



RECEIVED IN THE OFFICE OF

OCT 27 1983

UNITED STATES POSTAL SERVICE  
475 L'Enfant Plaza, SW  
Washington, DC 20260

JAMES I. ADAMS

October 25, 1983

Mr. James I. Adams  
Assistant Director  
Maintenance Division  
American Postal Workers  
Union, AFL-CIO  
817 14th Street, N. W.  
Washington, D.C. 20005-3399

ARTICLE	8
SECTION	5
SUBJECT	
3971 FOR EXCUSE FROM W.T.	

Re: APWU - Local  
Inglewood, CA 90311  
H1C-5B-C 14412

Dear Mr. Adams:

On September 9, 1983, we met to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

We mutually agreed to resolve this grievance based upon our understanding as follows:

There is nothing in the Labor Agreement which prohibits management from obtaining some form of documentation when an employee asks to be excused from working overtime or from working on a holiday. While the Form 3971 may normally be utilized to document leave requests, there is nothing which precludes a local manager from utilizing such form for purposes of maintaining a record of various other actions, including the documentation of why an employee was excused from performing work that he would otherwise be required to perform.

Please sign the attached copy of this decision as acknowledgment of agreement to resolve this case.

Sincerely,

Robert L. Eugene  
Labor Relations Department

James I. Adams  
Assistant Director  
Maintenance Division  
American Postal Workers  
Union, AFL-CIO