



USPS - NALC LEBANON, OHIO 2023 - 2026 LOCAL AGREEMENT

This Local Memorandum of Understanding is entered into on June 28th, 2025, at Lebanon, Ohio, between the representatives of the United States Postal Service and Branch 43, National Association of Letter Carriers pursuant to the Local Implementation Provisions of the 2023 National Agreement.

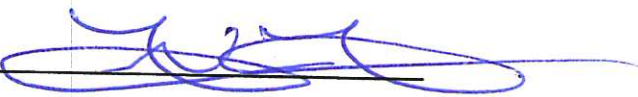
This Local Memorandum of Understanding shall be in full force and effect until midnight May 22nd, 2026, unless extended by agreement between the parties at the National level. The terms of this Memorandum of Understanding are subject to the grievance procedure as contained in the National Agreement.

REPRESENTATIVES HAVE AFFIXED SIGNATURES OF AGREEMENT TO THIS COVER PAGE ONE (1) AND INITIAL EACH FOUR (4) REMAINING PAGES OF THIS COMPLETE FIVE (5) PAGE DOCUMENT.


Craig A. Cline
Postmaster, Lebanon, USPS

24 Oct 2025

Date


Ted N. Thompson
President, Branch 43, NALC

10/27/25

Date

LEBANON, OHIO
LOCAL AGREEMENT
2023 - 2026

ITEM 1

Article 8, Section 9 of the National Agreement provides reasonable wash-up time for a letter carrier who performs dirty work. It is the position of the U.S. Postal Service that any letter carrier should be granted such time as is reasonable and necessary for washing up after performing dirty work or incident to personal needs as currently established.

ITEM 2

All full-time routes will be on a rotating schedule of Monday through Saturday.

ITEM 3

Postal operations will be curtailed or terminated at the Post Office as determined by the Postmaster, taking into consideration the following items:

1. Safety and health of the employee
2. Acts of God
3. Hazardous weather conditions
4. Advice of and policies of local authorities

ITEM 4

Employees will begin choosing vacation December 1st of each calendar year. All bidding should be completed by December 31st.

Employees can choose their vacation weeks in accordance with procedures. Upon notification to choose vacation, the senior carrier must choose within two (2) scheduled working days. Failure to exercise a choice within two (2) scheduled working days will place the carrier after the most junior carrier in the unit for choosing vacation in the seniority round.

After all employees have been given an opportunity to bid vacations in the first seniority round, a second seniority round will be conducted, with the same procedure for all remaining annual leave weeks.

CCA MOU Re: Annual leave will apply to both choice and incidental leave for City Carrier Assistants (CCAs).

All non-career employees will be given the opportunity to choose annual leave selections, by relative standing, after all career employees have selected his/her first round picks. Granting leave under this provision must be contingent upon the employee having a sufficient leave balance anticipated when the leave is taken.



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Exchange of vacation weeks during the choice vacation period may be authorized by the supervisor with the concurrence of the steward.

ITEM 5

The duration for the choice vacation period shall be January 1st through the first Saturday in December of each calendar year.

ITEM 6

Vacation weeks will begin on Monday and end on Sunday.

ITEM 7

Employees who earn 20-26 days annual leave may choose any one of the six items below and employees who earn 13 days annual leave, including City Carrier Assistants (CCA), may choose any one of items 3 or 4 or 5 below, on the first seniority round. Leave for CCAs will be contingent upon the employee having a sufficient leave balance when the leave is taken:

- 1) Three (3) continuous weeks; or
- 2) Three (3) separate weeks; or
- 3) Two (2) continuous weeks and one (1) separate week; or
- 4) Two (2) separate weeks; or
- 5) Two (2) continuous weeks; or
- 6) One (1) week

ITEM 8

Union activity to attend state or national convention will not be charged against the delegate's choice vacation period, nor will jury duty.

ITEM 9

The number of employees who shall receive leave each week during the choice vacation period will be two (2), including City Carrier Assistants (CCA).

ITEM 10

Management will issue written approval to each employees of the approved vacation schedule of such employee. Employee must submit PS Form 3971.

ITEM 11

Prior to bidding on vacation weeks, this local agreement will be posted.

ITEM 12

After vacation choices have been posted on the vacation calendar, all open weeks will be granted on a first come, first served basis.

In accordance with Item 9, incidental annual leave will be approved by management for up to two (2) employees.



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For this guarantee, employees must submit for incidental annual leave by Tuesday of the prior week. Should an employee apply for leave after Tuesday of the prior week, the leave approval will be at management's discretion.

Requests for incidental annual leave shall be made as far in advance as possible by submission of forms 3971 in duplicate. The 3971 will be hand delivered to the employee's immediate supervisor who in turn will initial receipt of the form. The supervisor will approve such leave request by return of validated copy of form 3971 within 24 hours.

ITEM 13

The order of scheduling for Holidays shall be:

- 1) City Carrier Assistants (CCA)
- 2) Part-Time Flexible (PTF)
- 3) Full-Time employees- Volunteers whose Holiday or designated Holiday it is by seniority
- 4) Full-Time employees on the Overtime desired list
- 5) Full-Time employees- Volunteers on their non-scheduled work day by seniority
- 6) Full-Time employees- non volunteers on their non-scheduled work day by inverse seniority
- 7) Full-Time employees- non volunteers on their holiday or designated holiday by inverse seniority

ITEM 14

During the quarter, Overtime Desired Lists will be updated and posted at Lebanon Post Office, for every carrier in that station having listed his/her name.

When an employee is converted to full-time career, the employee may, at their option, sign the Overtime Desired List within two (2) weeks of the date they are converted to full-time status. For the purpose of equitability, the newly converted employee shall be credited with the same number of hours as the carrier with the highest number of hours on the date the carrier signs the Overtime Desired List. Any newly converted employee may also, at their option, sign the Work Assignment List within two (2) weeks of the date they are converted to full-time status.

ITEM 15, 16 & 17

In accordance with Article 13 of the National Agreement and medical restrictions, management will make every effort to provide light duty assignments for carriers, including City Carrier Assistants (CCA). Light duty will be any productive and available work that the carrier is able to perform in accordance with medical restrictions.



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ITEM 18

Section as referred to in Article 12 of the National Agreement on reassignment is agreed to be the entire carrier work force of the Lebanon Post Office.

ITEM 19

Management shall recognize its responsibility to constantly be aware of the parking needs of the employees. In such regard, it will make parking spaces available to the employees as it determines such space is available. In determining what spaces will be available to employees, management will take into account:

1. The needs of the customers
2. The needs of the employees
3. The needs of the service

Prior to assigning parking spaces to employees, management will consult with the union. After consultation, employee parking spaces will be assigned by management taking into consideration:

1. The Union's recommendation
2. Handicapped employees
3. Seniority
4. Union officer status

ITEM 20

Any leave requested prior to the determination and posting of the choice vacation period to attend union activities will be charged to the choice vacation period.

ITEM 21

When a letter carrier route of full-time duty assignment, other than the letter carrier route(s) or full-time duty assignment(s) of the junior employee is abolished at a delivery unit as a result of, but not limited to, route adjustments, highway, housing projects, all routes and full-time duty assignments at that unit held by letter carriers who are junior to the carrier(s) whose route(s) or full-time duty assignment was abolished shall be posted for bid in accordance with the posting procedures in this article.

ITEM 22

Vacant full-time carrier assignments will be posted for fifteen (15) calendar days.

The official posting of routes will include a final date for letter carriers to submit bid cards to their immediate supervisor, which will constitute an official timely bid.

Two copies of the carrier seniority list will be given to the NALC Steward at the Lebanon, Ohio Post Office, and the office of NALC Branch 43.



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