NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

National Headquarters

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BOARD MEMORANDUM 037-026

Schedule and Tour Changes, ELM Leave Carryover, S&DC, and Management Pay Ranges

Executive Board and NAPS Membership,

NAPS continues to address matters affecting Executive and Administrative Schedule (EAS) employees, including the application of established procedures for schedule and tour changes, clarification of annual leave carryover language in the Employee and Labor Relations Manual (ELM), and pay ranges associated with Sorting and Delivery Center (S&DC) management positions.

Schedule and Tour Changes

Concerns have been raised regarding the application of the December 1, 2025 memorandum issued by Joseph Bruce addressing schedule and tour changes. As discussed with USPS, the memorandum was intended to reinforce existing policy, not to authorize changes unrelated to operational needs. NAPS has received reports of changes that may not have been operationally justified, including situations affecting employee bidding, staffing continuity, and morale. These reports require further documentation and review.

Review and Oversight

NAPS emphasized the importance of appropriate review of proposed schedule-change letters by workforce planning, labor relations, local management, and field human resources personnel. Consistent, timely coordination is particularly important when notice periods leave little opportunity to resolve concerns before implementation. Additional procedural safeguards were discussed; no new policy or hold period has been adopted as a result of this discussion between NAPS and USPS.

ELM 512.321B — Annual Leave Carryover

A potential inconsistency in the Employee and Labor Relations Manual (ELM) was identified in wording reportedly stating, “70 days (640 hours).” Based on an eight-hour day, 70 days equals 560 hours. NAPS has requested confirmation of the intended leave carryover allowance and, if necessary, correction or clarification of the language in the ELM. The 2021 NAPS USPS Pay Decision reflects Annual Leave carryover at 640 hours (80days).

S&DC Management Positions and Pay Ranges

Questions remain concerning proposed S&DC management positions and their associated EAS pay ranges. Information on the positions has been submitted for review, and clarification of applicable pay bands has been requested. Final staffing and pay-range guidance was not available at the time of the discussion.

Next Steps

NAPS will continue gathering specific, verifiable examples of schedule or tour changes for appropriate consultation; seek clarification on ELM 512.321B; and pursue responses concerning S&DC staffing and EAS pay ranges. Further information will be shared as it becomes available.

Please share this memorandum with your membership. We appreciate your attention to these matters and your continued advocacy on behalf of EAS employees.

Thank you,

NAPS Headquarters