

February 12, 2010

ALL CAREER EMPLOYEES
CAPITAL DISTRICT

SUBJECT: ADMINISTRATIVE LEAVE FOR SNOWSTORM (Feb 5- Feb 7, 2010 and Feb 9 – Feb 11, 2010)

On behalf of the Capital District Executive Staff, we would like to express our sincere thanks to those dedicated employees who braved the weather conditions and made it to work. The following procedures will be used for administering leave during the listed time period below. Administrative leave is absence from duty authorized by appropriate postal officials without charge to annual or sick leave and without loss of pay (reference ELM 519.11).

Employees on scheduled annual leave, sick leave, OWCP or LWOP will remain in such leave status and will not be changed to administrative leave (reference ELM 519.216).

THE FOLLOWING APPLIES TO P&DC AND GOVERNMENT MAI

- Tour 1 employees: Friday/Saturday (February 5 – February 6, 2010)
- Tour 1 employees: Saturday/Sunday (February 6 – February 7, 2010)
- Tour 2 employees: Saturday (February 6, 2010)
- Tour 3 employees: Saturday only (February 6, 2010)

THE FOLLOWING APPLIES TO P&DC AND GOVERNMENT MAI

- Tour 1 employees: Tuesday/Wednesday (February 9 – February 10, 2010)
- Tour 1 employees: Wednesday/Thursday (February 10 – February 11, 2010)
- Tour 2 employees: Wednesday (February 10, 2010)
- Tour 3 employees: Wednesday only (February 10, 2010)

THE FOLLOWING APPLIES TO CUSTOMER SERVICE:

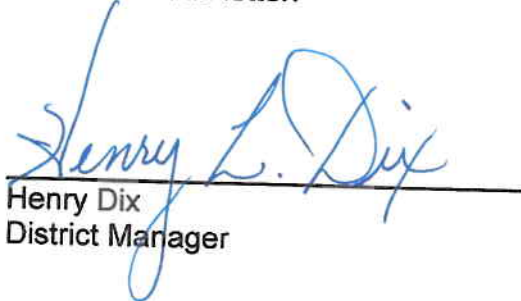
Saturday, Feb. 6: Employees scheduled to work and called in for emergency annual or administrative leave will be granted 8 hours of administrative leave.

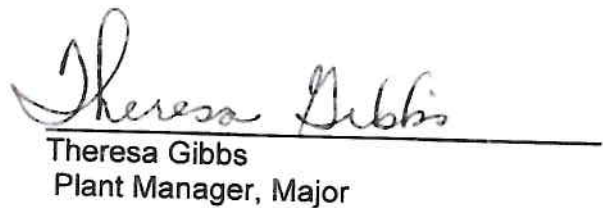
THE FOLLOWING APPLIES TO CUSTOMER SERVICE:

Wednesday, Feb. 10: Employees scheduled to work and called in for emergency annual or administrative leave will be granted 8 hours of administrative leave.

Use code 078 in TACS to enter the leave under this authorization.

Employees who reported for duty but did not remain for their full tour shall be granted administrative leave for the balance of their tour not to exceed 8-hours straight time compensation for each regularly scheduled workday in accordance with the above. Additionally, any employee who reported to work as scheduled during the timeframe referenced above **WILL** be granted eight (8) or 16 (sixteen) hours of administrative at their choice based on the usual considerations for operational needs provided they worked their entire tour of duty within the above timeframes. There is no provision for the payment of administrative leave for employees scheduled for full day overtime who were prevented for reporting (Nat'l Arbitrator Mittenhal H1N-5F-C-30285). The administrative leave hours granted under this notice **MUST** be used within 90 days from the date of this letter.


Henry Dix
District Manager


Theresa Gibbs
Plant Manager, Major