



January 10, 1997

MANAGER HUMAN RESOURCES (ALL AREAS)
MANAGER MAINTENANCE SUPPORT (ALL AREAS)

SUBJECT: Schedule Change for Employees Returning Home From Training

This memorandum restates Postal Service policy with respect to schedule changes for employees returning home from Postal sponsored training.

It is imperative that all maintenance managers and vehicle maintenance managers understand the application of Section 434.62 of the Employee and Labor Relations Manual. Employees may request a schedule change in order to attain a reasonable amount of personal time for rest and relaxation prior to reporting to work. Such a request is subject to prior approval of the employee's union steward and supervisor. The employee will not be eligible for out-of-schedule premium as a result of these schedule changes.

When employees do not request a schedule change, and the return time [which equates to the end of the approved training (end of course plus approved travel time¹)] is within ten hours of the employee's regular scheduled tour, managers will (prior to the beginning of training) identify the training schedule hours as extending through the employee's first non scheduled day following completion of classes. In such circumstances, this schedule change is considered to be required as part of the training and the employees will not be eligible for out-of schedule premium. The following example identifies this process:

Employee A

Regular scheduled work hours: 12 a.m. to 8:30 a.m.

Scheduled days off: Wednesday, Thursday

Class Schedule: 7 a.m. to 4 p.m.

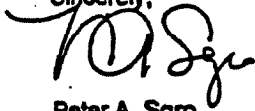
- Employee A attends class Monday through Friday. Class ends at 3:30 p.m. and after traveling home the employee arrives at his residence at 7:30 p.m. Since this is within ten hours of the employee's regular scheduled tour, the employee will work Saturday through Tuesday at the training schedule hours (7 a.m. to 4 p.m.) and resume his regularly scheduled work hours on Friday.

Please disseminate this information to your field managers for their guidance and implementation.

¹ Approved travel time is the time allotted by the Postal Service. Extensions beyond this time at the request of the employee is considered excess time. Employees who request to use a Privately Owned Vehicle (POV) for his/hers own personal convenience pursuant to 433.5 of the F-10 handbook is considered excess time.

Should there be any questions regarding the foregoing, you may contact Thomas J. Valenti of my staff at (202) 268-3831.

Sincerely,

A handwritten signature in black ink, appearing to read "P. Sgro". The signature is written in a cursive style with a large initial "P" and a stylized "Sgro".

Peter A. Sgro
Acting Manager
Contract Administration APWU/NPMHU