

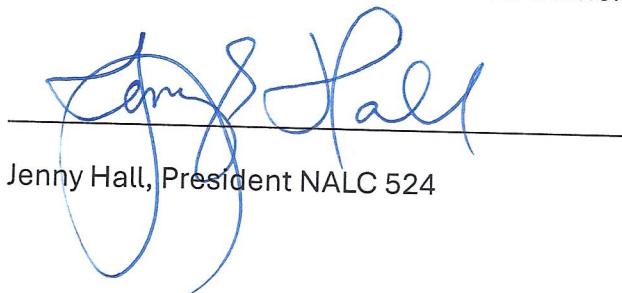
This Memorandum of Understanding is entered on June 13, 2025 at Covington, Virginia 24426 between the representatives of the United States Postal Service and the designated agents of the National Association of Letter Carriers Branch 524 pursuant to the local implementation provisions of the 2023-2026 National Agreement with the National Association of Letter Carriers, AFL-CIO

For the United States Postal Service



Jenny Jack, Postmaster, Covington, Virginia

For the National Association of Letter Carriers, Branch 524:



Jenny Hall, President NALC 524

**LOCAL MEMORANDUM OF UNDERSTANDING  
(LMOU)  
2011-2016 NATIONAL AGREEMENT  
NATIONAL ASSOCIATION OF LETTER CARRIERS  
COVINGTON, VIRGINIA**

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ARTICLE 30

ITEM 1:        ADDITIONAL OR LONGER WASH-UP PERIODS

Letter carriers who perform dirty work or work with toxic materials will be granted such time as is reasonable and necessary for washing up after performing such work.

Additionally, where facilities are available, they will also be allowed reasonable and necessary time to wash-up prior to lunch.

ITEM 2:        THE ESTABLISHMENT OF A REGULAR WORK WEEK OF FIVE DAYS WITH EITHER  
FIXED OR ROATATING DAYS OFF

Present established work week is rotating days off.

ITEM 3:        GUIDELINES FOR THE CURTAILMENT OR TERMINATION OF POSTAL OPERATIONS  
TO CONFORM TO ORDERS OF LOCAL AUTHORITIES AS LOCAL CONDITIONS  
WARRANT BECAUSE OF EMERGENCY CONDITIONS

When local emergency situations occur that would endanger the health, welfare and/or safety of the Letter Carriers, the Postmaster or his/her designee will be responsible for taking immediate appropriate action. Information shall be promptly disseminated to the Union President when such decisions have been reached.

Management will post leave chart by December 1 of the prior year, and complete signing of leave roster by beginning of new leave year.

Seniority order will be policy on signing up for choice vacation period.

Choice vacation period will be full year, except from the first full leave week in December until December 25th.

Daily leave will be approved as far in advance as possible on a first come, first serve basis.

All requests for emergency leave require acceptable documentation.

With acceptable documentation, full consideration will be given to requests which are received by management within 5 days for time which could not be taken on choice period, for another choice period which is open.

ITEM 5: THE DURATION OF THE CHOICE VACATION PERIOD

Choice vacation period will be full year, except from the first full leave week in December until December 25th.

ITEM 6: THE DETERMINATION OF THE BEGINNING DAY OF AN EMPLOYEE'S VACATION PERIOD

The vacation week will be Monday through Saturday.

ITEM 7:

WHETHER EMPLOYEES AT THEIR OPTION MAY REQUEST TWO SELECTIONS DURING THE CHOICE VACATION PERIOD, IN UNITS OF EITHER 5 OR 10 DAYS

Letter Carriers, at their option, may request one (1) or two (2) selections during the choice vacation period in units of either five (5) or ten (10) or fifteen (15) days; total not to exceed ten (10) days on first choice, in accordance with leave earned annually.

ITEM 8:

WHETHER JURY DUTY AND ATTENDANCE AT NATIONAL OR STATE CONVENTIONS SHALL BE CHARGED TO THE CHOICE VACATION PERIOD

If a carrier is on prime annual leave and is called for jury duty with proper acceptable documentation this leave can be changed to jury duty.

Within five (5) working days carrier can submit another leave request for open choice period for these lost days. Full consideration will be given to these requests.

ITEM 9:

DETERMINATION OF THE MAXIMUM NUMBER OF EMPLOYEES WHO SHALL RECEIVE LEAVE EACH WEEK DURING CHOICE VACATION PERIOD

In the Covington Post Office eighteen percent (18%) in the Letter Carrier Craft shall be allowed off during each week of the choice vacation period. In those instances where computing the 18% does not result in a whole number and the fractional result is 0.5 or higher, the next whole number shall be considered the correct figure.

ITEM 10: THE ISSUANCE OF OFFICIAL NOTICES TO EACH EMPLOYEE OF THE VACATION SCHEDULE APPROVED FOR SUCH EMPLOYEE

All leave put on Carrier Leave Chart by supervisor will be official notice of approval.

After proper notice of approval, the next senior employee shall have three (3) working days for proper submission of leave request (PS Form 3971).

ITEM 11: DETERMINATION OF THE DATE AND MEANS OF NOTIFYING EMPLOYEES OF THE BEGINNING OF THE NEW LEAVE YEAR

Management will post this information as soon as possible, but no later than November 1 of each year.

ITEM 12: THE PROCEDURES FOR SUBMISSION OF APPLICATIONS FOR ANNUAL LEAVE OTHER THAN CHOICE VACATION PERIOD

Incidental leave will be granted on a first come first served basis after the needs of the service are covered. Requests shall be submitted on PS Form 3971, forty-eight (48) hours in advance of the requested time, with management approval or disapproval twenty-four (24) hours prior to the requested time.

ITEM 13:      THE METHOD FOR SELECTING EMPLOYEES TO WORK ON A HOLIDAY

Management will select carriers to work on holidays in the following order:

1. City Carrier Assistants
2. Part-time flexibles
3. Full-time regulars who volunteer to work on their non-scheduled day by seniority.
4. Full-time regulars who volunteer to work on their holiday or day designated as a holiday by seniority.
5. Full-time regulars who did not volunteer on what would otherwise be their non-scheduled day by inverse seniority.
6. All other non-volunteer full-time regulars by inverse seniority.

ITEM 14:      WHETHER OVERTIME DESIRED LIST IN ARTICLE 8 SHALL BE BY SECTION AND/OR TOUR

Overtime desired list will be by delivery section.

ITEM 15:      THE NUMBER OF LIGHT DUTY ASSIGNMENTS WITHIN EACH CRAFT OR OCCUPATIONAL GROUP TO BE RESERVED FOR TEMPORARY OR PERMANENT LIGHT DUTY ASSIGNMENT

Covered under #17.

ITEM 16:      THE METHOD TO BE USED IN RESERVING LIGHT DUTY ASSIGNMENTS SO THAT NO REGULARLY ASSIGNED MEMBER OF THE REGULAR WORK FORCE WILL BE ADVERSELY AFFECTED

Covered under #17.

THE IDENTIFICATION OF ASSIGNMENTS THAT ARE TO BE CONSIDERED  
LIGHT DUTY WITHIN EACH CRAFT REPRESENTED IN THE OFFICE

The Postmaster recognizes his/her responsibility to aid and assist deserving full-time regulars or part-time flexible employees who, through illness or injury, are unable to perform their regular assigned duties. The Postmaster will give each request careful attention and assign letter carriers to duties when it does not adversely affect full-time employees, subject to Article 13 of the National Agreement.

ITEM 18: THE IDENTIFICATION OF ASSIGNMENTS COMPRISING A SECTION, WHEN  
IT IS PROPOSED TO REASSIGN WITHIN AN INSTALLATION EMPLOYEES  
EXCESS TO THE NEEDS OF A SECTION

A section shall be defined as the delivery units throughout the Covington Post Office.

ITEM 19: THE ASSIGNMENT OF EMPLOYEE PARKING SPACES

Where space is available the employer shall allow use of available spaces for employee parking including such spaces vacated by postal vehicles on a first-come first-served basis.

ITEM 20: THE DETERMINATION AS TO WHETHER ANNUAL LEAVE TO ATTEND UNION  
ACTIVITIES REQUESTED PRIOR TO DETERMINATION OF THE CHOICE  
VACATION SCHEDULE IS TO BE PART OF THE TOTAL CHOICE VACATION  
PLAN

Annual leave requested prior to determination of choice vacation schedule to attend union activities, national and state conventions, shall not be charged as the individual's first or second choice vacation plan.

If the request is made after the determination of the choice vacation schedule the Postmaster will make every reasonable effort to grant such request, consistent with service needs. Every effort shall be made by union officials to have carriers trade leave where possible.

ITEM 21: THOSE OTHER ITEMS WHICH ARE SUBJECT TO LOCAL NEGOTIATIONS AS PROVIDED IN THE CRAFT PROVISIONS OF THIS AGREEMENT

ARTICLE 41 SECTION 3.0

When a letter carrier route or full-time duty assignment, other than the letter carrier route (s) is abolished at a delivery unit as a result of, but not limited to, route adjustments, highway or housing projects, all routes and full-time duty assignments at that unit held by letter carriers who are junior to the carrier (s) whose ~~route (s) or full-time duty assignment (s)~~ was abolished shall be posted for bid in accordance with the posting procedures in this Article.

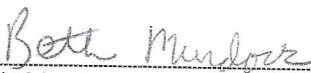
ITEM 22: LOCAL IMPLEMENTATION OF THIS AGREEMENT RELATING TO SENIORITY, REASSIGNMENTS AND POSTINGS

Letter Carrier Craft assignments will be posted on the official bulletin board for ten (10) days. When an absent employee has so requested, in writing, stating his or her mailing address, a copy of any notice will be mailed to employee.

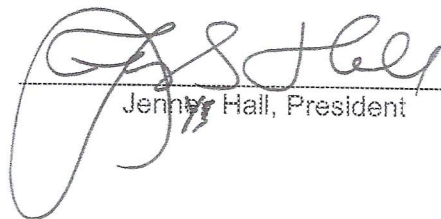
Letter Carrier Assignments will be posted when there is a change of more than one(1) hour in the starting time.

This Memorandum of Understanding is entered on October, 24 2017 at Covington, Virginia 24426 between the representatives of the United States Postal Service and the designated agents of the National Association of Letter Carriers Branch 524 pursuant to the local implementation provisions of the 2016-2019 National Agreement with the National Association of Letter Carriers, AFL-CIO

For the United States Postal Service

  
Beth Murdock, Postmaster, Covington, Virginia

For the National Association of Letter Carriers, Branch 524:

  
Jenny Hall, President