

Contract Administration Unit

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Annual leave in lieu of holiday pay

Full-time letter carriers and part-time regular letter carriers receive holiday pay for 10 holidays per year: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day. These employees receive holiday pay at the employee's base hourly straight-time rate for the number of hours equal to their regular daily work schedule, not to exceed eight hours.

City carrier assistants (CCAs) receive holiday pay for six holidays per year: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. CCAs in offices designated as having 200 workyears receive eight hours pay, while those in POSTPlan offices receive four hours. All other CCAs receive six hours of holiday pay. A POSTPlan office is any post office with a designation below Level 18, and currently there are only 23 CCAs employed in such offices throughout the country.

Holiday pay should not be confused with holiday-worked pay or Christmas-worked pay. Holiday pay is payable in addition to compensation for hours actually worked on a designated holiday. When full-time or part-time regular letter carriers or CCAs work their holiday (whether it's the actual holiday or their designated holiday, because their scheduled non-work day falls on a day observed as a holiday), they receive normal compensation for all of the hours they work, plus the additional holiday pay described above.

For example: A full-time regular letter carrier is scheduled to work on his or her holiday and on that day works 10 hours. The pay for that day will equal eight hours at his or her base hourly straight-time rate for the first eight hours worked, plus two hours at 1.5 times the base hourly straight-time rate for the two hours of overtime worked, plus an additional eight hours at his or her base hourly straight-time rate for the eight hours of holiday pay due.

Beginning with the upcoming 2021 Independence Day holiday, full-time or part-time regular letter carriers and CCAs have another option when they work their holiday. These employees who work their holiday now can, at their option, elect to have their annual leave balance credited with up to eight hours of annual leave in lieu of receiving the holiday pay described above. Employees who do not work their holiday or designated holiday may not exchange holiday pay for annual leave. This new benefit was negotiated during the latest round of collective bargaining between NALC and USPS and was subsequently included in the recently ratified 2019-2023 National Agreement.

Using the same example above of full-time regular

letter carriers who work 10 hours on their holiday but now exercise their option to receive annual leave in lieu of holiday pay, they still would receive pay for that day equal to eight hours at their base hourly straight-time rate for the first eight hours they worked, plus two hours at 1.5 times their base hourly straight-time rate for the two hours of overtime. But instead of receiving the additional eight hours of pay at their base hourly straight-time rate for the eight hours of holiday pay, they would have their annual leave balance credited with an additional eight hours of annual leave.

“This new benefit was negotiated during the latest round of collective bargaining between NALC and USPS and was subsequently included in the recently ratified 2019-2023 National Agreement.”

Parts of Article 11, Sections 3, 4 and 8 have been modified to reflect this new benefit, and now read as follows (new language is bolded):

Section 3. Payment

A. An employee shall receive holiday pay at the employee's base hourly straight time rate for a number of hours equal to the employee's regular daily working schedule, not to exceed eight (8) hours. **Effective with the 2021 Independence Day holiday, employees who work their holiday, at their option, may elect to have their annual leave balance credited with up to eight (8) hours of annual leave in lieu of holiday leave pay.**

Section 4. Holiday Work

A. An employee required to work on a holiday other than Christmas shall be paid the base hourly straight time rate for each hour worked up to eight (8) hours. **Effective with the 2021 Independence Day holiday, employees who work their holiday, at their option, may elect to have their annual leave balance credited with up to eight (8) hours of annual leave or receive** the holiday pay to which the employee is entitled as above described.

B. An employee required to work on Christmas shall be paid one and one-half (1 1/2) times the base hourly straight time rate for each hour worked. **Effective with the 2021 Independence Day holiday, employees who work their holi-**

(continued on next page)

Annual leave (continued)

day, at their option, may elect to have their annual leave balance credited with up to eight (8) hours of annual leave or receive the holiday pay to which the employee is entitled as above described.

C. Deferred holiday leave credited in accordance with Section 4.A or 4.B, above, will be subject to all applicable rules for requesting and scheduling annual leave and shall be combined with annual leave and counted as annual leave for the purposes of annual leave carryover.

Section 8. City Carrier Assistant Holidays

C. Payment

CCAs shall receive holiday pay at the employee's base hourly straight time rate. The number of hours of holiday leave pay for a CCA will be determined by the size of the office in which he/she works:

- 200 Workyear offices 8 hours
- POSTPlan offices 4 hours
- All other offices 6 hours

Effective with the 2021 Independence Day holiday, CCAs who work on a holiday may, at their option, elect to have their annual leave balance credited with 4, 6, or 8 hours (as applicable) of annual leave in lieu of receiving holiday pay.

Annual leave earned and received by working a holiday is subject to all applicable rules for requesting and scheduling annual leave. This leave is added to the employee's annual leave balance and is counted for purposes of annual leave carryover.

Letter carriers who wish to exercise their option to receive annual leave instead of holiday pay must submit, to their supervisor, a completed PS Form 3971 (see below for example form) indicating such by filling in or checking the "Holiday/AL Lv Exch" box in the "Type of Absence" section. Letter carriers who have any issues receiving this new benefit should immediately contact a local NALC branch representative.

UNITED STATES POSTAL SERVICE®				Request for or Notification of Absence				SCHEDULED	UNSCCHEDULED	PP	Year
Employee's Name (Print last, first, MI.)	Employee ID	Date Submitted (MM/DD/YYYY)	No. of Hours Requested	From: Date	Hour	Thru: Date	Hour				
Carrier, Ima L.	01234567	07/02/2021	8	07/04	0750	07/04	1600				
Installation (For postmaster's leave, show city, state, and ZIP Code)		N/S Day	Pay Loc. No.	D/A Code							
Anytown, Georgia, 00001-9999			999	134							
Time of Call or Request	Scheduled Reporting Time	If Needed, Employee Can Be Reached At:									
0750	0750										
Type of Absence	Documentation (For official use only)		Revised Schedule for (Date)		Approved in Advance						
<input type="checkbox"/> Annual	<input type="checkbox"/> FMLA Requested (Certification review - HRSSC)				<input type="checkbox"/> Yes <input type="checkbox"/> No						
<input checked="" type="checkbox"/> Holiday/AL Lv Exch	<input type="checkbox"/> For COP Leave (CA1 on file)		Begin Work						Sat 01		
<input type="checkbox"/> Carrier 701 Route	<input type="checkbox"/> For Advanced Sick Leave (PS 1221 on file)		Lunch Out		Lunch In				Sun 02		
<input type="checkbox"/> LWOP (See reverse)	<input type="checkbox"/> For Military Leave (Orders reviewed)		End Work						Mon 03		
<input type="checkbox"/> Sick (See reverse)	<input type="checkbox"/> For Court Leave (Summons reviewed)		Total Hours						Tue 04		
<input type="checkbox"/> Late	<input type="checkbox"/> For Higher Level (PS 1723 on file)								Wed 05		
<input type="checkbox"/> COP (See reverse)	<input type="checkbox"/> Scheme Training Testing Qualifying (Memo on file)								Thur 06		
<input type="checkbox"/> Other									Fri 07		
Remarks (Do not enter medical information. See Privacy Act Statement on reverse of this form.)											
Annual Leave Credit in lieu of Holiday Pay											
I understand that the annual leave authorized in excess of the amount available to me during the leave year will be charged to LWOP.											
Employee's Signature and Date		Signature of Person Recording Absence and Date		Signature of Supervisor and Date Notified						Sun 09	
Ima Carrier 7/2/21										Mon 10	
Official Action on Application (Return copy of signed request to employee.)											
<input type="checkbox"/> Approved		Do not check an FMLA box until you verify the FMLA designation.		Signature of Supervisor and Date						Tue 11	
<input type="checkbox"/> Disapproved (Give reason below)		<input type="checkbox"/> FMLA Designation is PENDING								Wed 12	
		<input type="checkbox"/> FMLA Protected								Thur 13	
		<input type="checkbox"/> Not FMLA Protected		<input type="checkbox"/> Continued on reverse						Fri 14	