



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

JAN 1 6 1981

ACTING	9
STEP INCREASE	
ADVANCE NOTICE	

Mr. Gerald Anderson
Executive Aide, Clerk Craft
American Postal Workers Union, AFL-CIO
817 - 14th Street, NW
Washington, DC 20005

Re: L. Nicholson
Phoenix, AZ 85026
H8C-5K-C-12565

Dear Mr. Anderson:

On January 13, 1981, we met with you to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

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

The question in this grievance involves whether the grievant, who used in excess of 13 weeks of leave without pay, should have her step increase withheld when she did not receive advance written notice.

After reviewing the file, it is our determination that the Notice of Withholding of Step Increase was received by the grievant on June 19, 1980. The step increase was due to be effective on May 31, 1980. Therefore, the notice is considered procedurally defective.

Current instructions require that advance notice must be given to the employee with respect to a decision to withhold an employee's step increase. Since the employee's step increase was due May 31, 1980, she failed to receive the required advance notice. Therefore, we find the grievance is sustained to the extent that the notice of withholding was not timely.