

**2007-2011 Memorandum of Understanding**  
**Between**  
**Branch No. 916, NALC**  
**And**  
**United States Postal Service**  
**Sweet Home, Oregon**

**Article 1.**

**Section 1.**

The regular carriers will maintain their rotating day off schedule.

**Article 2.**

**Section 2.**

The local guideline for employees to follow in emergency conditions, weather, natural disasters, etc., are as follows:

- a. Report, if at all possible, to assist the public with their mail.
- b. If not able to report, notify the postmaster, supervisor, or official in charge as soon as possible.
- c. Obey all local authorities regarding the emergency conditions.

**Article 3.**

**Section 1.**

The choice vacation period will begin on January 1, and end on November 30. Thirteen percent (13%) of the carrier craft employees may apply for annual leave during any week between January 1, and November 30. Annual leave selections will be according to seniority.

**Section 2.**

When applying the 13% requirement, any fraction of 0.50 or more will be rounded to the next higher number. Any fraction less than 0.50 will be rounded to the next lower number.

**Section 3.**

NALC convention time will be reserved before the first round sign up.

**Section 4.**

First round leave selections must be in full week increments beginning on Sunday and ending on Saturday. Only fifteen (15) days maximum may be selected in either continuous, or separate, weeks and only during the choice vacation period. (Refer to national agreement)

**Section 5.**

Second round leave selections will be full weeks only of any remaining time, January 1 through November 30. (Refer to national agreement)

**Section 6.**

With annual leave set and approved after the second round, incidental annual Leave will be granted on a "first come, first served" basis.

**Section 7.**

**Section 7.**

Requests for incidental annual leave will be submitted on duplicate form ps3971 no earlier than sixty (60) days in advance and no later than the Tuesday prior to the service week in which the annual leave is desired. Approval or denial Of the request for annual leave will be given within seventy-two (72) hours.

**Section 8.**

When exceptional need warrants, the advance date of notification for incidental Annual leave may be waived at management discretion.



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DATE: November 19, 2007



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