

**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**

**DOYLESTOWN PA 18901**

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**

Management will grant reasonable wash up time prior to leaving for the street and at the end of the day.

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

The carrier work week will consist of five days with a rotating drop day. The rotation will be Sunday-Monday, Sunday-Tuesday, Sunday-Wednesday, Sunday-Thursday, and 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.**

In the event of an emergency, the postmaster or supervisor will notify the NALC representative to discuss these conditions when a determination is made.

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

- A. No later than the first Monday in January a notice will be posted on the employee's bulletin board, a copy given to the NALC steward, stating on the second Monday in January, carriers in seniority order, will submit their first choice for the prime-time vacation period. First choice selections will be completed by the second Monday in February.
- B. A supervisor will contact each carrier. No carrier will be permitted to select until the carrier senior to him/her has selected. When contacted, each carrier must be prepared to submit a first choice. If the choice is not available the carrier must make an alternate selection by no later than his/her next scheduled work day, or the carrier will forfeit their choice.
- C. The vacation calendar will be posted and updated weekly or when annual leave is approved on PS Form 3971.
- D. During the choice vacation period, first choice picks may not be canceled unless agreed upon by both the union and management. If during the choice vacation period annual leave is canceled, it will be canceled in whole week increments. This time will be offered to the next junior carrier down from the carrier canceling the leave. If no junior carrier takes the annual leave week being canceled, it will be posted and be available from 1 annual leave day to the full week. The annual leave being canceled must be submitted in writing 10 days prior to the start of the leave being canceled.

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- E. Beginning with the second Tuesday in November carriers in seniority order will select one choice of annual leave in non-prime time. This selection may be of as many annual leave days the carrier chooses. These selections will be completed by the second Tuesday in December. All remaining time will be on a first come first serve basis. Ties will be broken by seniority. If a carrier is on extended leave, he/she will submit two choices to the steward marked 1<sup>st</sup> and 2<sup>nd</sup> choice.
- F. Management must act upon all 3971's within 72 hours, excluding Sunday, or the 3971 is automatically approved.
- G. Other than the choice period shall be 7.5% of the carrier work force off. More than this will be at management's discretion.
- H. CCA's prime time/non-prime time selection:
  - 1. CCAs 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.
  - 2. 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.
  - 3. Leave requests can be submitted for a full week or incremental periods.
  - 4. The CCA must have a sufficient leave balance to cover the time off at the time it is taken.

When CCA leave selection(s) maximize the number of letter carriers permitted off during choice and/or non-choice, additional slots will be provided to the career workforce as follows:

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

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

The prime-time vacation period will be from Memorial Day through the week after Thanksgiving, and December 26<sup>th</sup> through December 31<sup>st</sup>.

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

All prime-time annual leave will begin on Sunday and end on Sunday. The only exception being Christmas week and the dates will be as stated in Item 5.

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

The choice vacation calendar will go around twice. Carriers who are eligible for three weeks may take those weeks in the following manner:

1. Three consecutive weeks in the first round.
2. Two consecutive weeks and one week in the first round.
3. One week and two consecutive weeks in the first round.
4. The second time around, carriers may pick one week.
5. The remainder of the time will be on a first come first serve basis.

Carriers who are eligible for two weeks may take those weeks in the following manner:

1. Two consecutive weeks in the first round.
2. Two one-week picks in the first round.
3. The second time around, carriers may pick one week.
4. The remainder of the time will be on a first come first serve basis.

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

- A. Attendance at National and State Conventions shall not be charged to the choice vacation period if submitted prior to the prime-time picking period and shall not alter the % off. The leave for National and State Conventions shall be blocked off to ensure the delegates may be granted leave in accordance with Article 24.2.B of the National Agreement. This leave shall not be charged against the employee's selections in prime-time.
- B. Jury duty shall not be charged to the prime-time vacation period. A carrier called for jury duty during one or both of their choice vacation periods will be eligible to select another choice(s) of those remaining available.

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

- A. During the choice vacation period 14% of the carrier work force will be permitted annual leave.
- B. During Christmas week the percentage will be 10.5%.
- C. When the percentage reaches .5%, one additional carrier will be permitted annual leave.
- D. The percentage off will include CCA's.

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

Each carrier will submit PS Form 3971 showing that their requested vacation leave is noted. The duplicate of this form will be signed and returned to each carrier. The NALC steward will monitor this procedure.

**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 the 1<sup>st</sup> Tuesday in November, publicize on bulletin boards 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.**

- A. Annual leave other than the choice time will be as agreed to in Item 4 Section E of this agreement.
- B. Three copies of Form 3971 should be dated and time submitted noted. One copy will be signed and returned to the carrier when submitted.
- C. Disapproval of annual leave must be explained in writing on Form 3971.

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

No later than five days prior to the Monday of the week preceding the week in which the holiday occurs, a list will be posted stating which carriers have a designated holiday occurring in the said week. The selection order is as follows:

- 1. CCA's.
- 2. PTF's.

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3. Full-time regulars who volunteer to work on their non-scheduled day by seniority.
4. Full-time regulars who volunteer to work on their holiday or day designated as their holiday by seniority.
5. Full-time regulars who did not volunteer to work on their non-scheduled day by juniority.
6. Full-time regulars who did not volunteer to work on their holiday or day 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 list(s) 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.

**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.**

Individual parking spaces will be on a first-come first-serve basis.

  
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**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.**

Attendance at National and State Conventions shall not be charged to the choice vacation period if submitted prior to the prime-time picking period and shall not alter the % off. The leave for National and State Conventions shall be blocked off to ensure the delegates may be granted leave in accordance with Article 24.2.B of the National Agreement.

**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 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.
- C. The local union and affected carrier shall be consulted by management of any proposed change in any carrier duty assignments.
- D. An updated seniority list of all carriers in the office shall be posted and given to the steward quarterly, if there is a change in the compliment.
- E. If a regular carrier is called in on his/her non-scheduled day, he/she will report to work with the corresponding start time. The regular carrier will have the option to bump the carrier technician, PTF, or CCA off their assignment. The carrier technician can bump any PTF or CCA on their string. If there is no vacant position on the carrier technician's string, they can bump any PTF or CCA in the office.
- F. All city carriers will take their two 10-minute breaks on the street.

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

Carriers will have retreat rights to their prior assignment within four days from the start of the new duty assignment. This will count as an additional bid.

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**THE DOYLESTOWN STATION'S  
MUTUAL AGREEMENT CONTAINED ON PAGES ONE  
THROUGH EIGHT 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:*

Ryan Harns

(TYPE NAME, TITLE)

[Signature]

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*For the National Association of Letter Carriers:*

Charles Gilmore

(TYPE NAME, TITLE)

[Signature]

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SEAN GEACKER, PRESIDENT

(TYPE NAME, TITLE)

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