

# **Local Memorandum of Understanding (LMOU)**

**Between**

**The United States Postal Service**

**Lake Odessa, Michigan 48849**



**And**

**The National Association of Letter Carriers**

**Branch 56**

**Lake Odessa, Michigan 48849**



**2023-2026**

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***Item 1: (Article 8) Additional or longer wash-up periods.***

When an employee is assigned to perform dirty work or work with toxic materials, the employee will be allowed reasonable wash up time.

***Item 2: (Article 41) The establishment of a regular work week of five days with either fixed or rotating days off.***

The regular work week of five (5) days will be with fixed days off.

***Item 3: (Article 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.***

When the curtailment of postal operations is necessary, the employer will make efforts to keep employees informed of any action taken or planned action to be taken.

***Item 4: (Article 10) Formulation of local leave program.***

The installation head or designee shall meet with representatives of the local union to review local service needs as soon after January 1 as practicable. The installation head shall then determine a final date for submission of applications for vacation period(s), as provided for in Article 10 of the National Agreement. Choice Vacation shall be awarded as provided for in Article 10.3.D.1-4 of the National Agreement and this LMOU.

Choice and non-choice selection period will be between January 1<sup>st</sup> through January 15<sup>th</sup>. Each carrier will have three (3) business days to make their choice selection based on seniority in the leave book/calendar. Upon completion of choice, the non-choice period will begin following the same three (3) business days.

No later than December 1st, the beginning and end date of the new leave year, which shall begin with the 1st day of the first full pay period of the new calendar year, shall be publicized on the official bulletin board.

***Item 5: (Article 10) The duration of the choice vacation period(s).***

Choice vacation period will include the weeks from Memorial Day to Labor Day.

***Item 6: (Article 10) The determination of the beginning day of an employee's vacation period.***

The beginning day of the employee's choice vacation period shall be the first day of the employee's basic workweek (Saturday).

***Item 7: (Article 10) Whether employees at their option may request two selections during the choice vacation period, in units of either 5 or 10 days.***

Employees may request two selections during the choice vacation period in units of five (5) or ten (10) days. The total leave approved cannot exceed the number of days authorized as provided for in Article 10.3.D.1-4 of the National Agreement.

***Item 8: (Article 10) Whether jury duty and attendance at National or State Conventions shall be charged to the choice vacation period.***

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.

***Item 9: (Article 10) Determination of the maximum number of employees who shall receive leave each week during the choice vacation period.***

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



***Item 10: (Article 10) The issuance of official notices to each employee of the vacation schedule approved for such employee.***

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.

***Item 11: (Article 10) Determination of the date and means of notifying employees of the beginning of the new leave year.***

A notice shall be posted on the official bulletin board not later than December 1st notifying the employees of the beginning of the new leave year.

***Item 12: (Article 10) The procedures for submission of applications for annual leave during other than the choice vacation period.***

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. Same day annual leave requests shall be granted on a first come, first serve basis, while annual leave requested in advance shall be granted on a first come, first serve basis also.

***Item 13: (Article 11) The method of selecting employees to work on a holiday.***

The pecking order will be as follows: PTFs, all full-time volunteers who properly requested to work on their holiday or designated holiday by seniority, qualified CCAs, full-time volunteers by seniority on a nonscheduled day, full-time non-volunteers being required to work their holiday or designated holiday by juniority, then all non-volunteers being scheduled to work a nonscheduled day by juniority.

***Item 14: (Article 10) Whether “Overtime Desired” lists in Article 8 shall be by section and/or tour.***

The overtime desired lists (ODL) shall be by installation. It shall cover all of Lake Odessa, MI 48849 Installation.

***Item 15: (Article 13) The number of light duty assignments within each craft or occupational group to be reserved for temporary or permanent light duty assignment.***

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

***Item 16: (Article 13) 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.***

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.

***Item 17: (Article 13) The identification of assignments that are to be considered light duty within each craft represented in the office.***

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
6. Answering phones



***Item 18: (Article 12) The identification of assignments comprising a section, when it is proposed to reassign within an installation employees excess to the needs of a section.***

A section shall be defined as the office.

***Item 19: (Article 20) The assignment of employee parking spaces.***

There are no existing parking spaces in excess of USPS and Management needs. Street parking is available on a first come first served basis.

***Item 20: (Article 10) The determination as to whether annual leave to attend Union activities requested prior to determination of the choice vacation schedule is to be part of the total choice vacation plan.***

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.

***Item 21: (Articles 41 & 12) Those other items which are subject to local negotiations as provided in the craft provisions of this Agreement.***

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

***Item 22: (Articles 41 & 12) Local implementation of this Agreement relating to seniority, reassignments and posting.***

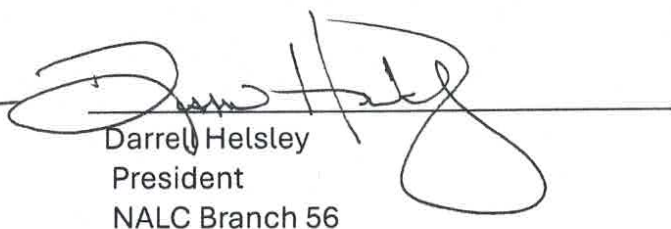
Seniority, reassignments and postings will follow Article 41 Sections 1.A.3, 1.A.4, 1.B.3, 1.C.4, 3.O and Article 12, Section 5.C.4 of the National Agreement.



This Memorandum of Understanding is entered into on 6/2, 2025, at Lake Odessa, 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 Odessa, Michigan, pursuant to the Local Implementation Provisions of the 2023-2026 National Agreement.



Janette Bremer  
Postmaster  
Lake Odessa Post Office



Darrell Helsley  
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