



National Association of Letter Carriers  
Branch 56

-River City-

Grand Rapids, MI

**National Association of Letter Carriers, Branch 56 and the  
United States Postal Service, Sparta, MI 49345, Local  
Memorandum of Understanding**

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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:**

Letter carriers in the Sparta Post Office, 49345 will be granted six days off.

City route 1 will have Saturday and Sunday off.

City route 2 will have Sunday and Monday off.

4. Article 10, Section 5- 12 and 20

**Local Leave:**

A. Management shall notify all career carriers by December 1 each year that selections for choice and non-choice vacation periods begins December 1 and ends December 20 each year.

B. A Calendar shall be passed through the career 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.
    - i. The CCA must have the 40 hours of annual leave at the time of the section they made for both choice and non-choice.
- 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.
- E. For non-choice periods there shall be one (1) City carrier off per week.

5. Article 10, Section 3.C

**Choice vacation Period:**

The choice vacation period shall begin on May 1 and run through September 31 of each year. Additionally the Two (2) weeks at Christmas of each year will be choice vacation period.

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 Regular Letter Carrier will be granted two (2) selections at their option during choice vacation period. Part Time Flexible (PTF) Carriers and City Carrier Assistants (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

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:**

The leave year shall always be January 1 to December 31 of each 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 reply 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.

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 volunteers on what otherwise be their non-scheduled day—by inverse seniority.
- f. Full time regulars who DO NOT volunteers on what would otherwise be their holiday or designated holiday—by inverse seniority.

14. Article 8, Section 5.B

**Overtime Desired List:**

The overtime desired list shall be by installation. It shall cover all of Sparta, MI 49345 Installation.

21 and 22. Article 41, Section 1.A.3, 1.A.5, 1.B.2, 1.B.3, 1.C.4, 3.O and Article 12, Section 5.C.4

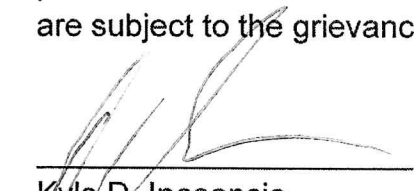
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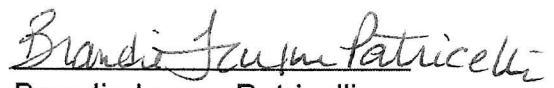
- A. Each vacant or newly established duty assignment not under consideration for reversion shall be posted within fourteen (14) calendar days from the day it becomes vacant or established.
- B. Notice inviting bids shall be posted on an Installation wide basis.
- C. Notice inviting bids shall remain posted for ten (10) days.
- D. Management shall fill temporary vacant full time craft duty assignments of anticipated duration of five (5) days or more.
  - a. Full time reserve, unassigned regular, Full time flexible, part time flexible and city carrier assistant may indicate their preference for such assignments until twenty four (24) hours before an assignment commences.

- b. Twenty four (24) hours before the assignment commences, the senior career carrier or the city carrier assistant with the highest relative standing, as applicable, having indicated their preference shall be notified that he or she is awarded the assignment.
- E. The union incorporates Article 41.3.O which reads:  
When a letter Carrier route or full time assignment other than the letter carrier route(s) or full time duty assignment(s) of the junior employee(s) is abolished at a delivery unit as a result of, but limited to, route adjustments, highways, house projects, all routes and full time duty assignments at that unit held by letter carriers who are junior to the carrier(s) whose route(s) or full time duty assignment(s) was abolished shall be posted for bid in accordance with the posting procedures in the Article.

This Memorandum of Understanding is entered into on 10/19/17 at Sparta, MI 49345 between the representatives of the United States Postal Service and the designated agent of NALC Branch 56, pursuant to the Local Implementation Provisions of the 2016 National Agreement with the National Association of Letter Carriers.

This Local Memorandum of Understanding shall be in full force and effect until midnight September 20, 2019, 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.

  
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Kyle D. Inosencio  
NALC Branch 56  
10-19-2017  
Date

  
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Brandie Layne-Patricelli  
Sparta Postmaster  
10-19-17  
Date