



Date: December 28, 2000

Subject: Procedures for Notification of Absence from Work (Effective 1/27/01)

To: All Des Moines Processing & Distribution Center Employees
(Including In-Plant Support, Business Mail Entry, Maintenance, VMF, Accounting
and Transportation)

This letter is to notify all employees of new absence call-in procedures beginning January 27, 2001. This letter supersedes prior call-in procedures.

First, let me explain that there is no change in the process to be used when leave is being requested in advance. In those situation, leave should be requested by submitting a completed PS Form 3971, "Request for or Notification of Absence," along with any documentation which might be required.

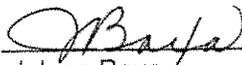
However, there may be times when it is not possible to request leave in advance, and those unscheduled absences are the reason for these absence notification procedures. In those situations, employees must call the Attendance Control Office, or ACO, which is located on the first floor, in the NIXIE area between the double doors to the south dock and the south elevator, telephone number 515-283-7555, TTD number 515-283-7590, and FAX 515-283-7597 as far in advance of the scheduled reporting time as is reasonably possible. An automated call sequencing system has been installed to ensure that no calls are missed. All employees are required to contact the Attendance Control Supervisor when unable to report as scheduled. Employees must not rely upon others to provide this notification unless they are physically unable to make notification personally.

Employees calling in due to an emergency must notify the Attendance Control Office as soon as possible as to the nature of the emergency and the expected duration of the absence. Upon return to duty, the employee must sign PS Form 3971 and explain the reason for the emergency to their supervisor. When an illness or injury unexpectedly incapacitates an employee from performing his/her job duties, the employee must call the Attendance Control Supervisor to request leave and to notify management of the illness or injury and the expected duration of the absence. Employees calling in as Late Reporting should be prepared to identify the circumstances and approximate duration of the absence. Approval/disapproval of leave will be at the discretion of the supervisor. Acceptable evidence of incapacity to work or of other emergency may be required.

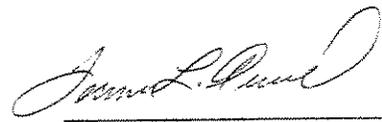
Under the new call-in procedures, the employee MUST state the expected duration of the absence, any additional absence will be recorded as "absence without leave" (AWOL) unless the employee has called in again requesting additional leave beyond the time period originally requested, unless the leave is for a FMLA covered condition. And, once again, the employee will be required to state the expected duration of absence. (For example, if an employee calls in because he/she is incapacitated due to an illness and states that the expected duration is two (2) days, but then misses a total of three (3) days without calling in again after the second day of absence, the third day would be marked as AWOL., unless the absence is for a condition covered by FMLA.)

You know that we expect our employees to be regular in attendance – but what is important is why. You are what makes the Postal Service a successful business. Your attendance at work is vital to the operation of your unit, your tour, the Des Moines P&DC, the Postal Service, and, ultimately, to our customers. Unscheduled absences create a burden not only on management for scheduling the workforce but also on your co-workers. When you are not at work, other employees have to give more – more effort, more time – more of whatever it takes to process the mail.

If you must call in to request leave for an unscheduled absence, remember that effective January 27, 2001, all employees must follow these procedures by calling the ACO at 515-283-7555, TTD 515-283-7590, and FAX 515-283-7597.



Joleen Baxa
District Manager



Terrence L. Arnold
Lead Plant Manager