAN POSTAL WORKERS UNION, AFL-CIO**

Re: Clarification of Regulations for National Day of Observance

The parties agree that the following procedures will apply to affected employees if the Postmaster General or designee determines that the Postal Service will participate in a National Day of Observance (e.g., National Day of Mourning), subsequent to the declaration of a National Day of Observance having been made by Executive Order of the President of the United States.

1. Full-time employees whose basic work week includes the National Day of Observance as a scheduled work day but who are not directed to report for work, will be granted administrative leave for that day.
2. Full-time employees whose basic work week includes the National Day of Observance as a scheduled work day, and who perform service, will be granted a day of administrative leave at a future date, not to exceed eight hours.
3. Full-time employees whose basic work week includes the National Day of Observance as a non-scheduled day and are not directed to report for work, will be granted a day of administrative leave at a future date.
4. If the National Day of Observance is a full-time employee's non-scheduled day and the employee is scheduled to work, the employee will receive overtime pay, plus up to eight hours of future administrative leave for the number of hours worked.
5. The same provisions apply to part-time regular employees as apply to full-time employees. The total hours of administrative leave should only equal the scheduled hours for the National Day of Observance, which may be less than eight hours. However, part-time regular employees whose basic work week includes the National Day of Observance as a non-scheduled work day and who are not directed to report for work on the National Day of Observance will be granted a day of administrative leave at a future date equal to the average number of daily paid hours in their schedule for the service week previous to the service week in which the National Day of Observance occurs, which may be less than eight hours.
6. Part-time flexible employees should be scheduled based on operational needs. Part-time flexible employees who work will be granted a day of administrative leave at a later date. The day of administrative leave will be based on the number of hours actually worked on the National Day of Observance, not to exceed eight hours. Part-time flexible employees who are not directed to work on the National Day of Observance will be granted administrative leave at a future date equal to the average number of daily paid hours during the service week previous to the service week in which the National Day of Observance occurs, not to exceed eight hours.
7. Transitional employees will only receive pay for actual work hours performed on the National Day of Observance. They will not receive administrative leave.
8. If an employee is on leave or Continuation of Pay on the National Day of Observance, the employee will be granted a day of administrative leave at a future date, not to exceed eight hours.

9. An employee on OWCP, AWOL, suspension or pending removal on the National Day of Observance will not be granted administrative leave. If the employee on AWOL, suspension or pending removal is returned to duty and made whole for the period of AWOL, suspension or removal, the employee may be eligible for administrative leave for the National Day of Observance if the period of suspension or removal for which the employee is considered to have been made whole includes the National Day of Observance. Such determination will be made by counting back consecutive days from the last day of the suspension or removal to determine if the employee had been made whole for the National Day of Observance.
10. Where provisions in this Memorandum of Agreement provide for a day of administrative leave to be taken at a future date, such leave must be granted and used within six months of the National Day of Observance or by the end of the Fiscal Year, whichever is later. However, administrative leave will not be granted to employees who are on extended leave for the entire period between the Day of Observance and six months from that date, or between the Day of Observance and the end of the Fiscal Year, whichever is later.
11. Administrative leave taken at a future date must be taken at one time.
12. Administrative leave to be taken at a future date may, at the employee's option, be substituted for previously scheduled but not used annual leave.
13. Administrative leave to be taken at a future date should be applied for by using the same procedures which govern the request and approval of annual leave consistent with Local Memoranda of Understanding.



Anthony J. Vegliante
Vice President
Labor Relations
U. S. Postal Service



Joe Biller
President
American Postal Workers
Union, AFL-CIO

Date: 5/4/00

**MEMORANDUM OF AGREEMENT
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL POSTAL MAIL HANDLERS UNION, AFL-CIO**

Re: Clarification of Regulations for National Day of Observance

The parties agree that the following procedures will apply to affected employees if the Postmaster General or designee determines that the Postal Service will participate in a National Day of Observation (e.g., National Day of Mourning), subsequent to the declaration of a National Day of Observance having been made by Executive Order of the President of the United States.

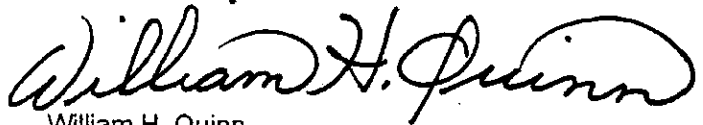
1. Full-time employees whose basic work week includes the National Day of Observance as a scheduled work day but who are not directed to report for work, will be granted administrative leave for that day.
2. Full-time employees whose basic work week includes the National Day of Observance as a scheduled work day, and who perform service, will be granted a day of administrative leave at a future date, not to exceed eight hours.
3. Full-time employees whose basic work week includes the National Day of Observance as a non-scheduled day and are not directed to report for work, will be granted a day of administrative leave at a future date.
4. If the National Day of Observance is a full-time employee's non-scheduled day and the employee is scheduled to work, the employee will receive overtime pay, plus up to eight hours of future administrative leave for the number of hours worked.
5. The same provisions apply to part-time regular employees as apply to full-time employees. The total hours of administrative leave should only equal the scheduled hours for the National Day of Observance, which may be less than eight hours. However, part-time regular employees whose basic work week includes the National Day of Observance as a non-scheduled work day and who are not directed to report for work on the National Day of Observance will be granted a day of administrative leave at a future date equal to the average number of daily paid hours in their schedule for the service week previous to the service week in which the National Day of Observance occurs, which may be less than eight hours.
6. Part-time flexible employees should be scheduled based on operational needs. Part-time flexible employees who work will be granted a day of administrative leave at a later date. The day of administrative leave will be based on the number of hours actually worked on the National Day of Observance, not to exceed eight hours. Part-time flexible employees who are not directed to work on the National Day of Observance will be granted administrative leave at a future date equal to the average number of daily paid hours during the service week previous to the service week in which the National Day of Observance occurs, not to exceed eight hours.
7. If an employee is on leave or Continuation of Pay on the National Day of Observance, the employee will be granted a day of administrative leave at a future date, not to exceed eight hours.
8. An employee on OWCP, AWOL, suspension or pending removal on the National Day of Observance will not be granted administrative leave. If the employee on AWOL, suspension or pending removal is returned to duty and made whole for the period of AWOL, suspension or removal, the employee may be eligible for administrative leave for the National Day

of Observance if the period of suspension or removal for which the employee is considered to have been made whole includes the National Day of Observance. Such determination will be made by counting back consecutive days from the last day of the suspension or removal to determine if the employee had been made whole for the National Day of Observance.

9. Where provisions in this Memorandum of Agreement provide for a day of administrative leave to be taken at a future date, such leave must be granted and used within six months of the National Day of Observance or by the end of the Fiscal Year, whichever is later. However, administrative leave will not be granted to employees who are on extended leave for the entire period between the Day of Observance and six months from that date, or between the Day of Observance and the end of the Fiscal Year, whichever is later.
10. Administrative leave taken at a future date must be taken at one time.
11. Administrative leave to be taken at a future date may, at the employee's option, be substituted for previously scheduled but not used annual leave.
12. Administrative leave to be taken at a future date should be applied for by using the same procedures which govern the request and approval of annual leave consistent with Local Memoranda of Understanding.



Anthony J. Vegliante
Vice President
Labor Relations
U. S. Postal Service



William H. Quinn
President
National Postal Mail Handlers
Union, AFL-CIO

Date:

5/4/00