

**Southern California Firestorms
Revision to the October 2007
Questions on Leave**

Amended for May 2009 Santa Barbara Fires

In order to minimize any unnecessary acrimony over the application of Administrative Leave brought about by the Southern California Fires, we have agreed to the following process to be followed before the filing of grievances in the event that management denies an application for Administrative Leave.

We hereby agree that any request for Administrative Leave on a Form 3971 by City Letter Carriers are to be submitted through the employee's supervisor accompanied by a copy of a map (Map Quest, Yahoo Maps, etc....) showing the employee's home address, work location, and notations of any road closures as well as identification of alternate routes that would have to be taken. The employee should submit a statement explaining his/her reasons for requesting Administrative Leave. The employee should also provide his/her estimates of normal commute time and the commute time as affected by the fires.

Whether submitted directly to the supervisor or to Labor Relations, a complete copy of all the above information should be sent to the attention of Manuel L. Peralta Jr., NBA-NALC, 13252 Garden Grove Blvd. Suite #108, Garden Grove, CA 92843-2204.

If the leave is approved, a copy of the approved Form 3971 is to be returned to the employee with a copy sent to the NALC NBA at the above address. **If the employee's request for Administrative Leave is disapproved, the Supervisor will meet with local union steward to attempt resolution. If still unresolved, the file will be forwarded to District Labor Relations with an explanation of the reasons resolution could not be reached. District Labor Relations will review the request applying the Administrative Leave Request Memo agreed to by the parties. If the request is again denied, District Labor Relations will meet with a designee from the local branch to attempt further resolution. If still unresolved at the District level, forward the file with an explanation of the reasons resolution could not be reached to Pacific Areal Labor Relations. If approved, a copy will go to the employee and the NALC NBA. If still not approved, the USPS and the NALC will meet at the Regional level in an effort to resolve any remaining disapproved leave requests. If the leave remains disapproved after Area review the local Union may then file a grievance within 14 days of the date of the notice of disagreement at the area/regional level.**

On the page that follows you will find a copy of the e-mail sent by Mike Thomas on October 24, 2007, to the District Managers of Human Resources.



Mike Thomas
Manger, Labor Relations
USPS Pacific Area

Date: / /



Manuel L. Peralta Jr.
National Business Agent
NALC Region #1

Date: 6/4/2009