

**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)**

**\* \* \* \* \***

**THIS AGREEMENT COVERS THE**  
**LETTER CARRIER CRAFT EMPLOYEES**

**OF**

**CHALFONT PA 18914**

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.

**ITEM # 1: ADDITIONAL OR LONGER WASH-UP PERIODS**

Each letter carrier will be granted a reasonable amount of time. A supervisor shall be notified when an extra amount of wash up time is needed.

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

All full-time carriers' workweek will consist of five service days with rotating days off. The rotation will be 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 Chalfont Post Office shall comply with all requests by local (city and county), state, and federal officials in regard to any emergency that may be an endangerment to life or limb of the people in the affected area.

**ITEM # 4: FORMULATION OF LEAVE PROGRAM**

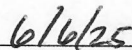
The carrier craft is to have a guarantee of 48 hours per week for annual leave outside of the choice vacation period. One off at all times/per day/per hour.

- A. Choice period: Management, in cooperation with the union, will announce to all carriers by January 3<sup>rd</sup> of each year that vacation selections will begin on February 1<sup>st</sup> of the respective year. Management will provide a calendar for choice period selection. The calendar will be posted on the carrier bulletin board showing dates of vacation picks. Beginning with the senior carrier, he/she will fill in the period of vacation until all have made their selection.
- B. First opportunity: Carriers will have to select vacation period within 48 hours after being approached by management. If he/she fails to select within the allotted time, he/she will become junior for that selection period.
- C. After all full-time carriers (including PTF's) and CCA's have completed their two picks for the choice vacation period the calendar is closed. Any additional requests for annual leave up to the minimum allowed in Item 9 will be granted using the guidelines set forth in Item 12 of this agreement. These picks will be made beginning on March 15<sup>th</sup> or the first workday following. These provisions will apply to daily as well as weekly annual

  
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leave, both in the choice vacation period. Exceptions will be the day before or after the holiday.

- D. Leave will be given based on active career compliment for the following percentages: Prime-time 17%, Non-Prime-Time 10%. Active career compliment will be determined on the first working day of each calendar year in January. Calculation resulting in .5 or more will be rounded up to the next whole number. Example  $9 \times 10 = .9$  or 1,  $9 \times 17 = 1.53$  or 2.
- E. After all career carrier employees (including PTF's) have made their selections for prime-time and non-prime-time, eligible CCA's will be able to select remaining weeks and/or slots by their relative standing. When a CCA is approved for a week of annual leave, they must have the leave balance sufficient enough to cover the leave at the start of the week that was requested.
- F. When a vacation period is canceled, the new opening shall be posted for bid immediately and will remain posted for 72 hours. Bidding starts with the carrier immediately junior to the carrier who is turning back the leave. This applies to both choice and non-choice periods.
- G. Request for cancellation of any prime-time leave must be turned in to a supervisor on the Tuesday prior to the week of cancellation. If a carrier fails to cancel leave by the Tuesday prior, then he/she must take the leave that was originally chosen.

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

The choice vacation period will be from May 1<sup>st</sup> through the last Sunday in September, and will include Thanksgiving and Christmas weeks. However, only one (1) carrier will be allowed off during May and on Thanksgiving week. Christmas week being December 25<sup>th</sup> through January 1<sup>st</sup>.

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

Leave will begin on Sunday 11:59 pm and end on Monday 12:01 am the following week.

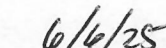
#### **ITEM # 7: WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER 5 OR 10 DAYS.**

Carriers who are eligible for three (3) weeks may take their weeks consecutively or two (2) and one (1) week. Carriers who are eligible for two (2) weeks may take their two (2) weeks consecutively or one (1) week at a time.

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

Jury duty will not be charged to the choice vacation period, but the carrier will become the junior carrier for choice vacation selection provided it does not deny his/her guaranteed maximum leave during the choice period if desired. Attendance at National and State Conventions will be charged as a choice selection.

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

Determined by the calculations in Item 4D.

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


The leave chart will be posted and all requests for leave made out in duplicate. The duplicate will be returned to the employee with an approved signature.

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

When announced in the Postal Bulletin, management will notify employees of the new leave beginning and those employees that are currently carrying more than the allotted hours.

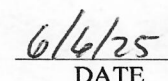
**ITEM # 12: THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN THE CHOICE VACATION PERIOD.**

- A. Applications will be submitted in triplicate to a supervisor who will sign the first block recording the leave request and return this copy, with a date stamp, to the employee immediately as verification of submission. Applications are approved on a first come first serve basis determined by seniority/relative standing. The supervisor then has 72 hours to approve or disapprove the leave request and notify the employee or the request is automatically approved.
- B. Seniority/relative standing will prevail if two (2) or more applications are received on the same day. Applications will not be accepted more than 60 days in advance of and not including the request day. Exceptions must be agreed to by the union steward. Leave may begin and end on any day of the week. Leave slips used will be on Form 3971. Example: Request date December 25<sup>th</sup>, count back 60 days prior starting with December 24<sup>th</sup>.

  
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- C. Full weeks will take preference over less than full weeks. Weeks applied for in this manner can only be turned back in their entirety.

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

- A. CCA's
- B. PTF's
- C. Full-time regulars who volunteer to work on their holiday or designated as their holiday by seniority.
- D. Full-time regulars who volunteer to work on their non-scheduled day by seniority.
- E. Full-time regulars who did not volunteer to work on their non-scheduled day by juniority.
- F. Full-time regulars who did not volunteer to work on their holiday or designated as their holiday by juniority.

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

The overtime desired lists shall be for the entire regular city carrier work force.

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

Refer to Article 13 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 procedures set forth in Article 13 of the National Agreement will be adhered to.

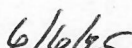
**ITEM # 17: THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY WITHIN EACH CRAFT REPRESENTED IN THE OFFICE.**

The procedures set forth in Article 13 of the National Agreement will be adhered to.

  
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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.**

The entire letter carrier craft is considered a section.

**ITEM # 19: THE ASSIGNMENT OF EMPLOYEE PARKING SPACES.**

Employee parking will be provided as far as practicable.

**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.**

Annual leave to attend union activities must be submitted before the choice vacation application deadline and must be sanctioned by the local branch. This annual leave will become part of his/her choice vacation allotment.

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

- A. Article 41.3.O of the National Agreement will be included in this agreement as per the union request.
- B. Article 41.1.A.5: If the starting time of a letter carrier route is changed by more than one hour the incumbent carrier has the option of accepting the route with the change in starting time.

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

- A. Positions will be posted for ten (10) days in accordance with the National Agreement.
- B. In the event a regular assigned carrier is requested to work on his/her non-scheduled day, assignment shall be to that carrier's own route with the corresponding start time. The bumped utility carrier will work any route that is open on his/her string. If there is no open route on his/her string, the utility carrier can bump a PTF/CCA on a hold down on their string. If there is no available route on their string, the utility carrier will choose a vacant assignment with seniority.

  
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**THE CHALFONT STATION'S  
MUTUAL AGREEMENT CONTAINED ON PAGES ONE  
THROUGH SEVEN 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:*

<u>Youngh Joo Kim</u>	<u>[Signature]</u>	<u>6/6/2025</u>
(TYPE NAME, TITLE)	SIGNATURE	DATE

*For the National Association of Letter Carriers:*

<u>MIROSLAW KOBYLARZ-Steward</u>	<u>[Signature]</u>	<u>6-6-25</u>
(TYPE NAME, TITLE)	SIGNATURE	DATE

<u>SEJANG EACKA, PRESIDENT</u>	<u>[Signature]</u>	<u>6/6/25</u>
(TYPE NAME, TITLE)	SIGNATURE	DATE