

# Memo

**To: All Branch 2184 Stewards and Officers**  
**From: Mark Judd, Walt McGregory, and Joe Golonka**  
**Date: 10/19/2020**  
**Re: 2021 Leave Year Information**

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In an effort to be proactive regarding the inevitable questions and concerns raised by our members regarding the forthcoming leave year, please be aware of the following information.

**USPS Pay Year 2021** will begin on Saturday, December 19, 2020 (pay period 1, week 1, 2021)

**USPS Leave Year 2021** will begin on Saturday, January 2, 2021 (pay period 2, week 1, 2021). This is the first date that a fulltime regular's newly credited annual leave for 2021 can be used. Also be aware that the new leave balances will not be reflected on paychecks until the pay date of Friday, January 22, 2021. **However, this leave is fully available to use beginning on January 2, as noted above.** Every year some in management and also among our own members are confused and misinformed about this.

**The initial round of annual leave selections for 2021 (February 2021 through January 2022) should begin in every Branch 2184-represented station on Tuesday, December 1, 2020.** A reminder that for leave year 2021 (only) fulltime career letter carriers can carry over a balance of 520 hours, or 13 weeks of annual leave, per a Memorandum of Understanding signed by the NALC and USPS.

Please ensure that management does NOT "block" any vacation weeks with the names of ill or injured letter carriers **until after the completion of the second round of vacation selections.** Also be sure to challenge management to provide supporting documentation for **any and all** weeks that they block. Additionally, **ALL** vacation weeks that are subsequently cancelled must first be posted for bid prior to any management attempts to "block" them. Additionally, leave weeks on the CCA vacation boards cannot ever be "blocked" with the names of ill or injured carriers under any circumstances.

Also remember that the purpose of the second round of vacation selections is to allow carriers to choose additional weeks that are still available in **the choice vacation period.** It is not intended for non-choice weeks because there are no limitations on the number of non-choice weeks that can be chosen during the initial round of vacation selections, as long as leave is available to cover them.

The leave remaining or "incidental leave" provisions of our Local Memorandum of Understanding (Items 4.7 and 12.2) **become effective immediately upon completion of the first round of vacation selections, not the second round.** Please ensure that the leave remaining provisions of our LMOU are adhered to and that such requests are not approved prior to six weeks in advance of the week during which the days are requested.

**ALL approved CCA leave requests must be shown on the CCA leave boards ONLY.** Please be sure that leave approved for City Carrier Assistants (CCAs) is NOT used to fill any slots on the career city carrier vacation boards, and that it is NOT counted against the number of career letter carriers allowed off at any time.

If questions or concerns about any aspect of Branch 2184's local leave program arise, please contact the Branch office immediately so that they can be timely addressed. **These are our locally negotiated leave procedures, and any questions of interpretation or clarification should be addressed ONLY by Branch 2184, not by postal management.**