

**MEMORANDUM OF AGREEMENT  
BETWEEN THE  
UNITED STATES POSTAL SERVICE  
AND THE  
NATIONAL RURAL LETTER CARRIERS' ASSOCIATION**


**L-16**

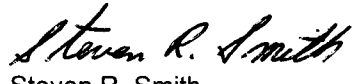
**Re: Clarification of Regulations for National Day of Observance**

The parties agree that the following procedures will apply to affected employees if the Postmaster General or designee determines that the Postal Service will participate in a National Day of Observation (e.g., National Day of Mourning), subsequent to the declaration of a National Day of Observance having been made by Executive Order of the President of the United States.

1. Regular rural carriers whose basic work week includes the National Day of Observance as a scheduled work day but who are not directed to report for work, will be granted administrative leave for that day.
2. Regular rural carriers, who are directed to work on the National Day of Observance will be granted a day of administrative leave at a future date.
3. Regular rural carriers whose basic work week includes the National Day of Observance as a relief day, will be granted a day of administrative leave at a future date.
4. Rural carriers in the following categories, whose basic work week includes the National Day of Observance as a scheduled work day but who are not directed to report to work, will be granted a day of administrative leave for the daily evaluated hours of the scheduled route, not to exceed 8 hours:
  - a) Part-time flexible rural carriers (Designation Code 76);
  - b) Substitute rural carriers serving a vacant route or in the absence of the regular carrier in excess of 90 calendar days (Designation Code 72);
  - c) Rural carrier associates serving a vacant route, or serving a route in the absence of the regular carrier in excess of 90 calendar days (Designation Code 74);
  - d) Auxiliary rural carriers (Designation Code 77); and
  - e) Rural carrier associates assigned to an auxiliary route in excess of 90 calendar days (Designation Code 79).
5. Rural carriers in the categories referenced in item 4 above, who are directed to work on the National Day of Observance will be granted administrative leave equal to the daily evaluated hours for the scheduled route, not to exceed eight hours, at a future date.
6. Substitute rural carriers (Designation Code 73), rural carrier reliefs (Designation Code 75), and rural carrier associates (Designation Code 78) will only receive pay for actual work hours performed on the National Day of Observance. They will not receive administrative leave.
7. If a regular rural carrier is on leave or Continuation of Pay on the National Day of Observance, the employee will be granted a day of administrative leave on a future date.
8. If a rural carrier referenced in item 4 above is on leave or Continuation of Pay on the National Day of Observance, the employee will be granted administrative leave for the number of hours indicated in item 4 above.

9. A regular rural carrier or carrier referenced in item 4 above, on OWCP, AWOL, suspension (non-pay, non-duty status in accordance with Article 16) or pending removal on the National Day of Observance will not be granted administrative leave. If the carrier on AWOL, suspension, or pending removal is returned to duty and made whole for the period of AWOL, suspension or removal, the employee may be eligible for administrative leave for the National Day of Observance if the period of suspension or removal for which the carrier is considered to have been made whole includes the National Day of Observance. Such determination will be made by counting back consecutive days from the last day of the suspension or removal to determine if the employee had been made whole for the National Day of Observance.
10. Where provisions in this Memorandum of Agreement provide for a day of administrative leave to be taken at a future date, such leave must be granted and used within six months of the National Day of Observance or by the end of the Fiscal Year, whichever is later. However, administrative leave will not be granted to employees who are on extended leave for the entire period between the Day of Observance and six months from that date, or between the Day of Observance and the end of the Fiscal Year, whichever is later.
11. Administrative leave taken at a future date must be taken at one time.
12. Administrative leave to be taken at a future date may, at the employee's option, be substituted for previously scheduled but not used annual leave.
13. Administrative leave to be taken at a future date should be applied for by using the same procedures which govern the request and approval of annual leave.

  
Anthony J. Vegliante  
Vice President  
Labor Relations  
United States Postal Service

  
Steven R. Smith  
President  
National Rural Letter Carriers'  
Association

Date: 5/9/00