

**SAN ANTONIO ALAMO AREA LOCAL - SERVING SOUTH CENTRAL TEXAS**



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# **DISPATCH NEWS FLASH**

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**SAN ANTONIO ALAMO AREA LOCAL**

November 15, 2019  
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## **VACATION POLLING HAS STARTED**

The San Antonio Alamo Area Local Memorandum of Understanding, Article 10, deals with the process of Vacation Polling. Below is a summarization of many of the LMOU points, but some details have been left out, for the complete Annual Leave process please refer to your LMOU or see it at the San Antonio Alamo Area Local Website – [www.saaal0195-apwu.org](http://www.saaal0195-apwu.org)



Vacations shall be granted on the basics of seniority within each section. The granting of annual leave will be by Tours, Sections and Scheme assignments. The choice vacation period shall be from January 1 through November 30 and December 26 through December 31 of the leave year providing the employee has sufficient annual leave. The Employer shall publicize on bulletin boards by November 1, the beginning date of the next leave year. Sign up and application for choice vacation periods shall

commence by November 8, 2017 on PS Form 3971 and shall be completed by December 15, 2019. The assigned vacation shall be posted on each section bulletin board not later than December 31, 2017 of each year. Employees will be allowed twenty-four (24) hours to state a vacation preference from the time of initial contact with the unit supervisor. If an employer requests a starting date other than Saturday, it will be granted as long as this date is in conjunction with the day prior to or after the employees' day off.

The employer agrees that 13.7% of the authorized workforce at sign up time will be authorized annual leave each week from January to November 30 of the leave year. Additionally, the employer agrees that 14% of the authorized workforce at sign up time will be authorized annual leave for the period of December 26 through December 31 of the leave year.

All career employees will select either 5, 10, or 15 successive working days as appropriate for his/her leave choice during each of their two choice vacation selections. Postal Support Employee (PSEs) will select 5, 10 successive working days for his/her leave choice. PSE's will be polled after all career employees have completed their vacation choices in the section they are assigned. Annual leave for either birthday or wedding anniversary will be applied for at the time of choice period sign up. Application of this year will be submitted on PS Form 3971 with suitable documentation, excluding December 1 through December 25. The employer agrees that the following policy and procedures will be utilized in submitting and approving/disapproving applications for employee's remaining leave as provided for in the Collective Bargaining Agreement and that such leave will be granted on a first come, first serve basis. Merged Post Offices are considered one section/one tour for purposes of vacation planning.

**For additional information contact the Union Office at 210-271-0853**