



UNITED STATES POSTAL SERVICE
Labor Relations Department
475 L'Enfant Plaza, SW
Washington, DC 20260-4100

Mr. Jim Lingberg
National Representative-at-Large
Maintenance Craft Division
American Postal Workers
Union, AFL-CIO
1300 L Street, N.W.
Washington, DC 20005-4107

OCT 23 1987

Re: H. Finley
Orlando, FL 32862
B4C-3W-C 37256

Dear Mr. Lingberg:

On October 14, 1987, we met to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

The issue in this grievance is whether there is a requirement for advance notice to employees whose step increases are withheld because of leave without pay usage.

During our discussion, we mutually agreed that current instructions require written advance notice when an employee's step increase is to be withheld. Inasmuch as no advance notice was given in this instance, the grievant's step increase is to be reinstated retroactively to the due date.

Accordingly, this case is remanded to the parties at Step 3 for implementation of the above.

Please sign and return the enclosed copy of this letter as your acknowledgment of agreement to remand and settle this case.

Time limits were extended by mutual consent.

Sincerely,

Michael J. Guzzo, Jr.
Grievance & Arbitration
Division

Jim Lingberg
National Representative-at-Large
Maintenance Craft Division
American Postal Workers
Union, AFL-CIO