

**Local Memorandum of Understanding
(LMOU)
2023-2026 National Agreement
National Association of Letter Carriers
Article 30**

Item: 1. Additional Wash-up Periods:
(Carry over from 1998 Agreement)

All letter carriers of the Roanoke Post Office who perform dirty work will be granted reasonable wash-up time before leaving for their route, before eating lunch and before end-time clock rings, not to exceed four minutes each time. The actual time shall be recorded on a PS Form 1838 during an inspection.

Item: 2. The establishment of a Regular work week of Five Days with either fixed or Rotation Days Off:
(Carry over from 1998 Agreement)

All full-time letter carriers of the Roanoke Post Office shall be on a rotation days off schedule with the work week running from Saturday through Friday, except as provided below:

- A. Router, router-collector assignments, and parcel post routes established after the date of this Agreement may have fixed days off of Saturday and Sunday.
- B. All business delivery routes established after the date of their Agreement that do not have a full Saturday delivery schedule may have fixed days off of Saturday and Sunday.

Item: 3. Guidelines for the curtailment or termination of Postal Operations to conform to the orders of local authorities or as local conditions warrant because of emergency conditions:
(Carry over from 1998 Agreement)

- A. Whenever it is determined that inclement weather prohibits municipal, state and federal agencies from performing their duties, the installation Head will take the necessary action to protect both the employees and the mail of the Roanoke Post Office. Valid excuses for late arrival of letter carriers will be accepted.
- B. In case of a bomb, terrorist threat or condition that endangers the health, safety and welfare of employees at a unit where the carriers are engaged in casing mail for delivery, the building will be evacuated immediately until the installation Head (Station/Branch Manager), upon consultation with a subject matter expert(s), determines that it is safe to re-enter the building.
- C. Employees are directed to call the Emergency Response Number, which will be provided by the station manager.

Item: 4. Formulation of the Local Leave Program

- A. Posted with the schedule of the new leave will be a seniority roster in each unit with the name and leave category (refer to item #7). Blank spaces shall be provided for the signature and date of signing. The leave roster will begin circulation on November 1st; unless that falls on a Sunday. If it falls on a Sunday, the leave roster will circulate on November 2nd.
- B. The leave roster will be circulated by seniority and each full-time carrier and PTF carrier shall be afforded the opportunity to sign for all remaining accrued and projected annual leave.
- C. No more than six (6) cancellations of annual leave per carrier will be permitted per leave year. Any cancellation of full or partial week(s) is considered a cancellation.

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- D. After the list is circulated for Full Time carriers and PTF carriers the first time, City Carrier Assistants will be afforded the opportunity to sign for one week (must have 40 hours accrued leave at the beginning of the selected week). CCA must submit cancellation by Tuesday COB prior week.
- E. The second time the leave roster is circulated, all full-time regular carriers and PTF carriers will be afforded the opportunity to sign for all current year earned leave by seniority.
- F. The third time the leave roster is circulated, all full time regular carriers and PTF carriers will be afforded the opportunity to sign up for any remaining accrued annual leave.
- G. Leave other than this will be incidental leave and requests must be made on PS Form 3971, in duplicate, with a copy, showing approval or disapproval, returned to the employee within one (1) calendar week from date of submission with submission no earlier than six (6) months prior of affected week.
 - 1. All incidental requests shall be considered by (1) Date, (2) Time of submission, (3) Seniority.
 - 2. Request to cancel incidental leave submitted must be one (1) day prior to posting of the schedule shall be honored.
- H. It will be the carrier's responsibility to sign for and take annual leave in order to avoid any forfeiture, prior to Tuesday close of business.
- I. The vacation roster must be completed by December 26th. On the first pass, the Carriers will be allowed one hour to choose their leave selection. On the second and third passes, carriers will be allowed one tour of duty to sign the roster. The choice vacation roster shall not be removed from the workroom floor.
- J. The new vacation schedule shall be posted by section prior to the beginning of the new leave year.
- K. Letter carriers are permitted to exchange leave periods within the leave section with the approval of both the supervisor and the union and with such exchange initiated by a certified NALC steward.
- L. A supervisor must be notified of all cancellations of choice annual leave on PS Form 3971 at least ten (10) days prior to the start of the leave periods for career carriers. If he/she is cancelling five (5) days or more, the carrier's name must be stricken from the vacation roster and initialed by the carrier, the union steward, and the local supervisor. All cancelled annual leave of five (5) days or more, in accordance with the above-named guidelines, shall be posted immediately and awarded by unit seniority after five (5) days posting, with the exception of item 4, section N.
- M. Carriers who leave the Roanoke Post Office and/or the letter carrier craft during the course of the leave year shall have the remainder of their choice annual leave posted immediately in the work section where the leave was originally selected,
- N. Any carrier transferring from one section to another shall be granted his/her choice annual leave as previously scheduled in the station from which the carrier transferred. Such transferred vacated choice annual leave shall not be re-posted in the originating office.
- O. Carriers on the overtime desired list may be called in to work, if available on their non-scheduled day(s) while on annual leave. Availability will be annotated on the 3971 in the appropriate box. Refusals shall not be considered an overtime opportunity offered.

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Item: 5. The Duration of the Choice Vacation Period:

The Choice Vacation period will begin with the first Monday in the new leave year and continue through the last day of the leave year, with the exception of the identified weeks below:

2025: December 7 through December 24

2026: December 6 through December 24

2027: December 4 through December 24

2028: December 9 through December 24

2029: December 8 through December 24

Item: 6. The Determination of the Beginning Day of an Employee's Vacation Period:
(Carryover from 1973 Agreement)

The vacation week will begin Sunday 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:

- A. Employees who receive 13 days of annual leave may select, at their option, 10 continuous days of annual leave or two periods of 5 days each on the first signing.
- B. Employees who receive 20 or 26 days of annual leave may select, at their option, 15 continuous days of annual leave or three separate periods of 5 days each or two periods consisting of 5 or 10 days, or two periods of 5 days each.
- C. Exhibit Annual Leave Accrual Charts for full-time and part time employees referenced in the Joint Contract Administration Manual Article 10. (See appendix #1). Updated

Item: 8. Whether Jury Duty or attendance at a National or State convention shall be charged to the choice vacation period:
(Carry over from 2001 Agreement)

Jury duty or attendance at the National or State Convention by duly elected delegates of the Branch 524, NALC, shall not be charged to the choice vacation period. Every effort shall be made by the Union officials to have delegates exchange leave when possible. The Union shall notify Management of the elected delegates to and dates of the State and National Conventions by January 31.

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Item: 9. Determination of the maximum number of employees who shall receive leave each week during the choice vacation period:

The number of carriers who shall be off during the choice vacation period will be 12.5% by section as identified below.

Carrier Annex: (24011, 24013, 24016)

Carrier Annex: (24012)

Carrier Annex: (24014)

Grandin Road Station: (24015)

Melrose Station: (24017)

Cave Spring Station: (24018)

Hollins Branch: (24019)

Fractions will be rounded as follows: .5 and up will round to the next whole number.

Each defined leave section shall be afforded two (2) Additional but separate weeks of choice annual leave. The determination of such weeks shall be made by the two (2) most senior carriers signing the annual leave roster through regular seniority progression.

Item: 10. The Issue of official notices to each employee of the vacation schedule approved for such employee:

(Carry over from 1984 Agreement)

The official annual leave schedule shall be posted at each section. PS Form 3971 must be submitted in duplicate for each week of approved vacation by the Wednesday prior to the leave week.

Item: 11. Determination of the date and means of notifying employees of the beginning of the new leave year:
(Carry over from 1998 Agreement)

The employer shall, no later than November 1, publicize on the bulletin board and by other appropriate means the beginning date of the new leave year, which shall begin with the first day of the first full pay period of the calendar year.

Item: 12. The procedures for the submission of applications for annual leave during other than the choice vacation period:

(Carry over from 1998 Agreement)

Reference to this procedure is outlined in Item 4, Section G of this Local Memorandum of Understanding.

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Item: 13. The method of selecting employees to work on a Holiday:

1. Holiday volunteers by seniority
2. Non-scheduled volunteers by seniority.
3. PTF's and then CCA's to the maximum extent possible, even if the payment of overtime is required.
4. Non-volunteer carriers on the 12-hour Non-Scheduled Day overtime desired list; on what otherwise would be their holiday by juniority.
5. Non-volunteer carriers on the 8-hour Non-Scheduled Day overtime desired list; on what otherwise would be their holiday by juniority.
6. Non-volunteer carriers on the 12-hour overtime desired list; on what otherwise would be their holiday by juniority.
7. Full time regulars who do not volunteer on what would otherwise be their holiday or designated holiday by juniority.
8. Full time regulars who do not volunteer on what would otherwise be their non-scheduled day by juniority

Item: 14. Whether overtime desired lists in Article 8 shall be by section and/or tour:

(Carry over from 1998 Agreement)

The Overtime Desired List shall be by delivery section, with the sections identified as follows:

24011, 24013, and 24016

24012

24014

24015

24017

24018

24019

Employees on the Overtime Desired list transferring from one section to another section shall be allowed to select the same overtime that they had at the former section.

Item: 15, 16, and 17. Light Duty Assignment

(Carry over from 1998 Agreement)

- A. The Installation Head (Postmaster) shall show the greatest consideration for career letter carrier employees requiring light duty or other assignments, giving each request careful attention, and reassign such employees to the fullest extent possible in the employee's office. When an employee's light duty request cannot be accommodated, the Installation Head shall notify the concerned employee in writing, stating the reasons for the inability to reassign the employee.
- B. Light duty assignments at the Roanoke Virginia Post Office shall be any tasks which the ill or injured employee can perform consistent with the examining physician's report. Anytime it is necessary to cross craft lines, the involved Unions shall be notified.

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Item: 18. The identification of assignment comprising a section when it is proposed to reassign within an installation employees excess to the needs of a section:
(Carry over from 1998 Agreement)

A section shall be defined by delivery unit and ZIP codes throughout the Roanoke Post Office, with the exception of the Carrier Annex, which comprises Zip codes 24011, 24013 and 24016 as one section, 24012 as one section, and 24014 as one section at the Carrier Annex.

Item: 19. The assignment of employee parking spaces:
(Carry over from 1998 Agreement)

Every effort will be made to improve the parking program at existing postal facilities. All new facilities will provide parking space for all letter carriers in areas designated for employee parking.

Item: 20. 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:
(Carry over from 1995 Agreement)

Annual leave requested and approved to attend Union activities shall not be charged to the choice vacation period. Local Management agrees to grant leave to 5% of the letter carrier craft in Roanoke post office to participate in official Union activities barring extreme operational difficulties. Every effort shall be made by Union officials to have carriers exchange leave when possible.

Item: 21. Those other items which are subject to local negotiations as provided in the craft provisions of this agreement:
(Carry over from 1998 Agreement)

- A. When a letter carrier assignment of full-time duty assignment, other than the letter carrier route(s) or full-time duty assignment(s) of the junior employee(s), is abolished, reverted or rescinded at a delivery unit, Zip Code or section, as a result of, but not limited to, route adjustments, highway, housing projects, all routes and full-time duty assignments at that unit held by letter carrier(s) 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.
- B. Joint Labor-Management committee meetings will be scheduled quarterly.
- C. Agenda items must be exchanged at least 72 hours prior to such meetings. Meetings shall be held on the last Thursday of the appropriate month unless the parties agree to another date. Where agenda items do not warrant a regularly scheduled meeting, discussions may take place by mutual agreement in lieu thereof.
- D. The policies to be established by Management for the Christmas operation will be a subject of discussion at a timely, regularly scheduled Joint Labor-Management Committee meeting in August.

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- E. Phone policy for Union Officials and Stewards. Every effort will be made at each station for the authorized union officials and stewards to receive phone calls related to official union business in an area when available that ensures privacy.
- F. Letter carriers are expected to follow the Postmaster's smoking policy.
- G. Carrier who are converted to career status in the middle of an overtime quarter will be afforded two weeks of opportunity to sign onto the overtime desired list. That carrier's equalization period will not begin until the date of signing the overtime desired list.

**Item: 22. Local Implementation of this agreement relation to seniority, reassignments and postings:
(Carry over from 1998 Agreement)**

A. Posting:

The notice of application for bid shall be posted for ten (10) calendar business days.

- 1. Letter carrier duty assignments in the Roanoke post office shall be posted installation-wide, with the exception of item 21, Section A.
- 2. Any change in assignment of over 55% of deliveries shall constitute a new job which shall be posted Installation-wide.
- 3. Employees may withdraw their bid for any posted assignment prior to the closing hour and date as posted in the advertisement for bids. Requests received after the closing shall not be honored.
- 4. An absent employee who so desires must request in writing (stating his/her mailing address to the Postmaster a copy of any notice inviting bids to be mailed to that employee.

B. Implementation of hold down assignments:

- 1. Full-time reserve letter carriers, unassigned full-time carriers, PTFs, and City Carrier Assistants, may exercise their preference by use of their seniority, for available craft duty assignments of anticipated duration of five (5) days or more, including non-scheduled weekend assignments, in the delivery section to which they are assigned.
- 2. Full-time reserve letter carriers, unassigned full-time carriers, PTFs and City Carrier Assistants, may indicate their preference in writing on the hold-down preference form for such assignments until 1300 PM the Tuesday before the assignment begins. The senior carrier having indicated his/her preference shall be notified that he/she is awarded the assignment.
- 3. The above shall not apply when assignment(s) become available upon less than six (6) day notice. In such circumstances Management shall inquire as to the preference(s) of all employee(s) and award the assignment(s) to the senior employee(s) who indicates a preference substantiated in writing on a hold-down preference form.
- 4. Posting of hold-down assignments shall be posted at a designated area by Saturday and awarded by the following Wednesday, except holiday postings, which are to be awarded by Tuesday.

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C. Temporary changes in carrier technician assignment:

1. A full-time regular letter carrier working on a non-scheduled day shall work his/her full-time duty assignment provided there is a vacant route on the string to which the carrier technician may be assigned. Otherwise, the carrier working on a non-scheduled day shall be assigned where needed in that respective unit. When the carrier technician is bumped and there are two or more vacancies in his/her string, the preference of the carrier technician will be taken into consideration.

The Local Memorandum of Understanding is entered into on June twenty fourth, two thousand twenty-five in Roanoke, Virginia, between the representatives of the United States Postal Service and the designated agent of the National Association of Letter Carriers, Branch 524, pursuant to the Local Implementation Provision of the 2023-2026 National Agreement with the National Association of letter Carriers AFL-CIO

For the United States Postal Service



Postmaster – Roanoke VA 24022-9998

For the National Association of Letter Carriers, Branch 524

