

LOCAL MEMORANDUM OF UNDERSTANDING  
2023-2026

BETWEEN

UNITED STATES POST OFFICE  
LOWELL, MICHIGAN 49331

AND

NATIONAL ASSOCIATION OF LETTER CARRIERS,  
BRANCH 56

## LMOU BETWEEN LOWELL AND BRANCH 56

### 1. Article 8, Section 9

#### **Wash up time:**

Installation Heads shall grant reasonable wash-up time to those employees who perform dirty work or work with toxic materials.

### 2. Article 41, Section 1.A.3

#### **Days Off:**

- A. Letter carriers in the Lowell Post Office, 49331 will be granted fixed days off.
- B. City Route #2 will have Saturday and Sunday off.
- C. City Route #1 will have Sunday and Tuesday off.
- D. The parties, USPS or NALC can revisit item 2, the days off, upon request when a regular City Carrier retires.

### 3. Article 14, Item 3

#### **Guidelines for the curtailment or termination of Postal Operations to conform to orders of local authorities or as local conditions warrant because of emergency conditions:**

- A. Management agrees to inform the union, as soon as possible, of any curtailment of postal operation to conform with local authorities or as local conditions warrant under emergency conditions.

### 4. Article 10, Section 5 – 12 and 20

#### **Local Leave:**

- A. The Choice and Non-Choice Vacation selection period will be from November 20th through December 20th of the year preceding the year in which the leave is being requested.
- B. A Calendar shall be passed through the carrier workforce and each carrier will indicate their selection for the choice period on this calendar. The Calendar shall be passed as follows for three (3) days per carrier:
  - a. Full Time carriers based on seniority.
  - b. Part Time Flexible (PTF) carriers based on seniority.
  - c. City Carrier Assistant (CCA) based on Relative Standing.
- C. After all choice selections have been made; the calendar shall be passed again for all non-choice leave selections. The method shall be the same for non-choice as is for choice.
- D. The Calendar will be held by the Postmaster and will be made available upon request after it is complete.

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- E. For non-choice periods there shall be one (1) City carrier off per week.
- F. Incidental leave granted/denied will be notified within seven (7) days of request.

### 5. Article 10, Section 3.C

#### **Choice vacation Period:**

The choice vacation period shall be from January 1<sup>st</sup> through October 31<sup>st</sup>.

### 6. Article 10, Section 3.E

#### **Beginning Day of an employee's vacation period:**

The leave week for choice and non-choice vacation periods shall begin on Monday and end on Saturday.

### 7. Article 10, Section 3.D.3

#### **Selection during choice vacation and duration:**

Each Letter Carrier will be granted two (2) selections at their option during choice vacation period. Part Time Carriers (PTF) and City Carrier Assistance (CCA) will be granted the same, pending whether they have accumulated or will have accumulated enough leave to cover such request.

Those selections can be as follows:

- A. A choice of one (1) week and one (1) week
- B. A choice of two (2) weeks and one (1) week

### 8. Article 10, Item 8

#### **Jury Duty and attendance at National or State conventions:**

An employee who is called for jury duty during the employee's scheduled choice vacation period or who attends a National, State or Regional Convention (Assembly) during the choice vacation period is eligible for another available period provided this does not deprive another employee of first choice for scheduled vacation.

### 9. Article 10 in general

#### **Maximum number of employees off during choice vacation periods:**

There shall be one (1) City carrier off per week during choice periods.



10. Article 10 in general

**Official Notice of vacation selections:**

Upon completion of the vacation calendar, both choice and non-choice, each carrier will be notified of their selections by a signed PS Form 3971. The Postmaster or designee will sign the PS Form 3971 and return it to each carrier within one (1) week of the completion of the vacation calendar.

11. Article 10, Section 4.A

**Beginning of the new leave year:**

A notice shall be posted on the official bulletin board not later than November 1<sup>st</sup> notifying the employees of the beginning of the new leave year.

12. Article 10, Section 3.D.4

**Submission for annual leave other than choice and non-choice on calendar:**

Carriers requesting other annual leave must submit PS Form 3971 not more than sixty (60) days in advance. Postmaster or designee will indicate on PS Form 3971 the date it was received. Management will notify the carrier of approved or denied, leave within four (4) days following receipt of the received PS Form 3971. Annual leave requested in advance shall be granted on a first come, first serve basis.

13. Article 11, Section 6

**Holiday Schedule:**

The holiday schedule will follow the National default pecking order as shown below:

- A. All Part-time flexible employees to the maximum extent possible, even if the payment of overtime is required.
- B. All full-time and part time regular employees who possess the necessary skills and have volunteered to work on their **holiday or their designated holiday—by seniority.**
- C. City Carrier Assistant employees.
- D. All full-time and part time regular employees who possess the necessary skills and have volunteered to work on **their non-scheduled day—by seniority.**
- E. Full-time regulars who DO NOT volunteer on what would otherwise be their non-scheduled day—by inverse seniority.
- F. Full-time regulars who DO NOT volunteer on what would otherwise be their holiday or designated holiday—by inverse seniority.

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### 14. Article 8, Section 5.B

#### **Overtime Desired List:**

The overtime desired lists (ODL) shall be by installation. It shall cover all of Lowell, MI 49331 Installation.

### 15. Article 13, Item 15

#### **Number of Light Duty Assignments:**

The Postmaster shall make every effort to employ letter carriers in their own office for light duty assignments.

### 16. Article 13, Item 16

#### **Method of Reserving Light Duty Assignments:**

Identification of Light Duty Assignments- A "light duty" assignment is any assignment within the physical capability of an employee who is temporarily or permanently incapable of performing his or her normal duties as a result of illness or injury.

### 17. Article 13, Item 17

#### **Identification of Assignments to be Considered Light Duty:**

Identification of Light Duty Assignments- it is agreed that light duty assignments within the office, for letter carriers, may include but not be limited to:

1. Assisting routes by setting up mail
2. Relabeling carrier cases
3. Updating carrier route books
4. Coverage of suitable collection routes
5. Delivery of Express Mail

### 18. Article 12, Item 18

#### **Reassigning within the Installation and Excessing out of Installation:**

Per the National Agreement---Article Twelve

### 19. Article 20, Item 19

#### **Employee Parking---On Site Parking:**

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Parking spaces in excess of USPS and Management needs will be available on a first come first serve basis.

### 20. Article 10, Item 20

#### **Union Activities part of Choice:**

Annual leave to attend Union activities requested prior to December 1, will not count as part of the carriers' selection for the choice period, but it will count towards eliminating a slot or slots in the prime-time annual leave book/ schedule.

### 21. Article 41

#### **Other Item**

Any letter carrier route which has a change of more than one (1) hour in the starting time shall not be re-posted.

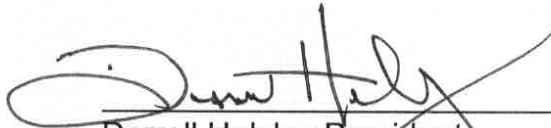
### 22. Article 41 and 12

#### **Other Items, Seniority, Reassignments and Postings:**

Seniority, reassignments, and postings will follow Article 41 Sections 1.A.3, 1.A.4, 1.B.3, 1.C.4, 3.O and Article 12, Section 5.C.4 of the National Agreement.

This Local Memorandum of Understanding is entered into on June 2, 2025, at Lowell, Michigan between the representatives of the United States Postal Service, and the designated agent of the National Association of Letter Carriers, AFL-CIO, Branch 56 of Lake Michigan, pursuant to the Local Implementation Provisions of the 2023-2026 National Agreement. It shall be in full force and effect until midnight May 22, 2026, unless extended by agreement between the parties at the National level. The terms of this Memorandum of Understanding are subject to the grievance procedure as contained in the National Agreement.

  
Christine M Lackscheide Postmaster  
Lowell, MI

  
Darrell Helsley President  
NALC, Branch 56

