



National Postal Mail Handlers Union

Paul V. Hogrogian
National President

Michael J. Hora
National Secretary-Treasurer

June Harris
*Vice President
Central Region*

John A. Gibson
*Vice President
Eastern Region*

David E. Wilkin
*Vice President
Northeastern Region*

Lawrence B. Sapp
*Vice President
Southern Region*

Don J. Sneesby
*Vice President
Western Region*

December 22, 2021

To: Local Presidents
Regional Directors/Representatives
National Executive Board

From: Paul Hogrogian, National President *PH*
Michael Hora, National Secretary-Treasurer *MH*
Teresa Harmon, Manager, Contract Administration *TH*

Re: **Liberal Changes of Schedule and Leave**

Please find enclosed a copy of the memorandum sent to the management officials regarding the extension of the Liberal Changes of Schedule and Leave through February 11, 2022.

If you have any questions, please contact the National Contract Administrative Department.



KATHERINE S. ATTRIDGE
VICE PRESIDENT, LABOR RELATIONS



December 21, 2021

OFFICERS

SUBJECT: Liberal Changes of Schedules and Leave

The attached memorandum and its provisions are extended through February 11, 2022.


Katherine S. Attridge

Attachment

cc: Directors, Field Human Resources (Area)
Directors, Field Labor Relations (Area)
Directors and Managers, Labor Relations (Headquarters)

DOUG A. TULINO
VICE PRESIDENT, LABOR RELATIONS



March 23, 2020

AREA VICE PRESIDENTS

SUBJECT: Liberal Changes of Schedule and Leave

We have signed a Memorandum of Understanding with our unions temporarily expanding the use of Sick Leave for Dependent Care to allow employees to use their sick leave for unexpected childcare needs as a result of the COVID-19 pandemic.

In addition to allowing Sick Leave for Dependent Care, for the next 60-day period, managers and supervisors should allow liberal changes of schedule in recognition of the disruption caused by the COVID-19 pandemic. To the extent operationally practicable, managers and supervisors should accommodate employees who submit PS Form 3189, *Request for Temporary Schedule Change for Personal Convenience* as a result of childcare issues caused by daycare closures, school (Pre-K through Grade 12) closures, or the unavailability of a child's primary caregiver as a result of the COVID-19 pandemic.

Managers and supervisors should also allow liberal sick leave usage for employees who are sick, and liberal annual and leave without pay (LWOP) usage to the extent operationally feasible during this time period. If an employee requests leave for reasons related to COVID-19, such leave should be treated as scheduled (as opposed to unscheduled) leave. Leave taken for COVID-19 related reasons between February 29, 2020, and May 17, 2020, may not be cited in discipline for failing to maintain an assigned schedule under ELM 511.43.

A handwritten signature in black ink, appearing to read "Doug A. Tulino".

Doug A. Tulino

cc: Officers
Managers, Human Resources (Area)
Managers, Labor Relations (Area)
Managers, Labor Relations (Headquarters)