



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

May 8, 1985

ARTICLE	<u>10</u>
SECTION	
SUBJECT	<u>LEAVE, LESS THAN 1 HOUR</u>

Mr. William Burrus
Executive Vice President
American Postal Workers Union,
AFL-CIO
817 14th Street, N.W.
Washington, D.C. 20005-3399

Dear Mr. Burrus:

This is in response to your March 12 letter regarding the application of leave regulations in circumstances where employees request leave in increments of 8 hours or less for randomly selected days throughout a prolonged absence.

The leave regulations in Chapter 5 of the Employee and Labor Relations Manual allow leave charges for full-time, part-time regular, and part-time flexible employees in minimums of one hundredth of an hour. We are not aware of any position being taken with regard to minimal use of annual leave or any other paid leave or which restricts the right of employees to request leave in minimal amounts for nonconsecutive days.

Sincerely,

W. E. Henry Jr.
William E. Henry, Jr.
Director
Office of Grievance and
Arbitration
Labor Relations Department

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MAY 10 1985
OFFICE OF
EXECUTIVE VICE PRESIDENT