

Holidays, pay and annual leave exchange

As autumn rolls into the peak holiday season, this is a good time to remind city carriers of their rights and benefits related to holidays and holiday pay. Article 11 of the National Agreement governs holiday designations and related pay provisions. This article will explain which holidays are recognized under the National Agreement, the pay letter carriers receive for holidays when they do not work, the pay letter carriers receive for the holidays they do work, and the option of requesting annual leave credit in lieu of holiday pay.

Full-time and part-time regular letter carriers receive holiday pay for 11 holidays per year: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day. These employees receive holiday pay at the employee's base hourly straight-time rate for the number of hours equal to their regular daily work schedule, not to exceed eight hours.

City carrier assistants (CCAs) receive holiday pay for six holidays per year: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. CCAs in larger installations/offices designated as having 200 or more workyears receive eight hours' pay, while those in POSTPlan offices receive four hours. All other CCAs receive six hours of holiday pay. A POSTPlan office is any post office with a designation below Level 18, and currently there are only 23 CCAs employed in such offices throughout the country.

Holiday pay should not be confused with holiday worked pay or Christmas worked pay. Holiday pay is payable

in addition to compensation for hours actually worked on a designated holiday. When full-time or part-time regular letter carriers or CCAs work their holiday (whether it's the actual holiday or their designated holiday, because their scheduled non-workday falls on a day observed as a holiday), they receive normal compensation for all of the hours they work, plus the additional holiday pay described above.

For example: A full-time regular letter carrier is scheduled to work on Veterans Day and on that day works 10 hours. The pay for that day will equal eight hours at their base hourly straight-time rate for the first eight hours worked, plus two hours at 1.5 times the base hourly straight-time rate for the two hours of overtime worked, plus an additional eight hours at their base hourly straight-time rate for the eight hours of holiday pay due.

In the 2019-2023 National Agreement, which is still in effect while negotiations for a new agreement continue, NALC negotiated another option when full-time or part-time regular letter carriers and CCAs work their holiday. These employees who work their holiday can, at their option, elect to have their annual leave balance credited with up to eight hours of annual leave in lieu of receiving the holiday pay described above. Employees who do not work their holiday or designated holiday cannot exchange holiday pay for annual leave.

Using the same example above of a full-time regular letter carrier who works 10 hours on Veterans Day, they can now exercise their option to receive annual leave in lieu of holiday pay. They still would receive pay for



that day equal to eight hours at their base hourly straight-time rate for the first eight hours they worked, plus two hours at 1.5 times their base hourly straight-time rate for the two hours of overtime. But instead of receiving the additional eight hours of pay at their base hourly straight-time rate for the eight hours of holiday pay, they would have their annual leave balance credited with an additional eight hours of annual leave. The contractual language governing this annual leave exchange option can be found in Article 11, Sections 3, 4 and 8 of the National Agreement.

This leave is then added to the employee's annual leave balance and is counted for purposes of annual leave carryover. Keep in mind, annual leave earned and received by working a holiday is subject to all applicable rules for requesting and scheduling annual leave. Letter carriers who wish to exercise their option to receive annual leave instead of holiday pay must submit, to their supervisor, a completed PS Form 3971 indicating such by filling in or checking the "Holiday/AL Lv Exch" box in the "Type of Absence" section. If you select this option and have any issues receiving this benefit, you should immediately contact your shop steward or local NALC branch officer. **PR**