

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



DES MOINES IOWA  
AREA LOCAL APWU

December 21, 2001

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Lance A Coles  
President  
American Postal Workers Union, AFL-CIO

RECEIVED

Subject: Scheduled Leave -- Documentation Flow

Dear Lance:

I reviewed your letter dated December 7, 2001, and the two accompanying attachments: 1) August 25, 1987, grievance settlement, and; 2) October 1, 1983, Management Instruction titled Attendance Control. In your letter you state that the Resource Management Office (RMO) and other supervisors/managers appear to be confused regarding scheduled leave, and asked that I inform management of these documents with the intent to comply.

I shared your information with the RMO Site Manager, Chris Chapman, and asked for her review and feedback. I understand through Chris that she called you in an effort to better understand your concerns. You mentioned to Chris that employees are confused as to whom documentation should be submitted.

In general, documentation is needed to support the following five leave-related situations: 1) Requests for scheduled advanced sick leave; 2) Injured on Duty; 3) Family Medical Leave, 4) Return to Work; and; 5) other evidence (medical or otherwise) to substantiate leave.

The RMO serves as the clearinghouse for all documentation used to support an absence, except for situations where the employee "requests scheduled sick leave", or the employee was "injured on duty" -- see explanation below. To assure the RMO receives the required documentation the day the employee returns to duty, the documentation may be faxed to 515-283-7597 by the employee, employee's physician, or employee's immediate supervisor or e-mailed by the employee's supervisor. After February 1<sup>st</sup>, the documentation needs to be faxed to 515-278-7639. The original, hardcopy documentation must be mailed to the address below on the same day it is faxed. It must be received the day the employee returns to duty or the leave may be charged to AWOL. The documentation needs to be mailed to:

Resource Management Office  
Bulk Mail Center  
4000 - 109<sup>th</sup> Street  
Des Moines IA 50395-9997

#### **Scheduled Sick Leave Exception**

To support requests for "scheduled" sick leave, under the provisions of the "scheduled sick leave" grievance settlement, the employee must present the medical documentation to the MDO on duty at the time.

As stated in the grievance settlement, the medical documentation must be presented four (4) hours prior to the employee's begin tour. The documentation must:

- Provide an explanation of the nature of the employee's illness or injury sufficient to indicate to management that the employee will be unable to perform his or her normal duties for the period of absence.

- Identify the period(s) of incapacity
- Be signed by the doctor

Other requests for scheduled sick leave will be handled in accordance with the provisions of the ELM.

**Injured on Duty**

For any employee who has filed a claim for an on-the-job injury and has medical documentation to support the claim, the documentation should be forwarded to the Injury Compensation Office. The employee, employee's physician, or the supervisor can fax the documentation to 515-251-2080. The original, hardcopy documentation must follow.

I hope this information addresses your concerns. If you need further clarification, please let me know.



Steve Wenzel  
Plant Manager

D. James Shipman, Manager, Human Resources  
Managers, Distribution Operations  
Supervisors, Distribution Operations  
Dawn Baber, Occupational Health Care Provider  
Site Manager, Resource Management Office