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

May 25, 1983

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

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THIRTY NINE
SEVENTY ONE
O.T. EXCUSE

Re: F. Young
Knoxville, TN 37901
H1C-3F-C 14679

Dear Mr. Freeman:

On several occasions, the latest being April 19, 1983, we discussed the above-captioned grievance at the fourth step of our contractual grievance procedure.

The question in this grievance is whether management violated Articles 8 and 10 of the National Agreement, by requiring the grievant to submit a PS 3971 to be excused from overtime.

The matters presented by you as well as the applicable contractual provisions have been reviewed and given careful consideration.

The union contends that a PS 3971 (Request for, or Notification, of Absence) is used only for absences from the regularly scheduled workday and is a voluntary form.

It is the position of the U. S. Postal Service that the use of a PS 3971 is not restricted to regular work hours. A PS 3971 may be used at any time an employee requests to be excused from duty. This includes overtime as provided for under Article 8, Section 5. The use of a PS 3971 for documenting absences from overtime assists in complying with the intent of Article 8, Section 5.E. The completion of the PS 3971 is voluntary; however, if this form is not completed, then the request to be excused from overtime may be denied.