

ACTING MANAGER

COMPENSATION



June 8, 2004

MANAGERS, HUMAN RESOURCES (AREA)
MANAGERS, HUMAN RESOURCES (DISTRICT)

SUBJECT: Day of Mourning for Former President Ronald Reagan

In honor of the memory of former President Ronald Reagan, Postmaster General, Jack Potter has declared a day of mourning for the U.S. Postal Service on Friday, June 11, 2004.

Policy for the employees in the following unions is contained in the relevant Memorandum of Agreement between the U.S. Postal Service and their union "Re: Clarification of Regulations for National Day of Observance:"

- American Postal Workers Union, AFL-CIO.
- National Association of Letter Carriers, AFL-CIO.
- National Postal Mail Handlers Union, AFL-CIO.
- National Rural Letter Carriers' Association.

The following policy for the national day of observance applies to EAS, PCES, and other employees not covered by the attached memorandums of agreement.

- I. Full-time employees whose basic work week includes the national day of observance are granted administrative leave as follows:
 - A. Those with the national day of observance as a scheduled workday:
 1. If *not directed* to report for work, are granted administrative leave for that day.
 2. If *directed* to report for work, are granted a day of administrative leave at a future date, for the number of hours equal to the employee's regular workday.
 - B. Those with the national day of observance as a nonscheduled (relief) workday:
 1. If *not directed* to report for work, are granted a day of administrative leave at a future date, for the number of hours equal to the employee's regular workday.
 2. If *directed* to report for work, are granted overtime pay, if eligible, plus a day of administrative leave at a future date, for the number of hours worked, up to the number of hours equal to the employee's regular workday.
- II. Part-time regular employees whose basic work week includes the national day of observance are granted administrative leave as follows:
 - A. Those with the national day of observance as a scheduled workday:
 1. If *not directed* to report for work, are granted administrative leave for that day, for the number of hours scheduled to work.
 2. If *directed* to report for work, are granted a day of administrative leave at a future date for the number of hours scheduled to work on the national day of observance.
 - B. Those with the national day of observance as a nonscheduled (relief) workday:
 1. If *not directed* to report for work, are granted a day of administrative leave at a future date, equal to the average number of daily paid hours in their schedule for the service week previous to the service week in which the national day of observance occurs, up to 8 hours.

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2. If *directed* to report for work, will receive straight time pay (or overtime pay if appropriate), plus administrative leave at a future date for the number of hours worked on the national day of observance, up to 8 hours.
- III. Part-time flexible (PTF) employees are granted administrative leave for the national day of observance as follows:
 - A. Those *directed* to report for work are granted a day of administrative leave at a future date for the number of hours worked on the national day of observance, up to 8 hours.
 - B. Those *not directed* to report for work are granted a day of administrative leave at a future date, equal to the average number of daily paid hours during the service week previous to the service week in which the national day of observance occurs, up to 8 hours.
- IV. Transitional employees receive pay only for actual workhours performed on the national day of observance. They are not granted administrative leave.
- V. Employees on paid leave on the national day of observance will receive administrative leave for up to the number of hours equal to the employee's regular workday. (Refer to Section III for the calculation of a workday for a PTF.)
- VI. Employees on continuation of pay (COP) on the national day of observance are granted a day of administrative leave for up to 8 hours.
- VII. Employees on Office of Workers' Compensation programs (OWCP), leave without pay (LWOP) including injured on duty (IOD), absent without leave (AWOL), suspension, or pending removal on the national day of observance are not granted administrative leave.
- VIII. An employee returned to duty and made whole for a period of AWOL, suspension, or removal may be eligible for administrative leave for the national day of observance consistent with the rules of the provision for that employee's group if the period of suspension or removal for which the employee is considered to have been made whole includes that day.
- IX. Administrative leave to be taken at a future date:
 - A. Must be granted and used within 6 months of the national day of observance.
 - B. Must be taken all at one time.
 - C. May, at the employee's option, be substituted for previously scheduled but not used annual leave.
 - D. Should be requested by using the same procedures that govern the request and approval of annual leave consistent with ELM 512.41 and ELM 512.42.

Administrative leave is not granted to an employee who is on extended leave for the entire period between the national day of observance and 6 months from that date, unless the employee is on leave due to military service at the expiration of the period during which the employee could use the administrative day. An employee on extended military service has 3 months from the date of return to work with the Postal Service to use the administrative leave day.



Jo Ann Mitchell
Acting Manager

Attachment

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May 19, 2000

AREA MANAGERS, HUMAN RESOURCES

SUBJECT: Memorandum of Agreement, Re: Clarification of Regulations for
National Day of Observance

Attached for your information and dissemination to the districts is the Memorandum of Agreement, Re: Clarification of Regulations for National Day of Observance, dated May 4, 2000.

Please note that that these procedures do not automatically go into effect in the event a National Day of Observance is declared by Executive Order of the President of the United States. These procedures will apply only if the Postmaster General or designee determines that the Postal Service will participate in a National Day of Observation, such as a National Day of Mourning.

If you have any questions, please contact me at (202) 268-7447.

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

Doug A. Tulino
Manager
Labor Relations Policies and Programs

Attachments