



# 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*

September 30, 2021

To: Local Presidents  
Regional Directors/Representatives  
National Executive Board

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

Re: Extension of Various COVID Related Memoranda

Please find enclosed a copy of the MOU extending the following memoranda through December 31, 2021:

1. MOU – Temporary Expanded Sick Leave for Dependent Care During COVID – 19
2. MOU – Temporary Exception Period – COVID – 19 \* Revised March 19, 2021
3. Liberal Changes of Schedule and Leave Letter dated March 23, 2020.
4. MOU – Temporary Additional Leave for MHAs – Newly hired MHAs, hired after the signing of this agreement, will be permitted to use up to 80 hours of paid leave for the reasons provided for in the original March 18, 2020 MOU – Temporary Paid Leave for MHAs, it does not provide an additional 80 hours for existing MHAs. Those MHAs already hired prior to the signing of this extension who only used a portion or none of the 80 hours leave from the original MOU, will be entitled to utilize the remainder of the 80 hours that was left over.

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 December 31, 2021. The parties agree to meet and discuss these Memoranda of Understanding prior to December 31, 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 Leave for MHAs. Newly hired MHAs hired after the signing of this agreement will be permitted to use up to 80 hours of paid leave for the reasons provided for in the original March 18, 2020, MOU—Temporary Paid Leave for MHAs MOU. It does not provide an additional 80 hours for existing MHAs. Those MHAs already hired prior to the signing of this extension who only used a portion, or none of the 80 hours leave from the original MOU, will be entitled to utilize the remainder of the 80 hours that was left over.
- Re: Liberal Changes of Schedule and Leave Letter dated March 23, 2020.

*Richard L Acker*

for Katherine S. Attridge  
Vice President, Labor Relations  
United States Postal Service



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

Date: 09/30/2021

Date: 9-30-2021

**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.

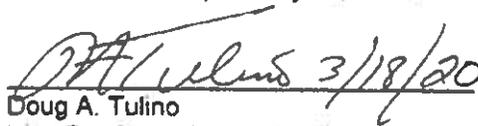
Specifically, employees may use sick leave for dependent care in the event they must care for a child as a result of daycare closures, school (Pre-K through Grade 12) closures, or the unavailability of a child's primary caregiver as a result of the COVID-19 pandemic.

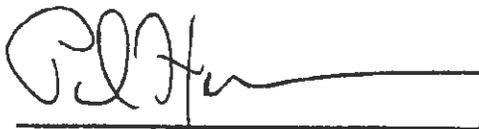
This MOU does not change the 80-hour-limit for sick leave that may be used for dependent care in any leave year.

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

**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 caps for MHAs.

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

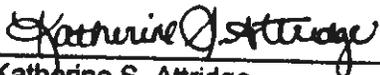
**Any MHAs hired in accordance with the above will only be used to cover absences due to COVID-19 and leave granted under the liberal leave policy. MHAs not hired for these reasons will count toward the installation cap for MHAs.**

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 **June 4, 2021**.

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

This MOU will expire **June 4, 2021**.



Katherine S. Attridge  
Vice President, Labor Relations  
United States Postal Service



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

Date: March 19, 2021

**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.

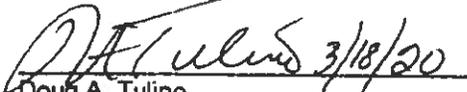
An exception to the advance approval requirement is made for emergencies and unexpected illness; however, in these situations, the MHA must notify the appropriate postal authorities as soon as possible as to the emergency or illness and the expected duration of the absence. As soon as possible after 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.

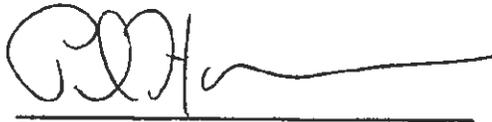
The supervisor is responsible for approving or disapproving the application for paid leave by signing PS Form 3971, a copy of which is given to the MHA. If a supervisor does not approve an application for leave, the disapproved block on PS Form 3971 is checked and the reasons must be noted in writing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

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)