

DEWITT O. HARRIS  
VICE PRESIDENT  
EMPLOYEE RESOURCE MANAGEMENT



June 24, 2002

MANAGERS, HUMAN RESOURCES (AREA)

SUBJECT: Advance Leave Requests

National Association of Postal Supervisors President Vice Palladino has again expressed concern with unreasonable delays in processing leave requests submitted by supervisors. If this is happening in your Area, we would appreciate your working with the operations managers to ensure that requests are handled in a timely manner. In instances where possible, please return the approved or disapproved PS Form 3971, *Request for or Notification of Absence*, to the supervisor **within three business days**.

A handwritten signature in black ink, appearing to read "DeWitt O. Harris", written over a circular stamp or mark.

DeWitt O. Harris

cc: Ms. Medvidovich  
Mr. Vegliante  
Mr. Paiva