

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)



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)

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
AMERICAN POSTAL WORKERS UNION, AFL-CIO**

The following Memoranda of Understanding between the United States Postal Service and the American Postal Workers Union have been extended through February 11, 2022. The parties agree to meet and discuss these Memoranda of Understanding prior to February 11, 2022, to determine whether or not further extension is appropriate.

- Re: Temporary Additional Paid Leave for PSEs. Newly hired PSEs hired after the signing of this agreement will be permitted to use up to 80 hours of paid leave for the reasons provided for in the original March 18, 2020 MOU—Temporary Paid Leave for PSEs. Those PSEs already hired prior to the signing of this extension who only used a portion, or none of the 80 hours leave from the original MOU, will be entitled to utilize the remainder of the 80 hours that was left over.
- Re: Temporary Expanded SL for Dependent Care During COVID-19
- Re: Teleworking for IT/AS Bargaining Unit Employees
- Re: Enterprise Customer Care Centers (CCCs) Telework
- Re: Mailing & Shipping Solutions Center (MSSC) Bargaining Unit Telework
- Re: Teleworking for HRSSC Bargaining Unit Employees
- Re: Customer Retention Sites Telework
- Re: Temporary Exception for Level 18 Postmasters Performing Bargaining Unit Work
- Re: Temporary Exception Period – Clerk Craft Staffing F1 & F4 – COVID-19 (dated 12/21/20)
- Re: Temporary Extension on Article 19 Notifications Timelines
- Re: IT Service Desk – Additional Resources
- Re: Occupational Health Nurse Telework
- Re: COVID-19 Emergency Considerations for FY2020 MS-47, TL-5 Line H Liabilities
- Re: Temporary Motor Vehicle Craft Staffing – COVID-19
- Re: Claims & Inquiry Clerks and Complaints & Inquiry Clerks Telework
- Re: Temporary Resources for COVID-19 Related Cleaning Requirements
- Re: Exception for MOU Re: Transfers – COVID-19 Related Absences



Katherine S. Attridge
Vice President, Labor Relations
United States Postal Service



Mark Dimondstein
President
American Postal Workers
Union, AFL-CIO

Date: 12/20/21

Date: 12/20/21