

**THE SUPERVISOR'S GUIDE TO
THE CORRECT WAY OF DOING
PRIME TIME ANNUAL SLIPS**

(aka PRIME TIME FOR DUMMIES)

OTHER HELPFUL HINTS

The easiest way to do prime time annual slips is to:

- 1.) Separate all the 1st and 2nd choice from the total slips and file them according to seniority, i.e. Jane, 1st & 2nd choice, John, 1st & 2nd choice, etc. Make sure that when you have the 1st and 2nd choices pulled out that these choices are in the prime time dates. Example: 1st choice; 12/20-25/95. This would be placed back in the pile of other 3971's according to seniority. This does not fall within May 1-September 15.
- 2.) Have your annual leave book ready and mark it as soon as you disapprove or approve your slips, but make sure the disapprove is also marked in the book. Place your approve/disapprove in the appropriate envelopes that is attached each month.
- 3.) Make sure that you approve according to the allotted percentage for your section! For sections that have TE's assigned, you would also include them in your percentage.
- 4.) Once you have been through all the 1st and 2nd choices, you now go to the "other" pile of 3971's, by seniority. Approve/disapprove and make sure they are marked in the annual leave book. You can go above your allotted percentage to make sure that everyone that requests some leave during prime time will get a vacation (ITEM 9).

Examples of 3971's of do's and don'ts are in this packet.

BLOCKING IN A HOLIDAY

To make sure you get the Holiday window, included in your leave submission, you have a few options.

- 1.) Taking 32 hours of Annual (or more), and 8 hours of Holiday leave. This is considered a 40 hour block, and guarantees you the Holiday and Holiday window as part of your time off.

Examples: 32 hours of leave taken from December 23 through December 29, on a bid with weekends off, gets you both Christmas and New Years. Time off is December 23 through January 1. The total leave paid hours must be 40 hours.

- 2.) Blocking in the Holiday. This requires a minimum of 16 hours and can be more. You have weekends off and request 16 hours of Annual from September 1 through September 5. Only 16 hours of leave is requested, but five days are utilized. You must block the Holiday on both sides of the Holiday and/or days off. You cannot take 16 hours on one end and be guaranteed not to work the Holiday or part of the Holiday window.

The above two are the only two ways that you are guaranteed the Holiday and Holiday window off.

- 3.) You may request on your 3971, in the remarks, "To include Holidays and Days Off." Only if the supervisor signs this as annotated do you get the Holiday and Holiday window off. If the supervisor annotates in the remarks, or where there is room, "May be required to work Holiday and Days Off," then you may be working the Holiday or Days Off. Example: request 8 hours annual on September 1, and annotate "To include Holiday and Days off." The supervisor signs this and sends it back, you have a four day weekend for only 8 hours.

Now if you request 8 hours annual for September 1 and annotate "To include Holiday and Days Off," and the supervisor writes on the 3971 "May be required to work Holiday and Days Off," you have the 8 hours for September 1, but may be working September 2, 3 & 4.

REQUEST FOR OR NOTIFICATION OF ABSENCE

Employee's Name (Last, First, M.I.) Goode, J.M.		Social Security No. 44-55-6666	Date Submitted 3/15/95	No. of Hours Requested 40	PP	YEAR
Investigation (for FML leave, show city, state & ZIP) DM JA 50318			Pay Loc. # / D/A Code 606 / 110	From Date / Hour 5/15/95 / 1450	Day	Inst.
Time of Call or Request	Scheduled Reporting Time 1450	Employee Can Be Reached At (if advised) <input type="checkbox"/> No Call		To/By Date / Hour 5/19/95 / 2300	Mon	03
Type of Absence <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Carrier 701 Rule <input type="checkbox"/> LWOP (See Reverse) <input type="checkbox"/> Sick (See Reverse) <input type="checkbox"/> Late <input type="checkbox"/> COP <input type="checkbox"/> Other	Documentation (for Official Use Only) <input type="checkbox"/> For C. of Pay Leave (CAI on File) <input type="checkbox"/> For Advanced Sick Leave (1221 on File) <input type="checkbox"/> For Military Leave (Orders Reviewed) <input type="checkbox"/> For Court Leave (Simmons Reviewed) <input type="checkbox"/> For Higher Level (1723 on File) <input type="checkbox"/> Scheme Training Testing, Qualifying (Memo on File)		Revised Schedule For (Date)	Approved in Advance <input type="checkbox"/> Yes <input type="checkbox"/> No	Tue	04
Remarks (Do Not Enter Medical Information)			Begin Work		Wed	05
			Lunch-Out		Thur	06
			Lunch-In		Fri	07
			End Work		Sat	08
			Total Hours		Sun	09
I understand that the annual leave authorized in excess of amount available to me during the leave year will be changed to LWOP.						
Employee's Signature & Date J.M. Goode 3/15/95		Signature of Person Recording Absence & Date		Signature of Supervisor & Date Notified I.R. Screwed 3/15/95		
Official Action on Application <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (Give Reason)				Signature of Supervisor & Date I.R. Screwed 4/11/95		
Leave Type Code C1 (See Reverse)				<input type="checkbox"/> Continued on Reverse		
Warning: The furnishing of false information on this form may result in a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001)						

RIGHT!

Supervisor Screwed approved, scheduled the annual leave.
Which means Supervisor Screwed had already done the following:

- 1.) Checked that no one senior to Employee Goode was denied
- 2.) Checked to see if Employee Goode had annual leave to cover request
- 3.) Request was submitted timely

REQUEST FOR OR NOTIFICATION OF ABSENCE

Employee's Name (Last, First, M.I.) Goode, J.M.		Postal Society No. 44-55-6666	Date Submitted 3/15/95	No. of Hours Requested 40	PP	YEAR
Installation (for PMA leave, show city, state & ZIP) D.M. IA 50318		Pay Loc. #/DIA Code 606/110	From Date 5/15/95	Hour 1450	Day	Init. Hours
Time of Call or Request	Scheduled Reporting Time 1450	Employee Can Be Reached At (if needed) <input type="checkbox"/> No Call		Thru Date 5/19/95	Hour 2300	
Type of Absence <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Carrier 701 Rule <input type="checkbox"/> LWOP (See Reverse) <input type="checkbox"/> Sick (See Reverse) <input type="checkbox"/> Late <input type="checkbox"/> CDP <input type="checkbox"/> Other	Documentation (for Official Use Only) <input type="checkbox"/> For C. of Pay Leave (CAL on File) <input type="checkbox"/> For Advanced Sick Leave (1221 on File) <input type="checkbox"/> For Military Leave (Orders Reviewed) <input type="checkbox"/> For Court Leave (Summons Reviewed) <input type="checkbox"/> For Higher Level (1723 on File) <input type="checkbox"/> Scheme Training Testing, Qualifying (Memo on File)		Revised Schedule For (Date)	Approved in Advance <input type="checkbox"/> Yes <input type="checkbox"/> No		
Remarks (Do Not Enter Medical Information)			Begin Work			Sat 01
			Lunch-Out			Sun 02
			Lunch-In			Mon 03
			End Work			Tue 04
			Total Hours			Wed 05
I understand that the annual leave authorized in excess of amount available to me during the leave year will be changed to LWOP.						Thur 06
Employee's Signature & Date J.M. Goode 3/15/95	Signature of Person Recording Absence & Date	Signature of Supervisor & Date Notified I.R. Screwed 3/15/95				Fri 07
Official Action on Application <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Disapproved (Give Reason) (Max. 400 off 5/15, 5/16) re submit for 5/17, 18, 19 (See Reverse)				Signature of Supervisor & Date I.R. Screwed 4/1/95		Sun 08
Warning: The furnishing of false information on this form may result in a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001)						Mon 10
PS Form 3971, October 1988						Tue 11
						Wed 12
						Thur 13
						Fri 14
						<input type="checkbox"/> Continued on Reverse

RIGHT!

Supervisor Screwed COULD NOT approve leave as written so the slip was disapproved with a reason and resubmission asked for the dates the Supervisor Screwed could approve.

Remember, when a resubmission is asked for, the date of original request will still be honored as long as employee resubmits in 5 days of when employee receives disapproval slip.

REQUEST FOR OR NOTIFICATION OF ABSENCE

Employee's Name (Last, First, M.I.) Goode, JM		Social Security No. 444-55-6666	Date Submitted 3/15/95	No. of Hours Requested 8	PP	YEAR
Employee's Home (or Mailing) Address (show city, state & ZIP) DM IA 50318		Pay Lee. # (D/A Code) Goode 110	From Date 7/2/95	Hour 1450	Day	Init. Hours
Time of Call or Request	Scheduled Reporting Time 1450	Employee Can Be Reached At (if needed) <input type="checkbox"/> No Call		Thru Date 7/5/95	Hour 1230	
Type of Absence <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Carrier 701 Rule <input type="checkbox"/> LWOP (See Reverse) <input type="checkbox"/> Sick (See Reverse) <input type="checkbox"/> Late <input type="checkbox"/> COP <input type="checkbox"/> Other	Documentation (for Official Use Only) <input type="checkbox"/> For C. of Pay Leave (CAL) on File <input type="checkbox"/> For Advanced Sick Leave (1221 on File) <input type="checkbox"/> For Military Leave (Orders Reviewed) <input type="checkbox"/> For Court Leave (Summons Reviewed) <input type="checkbox"/> For Higher Level (1723 on File) <input type="checkbox"/> Scheme Training Testing, Qualifying (Memo on File)		Revised Schedule For (Date) Approved in Advance <input type="checkbox"/> Yes <input type="checkbox"/> No			
Remarks (Do Not Enter Medical Information). To include days off & holiday				Begin Work		
				Lunch-Out		
				Lunch-In		
				End Work		
				Total Hours		
I understand that the annual leave authorized in excess of amount available to me during the leave year will be changed to LWOP.						
Employee's Signature & Date JM Goode 3/15/95		Signature of Person Recording Absence & Date		Signature of Supervisor & Date Notified JR Screwed 3/15/95		
Official Action on Application <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (Give Reason) may have to work days off & holiday (See Reverse)				Signature of Supervisor & Date JR Screwed 4/1/95		
Warning: The furnishing of false information on this form may result in a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001)						
PS Form 3971, October 1988						

RIGHT!

Employee Goode has Sunday/Monday off. The 4th of July is on a Tuesday this year. Employee Goode wants to take 7/5 off to recuperate.

Supervisor Screwed can approve the leave but not the request stated in the remark section. Approve the leave with the following note, "May be required to work days off/Holiday."

REQUEST FOR OR NOTIFICATION OF ABSENCE

Employee's Name (Last, First, M.I.) Goode IM		Social Security No. 44-55-6666	Date Submitted 3/15/95	No. of Hours Requested 40 32	PP	YEAR
Installation (for PM leave, show city, state & ZIP) Om IA 50318		Pay Loc. #/D/A Code 666 110	From Date 5/15/95	Hour 1450	Day	Inst. Hours
Time of Call or Request	Scheduled Reporting Time 1450	Employee Can Be Reached At (if needed) <input type="checkbox"/> No Call		Thru Date 5/19/95	Hour 2300	
Type of Absence <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Carrier 701 Rule <input type="checkbox"/> LWOP (See Reverse) <input type="checkbox"/> Sick (See Reverse) <input type="checkbox"/> Late <input type="checkbox"/> COP <input type="checkbox"/> Other	Documentation (for Official Use Only) <input type="checkbox"/> For C. of Pay Leave (CAI on File) <input type="checkbox"/> For Advanced Sick Leave (1221 on File) <input type="checkbox"/> For Military Leave (Orders Reviewed) <input type="checkbox"/> For Court Leave (Summons Reviewed) <input type="checkbox"/> For Higher Level (1723 on File) <input type="checkbox"/> Schema Training Testing, Qualifying (Memo on File)		Revised Schedule For (Date)		Approved in Advance <input type="checkbox"/> Yes <input type="checkbox"/> No	
Remarks (Do Not Enter Medical Information)			Begin Work			
			Lunch-Out			
			Lunch-In			
			End Work			
			Total Hours			
I understand that the annual leave authorized in excess of amount available to me during the leave year will be changed to LWOP.						
Employee's Signature & Date IM Goode 3/15/95		Signature of Person Recording Absence & Date		Signature of Supervisor & Date Notified IR Screwed 3/15/95		
Official Action on Application						
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (Give Reason)			Signature of Supervisor & Date IR Screwed 4/1/95			
Leave Type Code 24 (See Reverse)						
Warning: The furnishing of false information on this form may result in a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001)						<input type="checkbox"/> Continued on Reverse

WRONG!

Why is this wrong, Supervisor Screwed.

- 1.) The Supervisor DOES NOT change Employee Goode's request by changing dates, times or hours requested. Approve as is or disapprove and give reasons.
- 2.) Circled unscheduled. This slip was submitted timely, so it is SCHEDULED.
- 3.) WRONG LEAVE TYPE CODE. "24" is AWOL, not annual leave. Big difference.
- 4.) Are you giving out approved LWOP!

TRUE COPY

April 28, 1988

MEMORANDUM FOR FILE

Subject: Annual Leave Selections

Based on meetings with City Operations and APWU, we have reached the following understanding with respect to annual leave scheduling during the choice vacation period (May 1 through September 15).

1. Choice vacation selections. First and second choices will be approved up to the percentage for the section. The percentage applied is determined on a weekly basis. Selections may be for less than five days. Item 6 concerning days off and holidays applies to choice vacation selections even though the selection is for less than 5, 10, or 15 days.
2. Requests submitted by March 15, approved by seniority. If the percentage is not filled by first and second vacation choices, annual leave will be approved for those who have submitted requests prior to March 15, by seniority, up to the appropriate percentage. We have indicated that we will base the percentage on a daily calculation for approval of these requests. The union has not yet indicated whether or not they agree with that method of calculating the percentage. Item 6 of the Local Memo does not apply to requests approved under these provisions, since these requests are not choice vacation selections. However, we have agreed that normally days off and holidays that are bracketed by annual leave, will not be worked. The union has agreed that they will do their part in explaining to senior employees who might be required to work holidays if junior employees utilize these provisions to insulate themselves from holiday scheduling. If an employee submits a request for leave, and one or more days cannot be approved because the percentage has already been filled for those days, the supervisor will annotate on the 3971 the days which can be approved and return the 3971 to the employee for resubmission. If the employee amends the request for leave and resubmits it within five calendar days, we will consider the resubmission to be as of the date of the original submission. If the resubmission comes back more than five calendar days after it was returned, it will be considered as newly submitted. If that new submission date is after March 15, then consideration for approval of the leave would be on a first-come, first-served basis.
3. Incidental leave submitted after March 15. If a request for annual leave is submitted after March 15, but at least five working days prior to the first day of requested leave, as provided in Item 12, annual leave will be approved up to the appropriate percentage. The percentage will be calculated on a daily basis. This leave is approved on a first-come, first-served basis. If the request is submitted less than 5 working days, the percentage will not apply. Leave approval will be strictly at the discretion of the supervisor, but if any leave is approved it will be first-come, first-served as required in LMU.

The above provisions concerning percentages apply only during the period from May 1 through September 15, when choice vacation percentages apply. There are no percentage allocations for periods outside that time frame. Any requests for leave outside that time frame, or in excess of the applicable percentage during that time frame, are strictly at the discretion of the supervisor. Such requests would, of course, still be subject to approval by seniority or on a first-come, first-served basis depending upon the submission date of the request.

Any of these understandings which can change the way we have done something will be applied only in the future. We will not backtrack to make changes on items that have already been approved.

This applies only to APWU.

/S/ D J S
/t/ D. James Shipman
Director, Human Resources
Des Moines Division
Des Moines, IA 50318-9994

DES MOINES POST OFFICE
LAMPS SETTLEMENT

ISSUE: AWOL

APWU NO: 77-89-5080

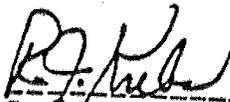
As a final and complete settlement of the above stated issue, the LAMPS Team agree to the following:

THE STEWARD AND EMPLOYEE ARE ADVISED OF SECTION 666.51 IN THE EMPLOYEE AND LABOR RELATIONS MANUAL CONCERNING THE OBEDIENCE OF ORDERS.

IN THE FUTURE IF AN EMPLOYEE REQUESTS ANNUAL LEAVE AND INCLUDES IN THE REMARKS SECTION OF THE PS FORM 3971 "TO INCLUDE DAYS OFF" OR "TO INCLUDE DAYS OFF AND HOLIDAY" THE REQUEST WILL BE GRANTED IF APPROVED BY THE SUPERVISOR.

IF THE SUPERVISOR CAN APPROVE THE ANNUAL LEAVE, BUT NOT THE REQUEST STATED IN THE REMARKS SECTION, THE SUPERVISOR WILL APPROVE THE PS FORM 3971 AND NOTE THE FOLLOWING: "MAY BE REQUIRED TO WORK DAYS OFF/HOLIDAY".

The LAMPS Team mutually agree, based on the above, to consider this case formally closed, effective with the signing of this settlement.



R. J. Krebs
DMI-APWU

9/6/89
Date



L. B. Corbin, Jr.
USPS

9/6/89
Date

ITEM 12

THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE DURING OTHER THAN CHOICE VACATION PERIOD.

Section 1. All A.P.W.U. Bargaining Unit Employees.

- A. If a request for annual leave outside the choice vacation period is submitted in triplicate and handed to the supervisor at least five (5) working days prior to the first day of the requested leave, the third copy of PS Form 3971 shall be signed and dated by the supervisor to show submission by the employee. The second copy of the PS Form 3971 will be returned to the employee upon determination by the supervisor. A determination must be made on such request within two (2) working days of the submission of the request.

If after the two (2) working day period, no denial or approval of the requested leave is received, the employee requesting the leave will submit it to the Tour Superintendent, who must act upon it within twenty-four (24) hours.

- B. Seniority shall prevail outside the choice vacation period for leave beginning after May 1, if the application has been submitted by March 15 of the current leave year.
- C. In addition to the provisions of Item 12.1B, after May 1 of the current leave year, employees may submit requests for annual leave for the period between the first day of the following leave year through April 30 of that leave year. These leave requests will be considered on a first-come, first-served basis.

*change to
April 9 through
May 1*

All other annual leave shall be administered on a first come, first served basis.

PRIME TIME % VS INCIDENTAL %

Definition:

PRIME TIME %. This is the number of employees off on a daily basis. This number is based on total number of bids in section and those assigned, i.e. PTF's, TE's, light limited duty. This % applies to all employees in section who submitted their annual leave slips by March 15. Leave is approved on a seniority basis.

INCIDENTAL %. This is the number of employees off per day.. This % may fluctuate from day to day based on positions and assigned employees in that section for that day they are submitting, i.e. a Sunday. This % applies to employees who have submitted their annual leave AFTER March 15. Leave is approved on a 1st come, 1st served basis.

Example of PRIME TIME %: 6 employees submit annual leave for May 6. Supervisor Screwed can approve up to 5 employees off (weekly %: all have submitted leave by March 15). Supervisor Screwed approves the 5 senior employees. The 6th employee is first denied and if one of the 5 seniors turns in this day, annual leave is approved to employee 6. REMEMBER: a supervisor can approve more than the percentage in order to make sure each employee has a vacation (Item 9, LMOU).

Example of INCIDENTAL %: 4 employees submit annual leave for June 6. All have submitted by March 15. Supervisor Screwed can approve up to 5 weekly %'s. Employee Goode submits annual leave for June 6 on April 1 (after March 15). The daily % now kicks in. According to my DAILY %, 3 employees can be approved. Supervisor Screwed CAN approve Employee Goode's annual but is not contractually obligated based on this scenario.