

November 20, 2015

NLECC-FY16
NLECC VACATION SELECTION & LEAVE REQUESTS

All Communications Center Operations Specialist (CCOS)
Dulles, VA & Fort Worth, TX

During the 2016 calendar year, each NLECC CCOS must request vacation leave using the method their respective coordinator decides is appropriate (i.e. open calendar, email, etc.). The 2016 vacation leave period will start on January 9, 2016 and end on January 6, 2017. Vacation periods will be submitted and coordinated separately within each NLECC.

Management permits one CCOS per center to be on vacation at a time. The following section is referenced from the **Employee Labor Manual Section 512.62**.

Nonbargaining Unit Employee Vacation Planning

Vacation leave is granted to these employees when their services can best be spared. Postmasters and other responsible officials must schedule leave so that (a) employees do not forfeit leave and (b) postal operations are not impaired.

The US Postal Service recognizes 10 Federal Holidays. They are as follows:

New Year's Day
Martin Luther King, Jr. birthday
Presidents Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Christmas Day

The following will govern Vacation for Holiday selection (vacation period which includes a holiday):

1. Vacation periods which include a holiday will be rotated by seniority utilizing the;
 - a. NLECC Enter on Duty (EOD) date
 - b. Inspection Service EOD date
 - c. USPS EID date
2. In instances where the NLECC EOD dates are the same, the USPIS EOD date will be the determining factor for leave selection.
3. In instances where the USPIS EOD dates are the same, the USPS EOD date will be the determining factor for leave selection.

Vacation Period Options:

1. Option 1 – A single selection of up to fifteen (15) days of continuous leave (three consecutive weeks). The number of days of leave not to exceed fifteen (15).

2. Option 2 - A single selection of up to Ten (10) days of continuous leave (two consecutive weeks). The number of days of leave not to exceed ten (10).
3. Option 3 - A single selection of up to five (5) days of continuous leave (one week of consecutive leave).

Parameters:

- If a CCOS had a vacation period during the 2015 vacation leave period which included a holiday that CCOS will not be eligible to have that same vacation period during the 2016 vacation period unless no one else request that period.
- No CCOS may request a vacation period option which includes two federal holidays (i.e. Christmas and New Year's).
- There will be 3 rotations; if a CCOS choose not to make a vacation selection they must notify their respective NLECC coordinator in writing via email.

CANCELLATION:

If a CCOS desires to cancel their vacation selection they must submit it in writing via email to their respective NLECC coordinator no later than fourteen (14) days prior to their scheduled vacation.

Incidental leave is required to be submitted no earlier than 30 days, but no later than 14 days in advance. The coordinators will make every effort to grant incidental leave request.

CCOS should be aware that the coordinators are tasked with numerous duties and responsibilities that must be performed on a daily basis. Therefore, if you do not receive a response concerning your leave request within four business days, you should consult with your respective coordinator as to the status of your leave request.

ALL VACATION REQUESTS MUST BE SUBMITTED TO YOUR RESPECTIVE COORDINATOR BY DECEMBER 11, 2015.



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