



# National Postal Mail Handlers Union

**Paul V. Hogrogian**  
*National President*

**Michael J. Hora**  
*National Secretary-Treasurer*

**June Harris**  
*Vice President*  
*Central Region*

**John A. Gibson**  
*Vice President*  
*Eastern Region*

**David E. Wilkin**  
*Vice President*  
*Northeastern Region*

**Lawrence B. Sapp**  
*Vice President*  
*Southern Region*

**Don J. Sneesby**  
*Vice President*  
*Western Region*

December 22, 2020

To: Local Presidents  
Regional Directors/Representatives  
National Executive Board Extension of Various COVID Related Memoranda

From: Paul Hogrogian, National President *PH*  
Michael Hora, National Secretary-Treasurer *MJH*  
Teresa Harmon, Manager, Contract Administration *TH*

Re:

Please find enclosed a copy of the MOU extending the following memoranda:

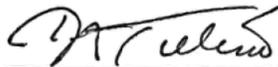
1. MOU – Temporary Expanded Sick Leave for Dependent Care During COVID – 19
2. MOU – Temporary Additional Leave for MHAs This extension provides the Mail Handler Assistants (MHAs) the opportunity to utilize the 80 hours of paid leave provided in the original MOU, it does not provide an additional 80 hours.
3. MOU – Temporary Exception Period – COVID – 19
4. Liberal Changes of Schedule and Leave Letter dated March 23, 2020.

If you have any questions, please contact the National Contract Administrative Department.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
UNITED STATES POSTAL SERVICE  
AND THE  
NATIONAL POSTAL MAIL HANDLERS UNION, A DIVISION OF LIUNA, AFL-CIO**

The following Memoranda of Understanding between the United States Postal Service and the National Postal Mail Handlers Union have been extended through March 26, 2021. The parties agree to meet and discuss these Memoranda of Understanding prior to March 26, 2021, to determine whether or not further extension is appropriate.

- Re: Temporary Expanded Sick Leave for Dependent Care During COVID-19
- Re: Temporary Exception Period COVID-19
- Re: Temporary Additional Paid Leave for MHAs



\_\_\_\_\_  
Doug A. Tulino  
Chief Human Resources Officer  
and Executive Vice President  
U.S. Postal Service



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Paul V. Hogrogian  
President  
National Postal Mail Handlers Union,  
A Division of LIUNA, AFL-CIO

Date: 12-15-2020

Date: 12-15-2020

DOUG A. TULINO  
CHIEF HUMAN RESOURCES OFFICER  
AND EXECUTIVE VICE PRESIDENT



December 22, 2020

AREA VICE PRESIDENTS

SUBJECT: Liberal Changes of Schedules and Leave

The attached memorandum and its provisions are extended through March 26, 2021.

A handwritten signature in black ink, appearing to read "Doug A. Tulino".

Doug A. Tulino

Attachment

cc: Headquarters Officers  
Managers, Human Resources (Area)  
Managers, Labor Relations (Area)  
Managers, Labor Relations (Headquarters)

DOUG A. TULINO  
VICE PRESIDENT, LABOR RELATIONS



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, 202, may not be cited in discipline for failing to maintain an assigned schedule under ELM 511.43.

A handwritten signature in black ink that reads "Doug A. Tulino".

Doug A. Tulino

cc: Officers  
Managers, Human Resources (Area)  
Managers, Labor Relations (Area)  
Managers, Labor Relations (Headquarters)

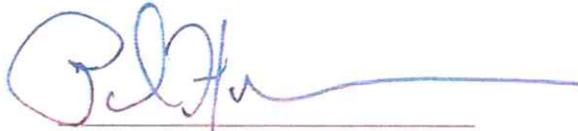
**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
UNITED STATES POSTAL SERVICE  
AND THE  
NATIONAL POSTAL MAIL HANDLERS UNION, A DIVISION OF LIUNA, AFL-CIO**

The following Memoranda of Understanding between the United States Postal Service and the National Postal Mail Handlers Union have been extended through December 31, 2020. The parties agree to meet and discuss these Memoranda of Understanding prior to December 31 to determine whether or not further extension is appropriate.

- Re: Temporary Expanded Sick Leave for Dependent Care During COVID-19
- Re: Temporary Exception Period COVID-19
- Re: Temporary Additional Paid Leave for MHAs



Doug A. Tulino  
Vice President, Labor Relations  
United States Postal Service



Paul V. Hogrogian  
President  
National Postal Mail Handlers Union,  
A Division of LIUNA, AFL-CIO

Date: 9-17-2020

Date: 9-17-2020

DOUG A. TULINO  
VICE PRESIDENT, LABOR RELATIONS



September 18, 2020

AREA VICE PRESIDENTS

SUBJECT: Liberal Changes of Schedules and Leave

The attached memorandum and its provisions are extended through December 31, 2020.

A handwritten signature in black ink, appearing to read "D. Tulino".

Doug A. Tulino

Attachment

cc: Headquarters Officers  
Managers, Human Resources (Area)  
Managers, Labor Relations (Area)  
Managers, Labor Relations (Headquarters)

DOUG A. TULINO  
VICE PRESIDENT, LABOR RELATIONS



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, 202, may not be cited in discipline for failing to maintain an assigned schedule under ELM 511.43.

A handwritten signature in black ink that reads "D. 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  
NATIONAL POSTAL MAIL HANDLERS UNION, A DIVISION OF LIUNA, AFL-CIO**

**Re: Temporary Exception Period – COVID-19**

In order to accommodate those installations that are experiencing high absenteeism because of the COVID-19 pandemic and consistent with the Letter of Intent Re: Mail Handler Assistants In Excess of Percentage Caps, the parties agree to an exception period for the hiring of mail handler assistants (MHAs) in excess of the appropriate installation and district caps for MHAs.

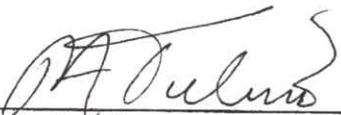
The MHAs will not be used to the detriment of Mail Handlers on the Overtime Desired List.

The Postal Service will provide the NPMHU at the National level with reports every pay period on the number of temporary MHAs hired in each installation and the absenteeism rate for those facilities that hire such MHAs.

The exception period is effective with the signing of this MOU and will continue until May 25, 2020.

The parties will revisit this issue immediately prior to this MOU's expiration to determine if extension is appropriate.

This MOU will expire May 25, 2020.

  
\_\_\_\_\_  
Doug A. Tulino  
Vice President, Labor Relations  
United States Postal Service

  
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Paul V. Hogrogian  
President  
National Postal Mail Handlers Union,  
A Division of LIUNA, AFL-CIO

Date: March 26, 2020

3-25-2020

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
UNITED STATES POSTAL SERVICE  
AND THE  
NATIONAL POSTAL MAIL HANDLERS UNION, A DIVISION OF LIUNA, AFL-CIO**

**Re: Temporary Expanded Sick Leave for Dependent Care During COVID-19**

For the 60-day duration of this Memorandum of Understanding, in addition to the purposes outlined in the MOU Re: Sick Leave for Dependent Care, sick leave may be used by an employee for unexpected childcare needs as a result of the COVID-19 pandemic.

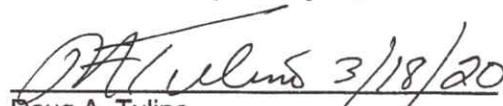
Specifically, employees may use sick leave for dependent care in the event they must care for a child as a result of daycare closures, school (Pre-K through Grade 12) closures, or the unavailability of a child's primary caregiver as a result of the COVID-19 pandemic.

This MOU does not change the 80-hour-limit for sick leave that may be used for dependent care in any leave year.

Approval of sick leave for dependent care will continue to be subject to normal procedures for leave approval.

The parties will revisit this issue immediately prior to this MOU's expiration to determine if extension is appropriate.

This MOU will expire May 17, 2020.

  
\_\_\_\_\_  
Doug A. Tulino  
Vice President, Labor Relations  
United States Postal Service

  
\_\_\_\_\_  
Paul V. Hogrogian  
President  
National Postal Mail Handlers Union,  
A Division of LIUNA, AFL-CIO

3-18-2020

DOUG A. TULINO  
VICE PRESIDENT, LABOR RELATIONS



May 19, 2020

OFFICERS

SUBJECT: COVID-19 Memoranda of Understanding

We have mutually agreed with the National Postal Mail Handlers Union to extend the attached Memoranda of Understanding (MOUs) through July 17, 2020. Regarding the MOU titled Re: *Temporary Additional Paid Leave for MHAs*, the extension provides Mail Handler Assistants (MHAs) the opportunity to utilize the 80 hours of paid leave provided in the original MOU, it does not provide an additional 80 hours.

A handwritten signature in black ink, appearing to read "Doug A. Tulino".

Doug A. Tulino

Attachments

cc: Managers, Labor Relations (Headquarters)  
Managers, Human Resources (Area)  
Managers, Labor Relations (Area)

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
UNITED STATES POSTAL SERVICE  
AND THE  
NATIONAL POSTAL MAIL HANDLERS UNION, A DIVISION OF LIUNA, AFL-CIO**

**Re: Temporary Additional Paid Leave for MHAs**

For the 60-day duration of this Memorandum of Understanding, Mail Handler Assistants (MHAs) will be permitted to use up to 80 hours of paid leave for use in conjunction with the COVID-19 pandemic in the following circumstances:

- The employee has contracted COVID-19 or has been directly exposed to someone with COVID-19;
- The employee has visited any country identified by the Centers for Disease Control (CDC) as a level-3 country (currently China, South Korea, Iran, Italy, and most other European countries) within 14 days of the employee returning to work;
- The employee returns from a trip on a cruise ship in which an identified case of COVID-19 was detected on board the ship;
- The employee is experiencing symptoms generally associated with COVID-19; or
- Consistent with the MOU Re: Temporary Expanded Sick Leave for Dependent Care During COVID-19.

Leave used for the above purpose will be coded as TACS Code 086, *Other Paid Leave*.

Except for emergencies, paid leave for the circumstances listed above must be requested on PS Form 3971, *Request for or Notification of Absence*, and approved in advance by the appropriate supervisor. Employees should designate the reason for the absence as "Other" and write "LC19" in the space provided.

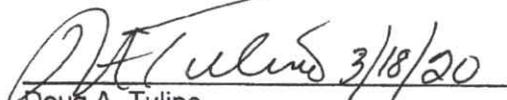
An exception to the advance approval requirement is made for emergencies and unexpected illness; however, in these situations, the MHA must notify the appropriate postal authorities as soon as possible as to the emergency or illness and the expected duration of the absence. As soon as possible after return to duty, MHAs must submit PS Form 3971 and explain the reason for the emergency or illness to their supervisor. Supervisors approve or disapprove the leave request.

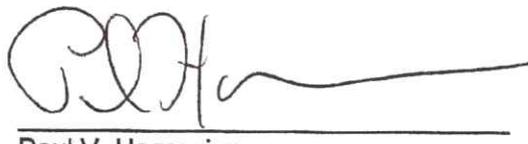
The supervisor is responsible for approving or disapproving the application for paid leave by signing PS Form 3971, a copy of which is given to the MHA. If a supervisor does not approve an application for leave, the disapproved block on PS Form 3971 is checked and the reasons must be noted in writing in the space provided.

The total 80-hour allotment will not be increased due to a MHA's break in service during the 60-day period. Any remaining leave balance at the end of the 60-day period is forfeited.

The parties will revisit this issue immediately prior to this MOU's expiration to determine if extension is appropriate.

This MOU will expire May 17, 2020.

  
Doug A. Tulino  
Vice President, Labor Relations  
United States Postal Service

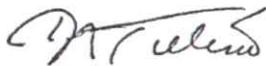
  
Paul V. Hogrogian  
President  
National Postal Mail Handlers Union,  
A Division of LIUNA, AFL-CIO

3-18-2020

**MEMORANDUM OF UNDERSTANDING  
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The following Memoranda of Understanding between the United States Postal Service and the National Postal Mail Handlers Union have been extended through September 25, 2020. The parties agree to meet and discuss these Memoranda of Understanding prior to September 25 to determine whether or not further extension is appropriate.

- Re: Temporary Expanded Sick Leave for Dependent Care During COVID-19
- Re: Temporary Exception Period COVID-19
- Re: Temporary Additional Paid Leave for MHAs



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Doug A. Tulino  
Vice President, Labor Relations  
United States Postal Service



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Paul V. Hogrogian  
President  
National Postal Mail Handlers Union,  
A Division of LIUNA, AFL-CIO

Date: 7-13-2020

Date: 7-13-2020

DOUG A. TULINO  
VICE PRESIDENT, LABOR RELATIONS



July 13, 2020

AREA VICE PRESIDENTS

SUBJECT: Liberal Changes of Schedules and Leave

The attached memorandum and its provisions are extended through September 25, 2020.

A handwritten signature in black ink, appearing to read "Doug A. Tulino".

Doug A. Tulino

Attachment

cc: Headquarters Officers  
Managers, Human Resources (Area)  
Managers, Labor Relations (Area)  
Managers, Labor Relations (Headquarters)