

MAY 21, 2023 - MAY 22, 2026

**LOCAL MEMORANDUM of UNDERSTANDING
BETWEEN
THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS
(BUXMONT BRANCH 920)**

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**THIS AGREEMENT COVERS THE
LETTER CARRIER CRAFT EMPLOYEES
OF
BENSALEM, PA 19020**

This Local Memorandum of Understanding enumerates and defines the terms of agreement between the signatories as to the twenty-two items Article 30 provides may be locally negotiated. It is mutually understood that no provision of this Local Memorandum may be inconsistent or in conflict with the National Agreement.

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ITEM # 1: ADDITIONAL OR LONGER WASH-UP PERIODS

In the interest of the employee's health, all Letter Carriers who perform dirty work or work with toxic materials will be granted five minutes to wash-up.

ITEM # 2: THE ESTABLISHMENT OF A REGULAR WORK WEEK OF FIVE DAYS WITH EITHER FIXED OR ROTATING DAYS OFF

All regular Letter Carriers in the Bensalem Post Office will be on a rotating days off schedule with a five (5) day workweek (i.e. Sunday-Monday, Sunday- Tuesday, Sunday-Wednesday, Sunday-Thursday, Friday, Saturday, Sunday).

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.

The decision for curtailment or termination of Postal Operations to conform to the orders of local authorities or as local conditions warrant because of emergency conditions, shall be made by the Installation head or designee. When the decision has been reached to curtail/terminate Postal Operations, to the extent possible, Management will notify and seek the cooperation of the N.A.L.C.

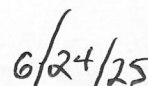
ITEM # 4: FORMULATION OF LEAVE PROGRAM

1. During periods other than prime time, 8.5% of the carrier work force on the rolls as of January 10th of each year shall be granted annual leave. Any fraction of .5 or above will be rounded off to the higher whole number.
2. Annual leave will be on a first come first served basis in other than prime time. **PS 3971 submitted on the same day for leave will be given on a seniority basis as of close of business 1630 hours.**
3. Annual leave in other than prime time shall be granted in periods of units, hours, days or weeks.
4. There will be no exchanges of leave during prime time.
5. A leave chart shall be made available for other than prime time.
6. When a carrier requests more than 40 hours of annual leave (non-prime time) in advance of the 60th day, and at a later date of their original request needs to cancel the entire submission of annual leave, the new request must be pre-approved by both union and management. This review will ensure fairness to all carriers.


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7. Carriers may cancel annual leave in and out of prime time in weeks, days, or hours.
8. When a carrier is aware that he or she does not need the leave granted, cancel ASAP as to keep date open for another carrier who may need that date, as well as for scheduling purposes for management.
9. All cancellations will be offered by the seniority list from where the cancellation exists, as soon as management is notified. List refused shall move up in that order.
10. Military leave will not be counted as part of the carrier's selection for choice period. Any more than one (1) carrier off on military leave during the same choice period will be counted against the Branch's quota.
11. Seniority shall prevail during the choice period.
12. All full-time regulars and part-time flexible carriers will have an opportunity to receive a vacation during the choice vacation period.
13. Annual leave programmed during prime-time vacation period will be granted in minimum units of one (1) week, with a maximum of three (3) weeks, until all employees have had an opportunity to receive leave within the choice period. Any carrier with less than 3 years of service will receive 2 choice picks.
14. If available periods are not used, additional units of one (1) week may be granted up to the non-prime time percentage of 8.5%.
15. Supervisors in cooperation with NALC stewards will post and announce to carrier personnel at all stations on January 14th that their requests for choice vacations will be taken during the period of February 14th thru March 14th. A notice announcing the vacation periods will be posted in all stations on March 25th.

ITEM #5: THE DURATION OF THE CHOICE VACATION PERIOD(S).

The prime-time vacation period shall be a duration of twenty-one weeks starting with the third full week of May and ending the second full week of September. It shall also consist of the first week after Thanksgiving, the first full week of December, and the week between Christmas December 25th and January 1st.

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ITEM#6: THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD.

All vacations shall begin on Monday and end on Saturday with the exception of Christmas week, which will begin on December 25th and end on January 1st.

ITEM # 7: WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER 5 OR 10 DAYS.

Employees at their option may request two selections during the choice vacation period in units of either 5 or 10 days, up to their maximum entitlement as noted in Article 10 Section 3.D1, 2, or 3 as appropriate.

ITEM # 8: WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD.

An employee called for Jury Duty, National or State Conventions during his/her scheduled choice vacation is eligible for another available period. This does not deprive any other employee of his/her choice for scheduled vacation. Conventions will count against the Branch's quota for the choice period.

ITEM # 9: DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING THE CHOICE VACATION PERIOD.

1. Sixteen (16) % of the carrier work force on the rolls as of January 10th of each year will be off during the choice vacation period. Any fraction .5 or above will be rounded off to the higher whole number. Seniority will prevail in prime time.
2. CCA's prime time /non-prime time selection:
 - A. CCA's will be permitted choice and/or non-choice leave after all career employees have made their selections per the existing LMOU. CCA leave selections will use the same choice and non-choice LMOU procedures that are currently in place.
 - B. If a request for leave is submitted by more than one CCA on the same date, the leave will be approved for the CCA with the highest relative standing.
 - C. Leave requests can be submitted for a full week or incremental periods.
 - D. The CCA must have a sufficient leave balance to cover the time off at the time of submission.

3. When CCA leave selection(s) maximize the number of letter carriers permitted off

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during choice and slash or non-choice, additional slots will be provided to the career workforce as follows:

- A. Facilities with less than ten (10) CCAs will be capped at one (1) additional slot for career employees.
- B. For every ten (10) CCAs in the facility, two (2) additional slots will be made available to the career employees.
- C. No additional slots will be made available in conjunction with a holiday schedule.

ITEM # 10: THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE.

Management, following selection of, will give each carrier employee their choice vacation period, Form PS 3971 in duplicate. A copy, signed by the responsible Supervisor, will be returned to each carrier craft employee within ten (10) days.


ITEM # 11: DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR.

The employer shall, no later than November 1st publicize on the bulletin board and by other appropriate means the beginning date of the new leave year, which shall begin with the first day of the first full pay period of the calendar year.


ITEM # 12: THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD.

The following procedures are in effect for annual leave during other than the choice vacation period:


- 1. Requests for annual leave will be submitted on Form 3971 no earlier than 60 days prior to the first day of the period requested. (e.g.: Dec 1st for Jan 29th Requests submitted 60 days prior, will be granted by seniority until closing time (5pm) of the first day.
- 2. Applications for annual leave in other than prime time shall be approved or disapproved within forty-eight (48) hours. Requests will be submitted on Form 3971 in triplicate and handed to a supervisor. The Supervisor will sign and date one copy showing the request was received.
- 3. Disapproval of annual leave requests must be explained to the employee in writing by the supervisor disapproving it on form 3971 and simply stating "Service Needs" will not be an acceptable explanation.



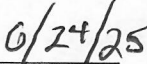
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4. Once annual leave has been approved on Form 3971 by a supervisor, the same may not be disapproved by any Supervisor, except in a serious emergency as declared by the Postmaster or his designee.
5. Short term annual leave, received within seventy-two (72) hours, prior to the day requested, will be approved/disapproved as soon as possible but no later than the end of the tour, preceding the requested leave. Disapproval may be based on "Service Needs" but reason **must** be defined as to what "Service Needs" are.

ITEM # 13: THE METHOD OF SELECTING EMPLOYEES TO WORK ON A HOLIDAY.

1. The employer will determine the number and categories of employees needed for holiday work and a schedule shall be posted as of the Tuesday preceding the service week in which the holiday falls.
2. As many full time and part-time regular schedule employees as can be spared will be excused from duty on a holiday or day designated as their holiday unless all City Carrier Assistants (CCAs) and Part time flexibles(PTFs) are utilized to the maximum extent possible, even if the payment of overtime is required, and unless all full time and part time regulars with the needed skills who wish to work on the holiday have been afforded an opportunity to do so.
3. An employee scheduled to work on a holiday who does not work shall not receive holiday pay, unless such absence is based on an extreme emergency situation and is excused by the employer.
4. The overtime desired list does not apply in selecting employees needed for holiday work.
5. When a carrier has approved annually before or after a holiday or designated holiday, he/she shall not be forced to work on a holiday schedule.
6. Management will select carriers to work on holidays or holiday schedules in the following order:
 - A. CCAs
 - B. Part-Time Flexibles
 - C. Full time regulars who volunteer to work on their holiday or day designated as a holiday by seniority.
 - D. Full time regulars who volunteered to work on their non-scheduled day by seniority.
 - E. Full time regulars who did not volunteer on what would otherwise be their scheduled day by inverse seniority.
 - F. All other non-volunteer full time regular by inverse seniority.
7. If after the posting a need develops for additional or replacement employees, employees shall be selected according to the same order as above.

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ITEM # 14: WHETHER "OVERTIME DESIRED" LISTS IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR.

The Overtime Desired Lists will be by section.

ITEM # 15: THE NUMBER OF LIGHT DUTY ASSIGNMENTS WITHIN EACH CRAFT OR OCCUPATIONAL GROUP TO BE RESERVED FOR TEMPORARY OR PERMANENT LIGHT DUTY ASSIGNMENT.

There will not be any specific number of light duty assignments set aside. Every effort will be made to place all carriers who meet the requirements as set forth in Article 13, Section b, of the National Agreement.

ITEM # 16: 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.

The method used in determining the reservation of light duty shall be as agreed to between labor and management.

ITEM # 17: THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY WITHIN EACH CRAFT REPRESENTED IN THE OFFICE.

The following are to be considered light duty assignments based upon medical evidence submitted by the employee.

1. Marking up CMU returns.
2. Maintenance of 3982 cards.
3. Labeling inside of apartment and cluster boxes.
4. Answering the telephone.
5. Performing services on routes in which ill or injured employees may be able to perform.
6. Any normal carrier duties, which the ill or injured employee may be able to perform physically or as noted by the employee's physician.

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ITEM # 18: THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION, WHEN IT IS PROPOSED TO REASSIGN WITHIN AN INSTALLATION EMPLOYEES EXCESS TO THE NEEDS OF A SECTION.

All carriers within this installation shall comprise a section.

ITEM # 19: THE ASSIGNMENT OF EMPLOYEE PARKING SPACES.

All available spaces in the employee parking lot will be a first come, first serve basis

ITEM # 20: 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.

Any more than one (1) member attending Union activities, except as noted in #8, requested prior to the determination of the choice vacation schedule will count as part of the total period.

ITEM # 21: THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS AS PROVIDED IN THE CRAFT PROVISIONS OF THIS AGREEMENT.

1. In accordance with Article 17, section 15 of the National Agreement, the installation head shall meet with the appropriate representatives of Branch #920 NALC on the First (1) Tuesday during the months of January, April, July, and October or any other time as mutually agreed upon.

- A. Such meetings shall be on the clock.
- B. Dates to be changed by mutual agreement.
- C. Meetings shall be convened at 10:00 A.M. and except for unusual circumstances shall run for such time as is necessary to conclude and dispose of all business.
- D. Emergency meetings may be scheduled on a unilateral basis.
- E. The total number of Branch 920 representatives shall be equal with that of supervision and numbering no less than two (2) members.
- F. Minutes of Labor/Management meetings shall be kept by both parties and copies shall be exchanged and initialed by the parties for verification. Any agreement reached at such meetings shall be reduced to writing and signed by both parties upon request of either party. These agreements shall not be changed without prior notification between the parties.
- G. Agenda items for discussion shall be exchanged at least forty-eight (48) hours before the scheduled meeting.
- H. Items not on the agenda shall be discussed only by mutual consent of both parties.

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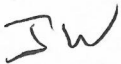
2. Representatives of NALC Branch 920, Bensalem Post Office shall have the right to use post office telephones for the purpose of performing and engaging in official union duties. Toll calls, if any, shall be paid by the union.
3. Letter Carriers shall not be required to work where there is inadequate lighting or where the lighting system is out of service.
4. Any employee using sick leave and upon reporting on for duty, shall call one half hour prior to the start of his/her tour of duty and no later than 3P.M. of the day prior to his/her return to work.


ITEM # 22: LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENIORITY, REASSIGNMENTS AND POSTING.

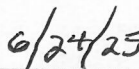
Scope and method of posting and bidding:

1. A vacant or newly established duty assignment not under consideration for reversion shall be posted within five (5) working days of the day it becomes vacant or is established.
2. The successful bidder must be placed in the new assignment within fifteen (15) working days except in the month of December.
3. The successful bidder shall have five (5) working days retreat rights to his prior assignment.
4. A copy of all posted notices affecting the Letter Carrier craft shall be sent to the NALC.
5. Notices inviting job bids shall be posted on a section wide basis.
6. A union representative will be present on verification of the successful bid by seniority.
7. A vacant or new duty assignment will be posted for ten (10) calendar days.
8. Whether or not a Letter Carrier route will be posted when there is a change of more than one (1) hour in starting time shall be at the option of the carrier whose assignment is affected.
9. When a letter carrier route or full-time duty assignment, other than the letter carrier route(s) or full-time duty assignment(s) of the junior employee is abolished at a delivery unit as a result of, but not limited to, route adjustments, highway, housing projects, all routes and carriers who are junior to the carrier(s) whose routes or full-time duty assignments was abolished shall be posted for bid in accordance with the posting procedures in this Article.


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10. Non-scheduled day rules:

1. Full-time regular carriers scheduled or called in on their non-scheduled day will work their own assignment along with the corresponding start time and will bump their assigned carrier technician. Bumped carrier technician will have the following options in order:
 - A. Choose an open route in his/her string.
 - B. Bump a reserve, PTF, or CCA off of their hold-down within his/her string for that day only.
 - C. May choose to carry the route in normal rotation or carry any open route by office seniority.
 - D. Depending on the carrier technician's choice when applying 22.10.1.C, the full-time regular scheduled or called in to work on their non-scheduled day will carry their own route or choose from any open route by office seniority.
2. Carrier technicians scheduled or called in on their non-scheduled day will have the following options in order:
 - A. Choose an open route in his/her string and work that route along with the corresponding start time.
 - B. Bump a reserve, PTF, or CCA off of their hold-down within his/her string for that day only and work that route along with the corresponding start time.
 - C. Choose an open route by office seniority and work that route along with the corresponding start time.

11. All carriers working eight (8) hours at the Bensalem Post office will receive two 10-minute break periods. The local union may annually opt to have either (a) both breaks on the street or (b) one of the 10 -minute breaks in the office and one break on the street. If the two 10-minute breaks are taken on the street, they will be separate from each other. The local union shall notify management before January 1st of each year if there is a change to the prior opt. If no change to prior opt, the previous opt shall be continued.

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**THE BENSALEM STATION'S
MUTUAL AGREEMENT CONTAINED ON PAGES ONE THROUGH
ELEVEN OF THIS LMOU 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 LMOU ARE SUBJECT TO THE
GRIEVANCE PROCEDURE AS CONTAINED IN THE NATIONAL
AGREEMENT.**


For the United States Postal Service:

JAMES Abben PM  6/24/25
(TYPE NAME, TITLE) SIGNATURE DATE

For the National Association of Letter Carriers:

Jerry White Shop Steward  6-24-2025
(TYPE NAME, TITLE) SIGNATURE DATE

Paul Keegan Treasurer  6/24/25
(TYPE NAME, TITLE) SIGNATURE DATE

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