

Steven E. Wenzel
Senior Plant Manager
Des Moines Processing and Distribution Center

AL



June 25, 2002

All Des Moines EAS Personnel

Subject: Denying Annual Leave Requests

This is to confirm that "needs of the service" is not to be used when denying annual leave requests or for that matter change of schedule requests. Management has an obligation to be more specific in our denial. I would encourage you to cite specific staffing and/or volume data. OT and unscheduled absence rates for a particular day would also be an appropriate reason. Our inability to process mail in accordance with our operating plan could also be used. Whatever reason you choose to use it needs to be valid and articulated. "Needs of the service" is not acceptable. Thank you for your cooperation.



Steven E Wenzel
Senior Plant Manager
Hawkeye District