

*Cl Clerks
any Mailhandlers*

PRIME TIME

Prime Time Guidelines Service Talk for Employees

The prime time period for mail handlers is April 15-Sept. 30. The prime time period for clerks is May 1- Sept. 15. You can put in slips for the current leave year, not just prime time slips. The deadline for the slips is March 15th.

The percentage for mail handlers is 21% based on the number of bids in the section as of March 15th. The percentage for clerks is 10% in May and September and 14% for June, July & August. Again, the percentage is based on the number of bids as well as any light/limited duty employees that are assigned to our area.

If you are trying to block a holiday and you are a mail handler you will need to use at least one hour on one side or the other of the holiday. If you are a clerk you will need to use at least 16 hours and it must be on both sides of the holiday. For example on a Monday holiday and you have Sat/Sun off you will need to use annual on Friday and Tuesday to "Block" the holiday, unless it is your first or second choice or management approves it without the "Block". Mail handlers keep in mind that a 40 hour block will take precedence over a one hour block regardless of seniority.

You get two prime time choices up to a total of 15 days or 120 hours depending on the leave you have advanced to you at the beginning of the year. Do not submit for more than the 120 hours in your first two choices. There are times that an exception can be made for these rules however, do not count on it without first checking with your supervisor. Please make sure that you clearly mark your slips indicating your choices in the order you would like them to be considered. **DO NOT** make one of your first two choices outside of the prime time period, as they will not be considered and you will waste a choice. They will go in the incidental pile to be done after the first two choices are done for the section.

Make sure that you indicate at least the first two choices so that it is easier for whoever is acting on the slips to do so. If you fail to put a choice on your slips and you are not here to ask, we will use whatever slips you have that are in the prime time period in the order of the calendar year as your choices for you, so as not to impede the process of getting these done.

The goal is to allow for everyone to have time off in our choice period.

If you bid close to the deadline for prime time, you will turn your prime time slips into whatever pay location/section you are assigned as of March 15th. You will need to fill out your slips according to the bid you have as of this date also. If you need to adjust for days off you can work that out with the supervisor of your new pay location/section. If you are on a schedule change to another tour your slips are to be turned in to the section of the bid you hold and tour that bid is on.



If you have an important event, and it is in prime time and you must have it off please make sure that you are either senior enough that it won't matter or that you make it one of your first two choices. Also, understand your first two choices aren't a guarantee. That is why we suggest that you put in additional choices that are desirable to you. Again, mark them accordingly.

If you have a question about how to fill out a slip, **ASK!!** We must act on your slip according to how it is filled out. **YOU** are making a **REQUEST** and **WE** are just **ACTING** on that. We can not **ASSUME** for you. Look at the holidays and make sure if you want time around one of them that you are requesting the right day. **DO NOT** request leave on your actual holiday. We can not act on that, as you have holiday pay already and can not use **LEAVE** on your holiday.

Also, be aware of your annual leave balance. We can approve more than what you have, however, we don't have to and even with banking holidays when you get close to the end of the year some of you start to run short.

If you are one of those people who have the maximum carryover, the magical 440 please make sure that you are putting in and actually using your annual leave before we get to the end of the year. It is easier to try to schedule when the mail volumes are lighter than the month of December.

If you submit a slip and there are days that are not available, you will be notified what days are "maxed" and what you can resubmit for. We will also try to notate how far down on the denied list you are for example "3rd denied". After your slips are returned to you, you will have approx. one week to resubmit for days that you were offered to resubmit for due to maximum number of people off. If you don't resubmit for these dates then you will be taken out of the annual leave book as being denied, which will open the dates for someone else.

The last two weeks of April you may submit your choices for "mini" prime time which is next leave year up to April 30th. These choices will be done by seniority only.

These are just some simple guidelines that if followed make doing your prime time slips easier and help expedite the process.

By:

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