

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
WARRINGTON PA 18976

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 acknowledges that carriers are from time to time exposed to dirt to an extent that does require wash up time. At such times carriers may request wash up time and in the interest of employees' health management will be reasonable in granting such requests.

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 Warrington Post Office will be on a rotating-days off schedule with a five (5) day work week. 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 Warrington Post Office will comply with all requests by local (city and county), state and federal officials in regard to any emergency that may be an endangerment to the safety and health of all letter carriers.

ITEM # 4: FORMULATION OF LEAVE PROGRAM

A. Supervisors in cooperation with NALC stewards will announce to carriers on January 1 that requests for vacation for the upcoming year will be taken during the period February 1 through March 1. A notice announcing the vacation schedule shall be posted March 15.

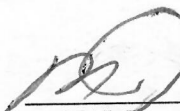
B. Leave other than prime time will be granted at the rate of 8% of the career carrier force. Additional carriers will be granted leave if possible. In those instances where computing the 8% fraction does not result in a whole number and the fractional result is .55 or higher the next whole number shall be considered the correct number of carriers to be granted leave.

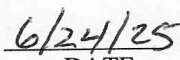
C. Carriers who become ill while on annual leave during the choice vacation period shall be allowed to have another selection during the remaining available choice period. This selection shall be for the same number of days as those converted from annual leave to sick leave. Medical documentation must be submitted to substantiate such claims.

D. All cancellations will be offered by the seniority list from where the cancellation exists as soon as management is notified of the cancellation.


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E. No carrier shall be called in to work while on annual leave unless he/she desires to work his/her non-scheduled day.

F. There shall be no exchanging of leave.

G. **Prime time selection (first opportunity)** – Carriers will have to select vacation time within 48 (forty-eight) hours after being approached by management or steward. Failure to select vacation within 48 hours forfeits a carrier's right to a choice vacation period until all other carriers have had an opportunity to choose.

H. **Prime time selection (second opportunity)** – The calendar will not circulate a second time. Anyone can apply for remaining vacant weeks during the 48-hour period after the first opportunity picks are completed.

I. **Prime time leave cancellation** – There will be no cancellation of approved prime time vacation leave taken in full weeks. Prime time vacation taken as individual days may be cancelled.

J. **Prime time vacant weeks** – Management will accept requests for vacant weeks not selected during the choice vacation using the procedures outlined in Section 12.

K. **CCA's prime time selection:**

1. CCAs will be permitted Choice leave after all career employees have made their selections per the existing LMOU. CCA leave selections will use the same 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.

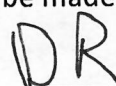
4. The CCA must have a sufficient leave balance to cover the time off at the time it is taken.

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

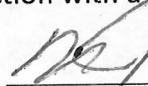
1. Facilities with less than ten (10) CCAs will be capped at one (1) additional slot for career employees.

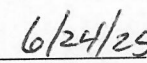
2. For every ten (10) CCAs in the facility, two (2) additional slots will be made available to the career employees.

3. No additional slots will be made available in conjunction with a holiday schedule.


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

The choice vacation period shall be the first full week of May through the first full week in October and the third and fourth full weeks in November.

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

The leave week during the choice vacation period shall be Monday through Sunday midnight.

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

Letter carriers, at their option, may request 1 (one) or 2 (two) selections during the choice vacation period in units of either 5 (five) or 10 (ten) days, the total not to exceed 15 (fifteen) days in accordance with leave earned annually.

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

A. Jury duty shall not be charged to the choice vacation period.

B. Union representatives at National and State conventions shall not be charged to the choice vacation period. (One representative only is covered by 8B).

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

The number of carriers who shall receive leave each week during the choice vacation period shall be 15% of the career carrier force.

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

Each carrier shall submit, following selection of the choice vacation periods, a Form 3971 in triplicate with all applicable items completed. A copy signed by the responsible supervisor will be returned to each carrier within 48 hours following the completion of the vacation schedule.

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Management will furnish to the employee a Form 3971 indicating the vacation period approved upon their approval.

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

A notice shall be posted on the bulletin board by October 1 of each year notifying carriers of the beginning of the new leave year and the danger of loss of annual leave due to the accumulation of 440 hours or more.

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

A. All Form 3971's must be submitted in triplicate, not before Monday of the week preceding, to be approved or disapproved within 48-hours. When or in the event Form 3971's are disapproved no other employee's request for the same time period may be granted unless the initial employee is consulted and if the initial employee still desires the leave he/she has first choice for approval, except in the case of emergency leave.

B. Disapproval of annual leave requests must be explained to the employee in writing; a supervisor's disapproval of the Form 3971 noted as 'Service Needs' will not be an acceptable explanation.

C. Failure of management to act on a Form 3971 noting approval or disapproval within the 48-hour period and so notifying the carrier applicant shall constitute approval of said leave.

D. **Daily Leave** – In the event that Form 3971's are submitted by more than one employee for less than 8 hours annual leave and the forms are submitted for leave on the same day as the request, seniority will prevail until 8:00 AM. After 8:00 AM annual leave will be granted for partial days on a first come first serve basis. Form 3971's submitted for less than 8 hours annual leave on the same day the leave is to be taken must have a legible time clock ring when submitted after 8:00 AM.

E. **Advance Leave Requests** – A minimum of 48 hours and a maximum of 90 days prior notice by submission of Form 3971 will be used when applying for annual leave for special occasions, extended trips or other reasons requiring reservations or advance planning. Requests will be approved or disapproved within 48 hours. When more than 1 (one) carrier is applying for annual leave in advance that all requests for the same date will not be considered until the close of business of said day. Further, management when considering multiple requests for annual leave for a given day will use seniority as the sole criteria for leave approval.

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

Management will select carriers to work on holidays in the following order:

- A. CCA's
- B. PTF's
- C. Full time regulars who volunteer to work on their holiday or day designated as a 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 on what would otherwise be their non-scheduled day by inverse seniority on a rotating basis
- F. All other non-volunteer full time regulars by inverse seniority on a rotating basis

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

The Overtime Desired Lists shall be established by craft.

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 be no specific number of light duty assignments set aside; every effort will be made to place in such category all carriers who meet the requirements as set forth in Article XIII Section 1B 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.

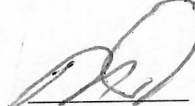
The method used in determining the reservation of light duty shall be as agreed to between labor and management.

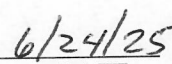
ITEM # 17: THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED LIGHT DUTY WITHIN EACH CRAFT REPRESENTED IN THE OFFICE.

Light duty assignments will be those consistent with medical reports of authorized medical doctors such as office work, casing mail, labeling carrier cases, re-writing removals or as directed by a supervisor.


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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 the Warrington Post Office shall compromise a section.

ITEM # 19: THE ASSIGNMENT OF EMPLOYEE PARKING SPACES.

Parking spaces shall be provided for all carriers.

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.

Vacation time to attend union activities will not be charged to carriers on leave when requested prior to the determination of the choice vacation schedule. Only one carrier be covered under this item.

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

A. The carriers at the delivery unit will take 2 (two) 10-minute breaks on the street. The local union shall notify management by July 21st annually if they wish to exercise their option and take 1 (one) of the 2 (two) 10-minute breaks in the office as referred to in Section 242.341 of the M-39 Handbook.

B. Where there is no suitable place to eat lunch on the route a letter carrier shall have the right to travel outside his/her route to a place where accommodations are available as listed on PS Form 1564A.

C. When a letter carrier's route, or full-time duty assignment, other than 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 not limited to, route adjustments highways, housing projects and the like, all routes and full-time duty assignments at that unit held by letter carrier(s) who are junior to the carrier(s) whose route(s) of full-time duty assignment was abolished shall be posted for bid in accordance with the posting procedures in this article.

D. Whether or not a letter carrier route will be posted when there is a change of more than 1 (one) hour in starting time shall be at the option of the carrier whose assignment is affected.

E. A leave chart shall be available for other than prime time.

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F. In accordance with Article 17 Section 5 of the National Agreement the installation head shall meet with the appropriate representatives of Branch 920, NALC, on the first Wednesday of each quarter or at any other time as may be mutually agreed upon.

1. Such meeting shall be on the clock.
2. Dates and times to be changed by mutual agreement.
3. Meetings shall be convened as early as is mutually convenient and except for unusual circumstances shall run for such a time as is necessary to conclude and dispose of all business.
4. Emergency meetings may be scheduled on a unilateral basis.
5. The total number of Branch 920 representatives shall be equal to that of management and shall number no less than 2 (two) members.
6. Minutes of the labor/management meeting shall be kept by both parties and copies shall be exchanged and initialed by both 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.
7. Agenda items for discussion shall be exchanged at least 24 (twenty-four) hours before the scheduled meeting.
8. Items not on the agenda shall be discussed only by mutual consent of both parties.

G. Representatives of NALC Branch 920, Warrington Post Office, have the right to use of post office telephones for the purpose of performing and engaging in official union duties, toll costs if any being borne by the union.

H. In the event a regular assigned carrier is scheduled to work on his/her non-scheduled day, assignment shall be to that carrier's own route along with the corresponding start time. A utility carrier will work any other route on his/her string and if nothing is available on the string will choose vacant assignments with seniority.

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

A. When more than 1 (one) assignment is posted at the same time letter carriers shall have the right to bid for all assignments stating their preference, i.e., 1st choice, 2nd choice, etc.


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B. A vacant or newly established duty assignment not considered for reversion shall be posted within 7 (seven) working days of the day that it becomes vacant or established.

C. A vacant or newly established duty assignment will be posted for 10 (ten) calendar days.

D. The successful bidder shall be placed in his/her assignment the first Saturday after the close of the bids or within 15 (fifteen) days after the close of bidding.

E. The successful bidder shall have 7 (seven) working days retreat rights to his/her prior assignment.

F. A copy of all posted notices affecting letter carriers shall be given to the NALC representative.

G. The local union steward and affected carriers shall be consulted by management of any proposed changes in carrier duty assignments.

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**THE WARRINGTON STATION'S
MUTUAL AGREEMENT CONTAINED ON PAGES ONE
THROUGH TEN 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:

Daniel Robert, Postmaster  6/24/25
(TYPE NAME, TITLE) SIGNATURE DATE

For the National Association of Letter Carriers:

Michael Joyce  6/24/25
(TYPE NAME, TITLE) SIGNATURE DATE

SEAN GEACKEZ, PRESIDENT PRO  6/24/25
(TYPE NAME, TITLE) SIGNATURE DATE