

Lance

UNITED STATES POST OFFICE

DATE: January 27, 1988
OUR REF: CED03:FBIEGGER:kss
SUBJECT: Last Breaks

TO: Tour Superintendents
General Supervisors
All Supervisors

It has been brought to my attention that some Supervisors are still allowing employees to take their last break in the last hour of their shift.

The policy WAS as I stated in my original letter that employees will NOT take their last break in the last hour of their scheduled shift unless the Tour Superintendent authorizes the Supervisor to do so because of mail volume.

Frank Biegger
Frank H. Biegger
Manager/GMF