



United States Postal Service
475 L EMBURY PLAZA SW
WASHINGTON DC 20260

August 27, 1993

MEMORANDUM FOR AREA MANAGERS
PROCESSING AND DISTRIBUTION
CUSTOMER SERVICE AND SALES

SUBJECT: EMPLOYEE REQUESTS FOR TRANSFER

From time to time, we receive letters from employees (primarily craft) stating that their requests to transfer from one facility to another have been turned down for what they believe are inappropriate reasons. Specifically, many assert that because of a low sick leave balance and for no other apparent reason that their request for transfer was denied.

While we understand that attendance is extremely important to all of our operations, the use of sick leave balance per se as a sole determining factor is inappropriate. This is especially true in those situations where sick leave was used for a one time "serious illness" and other than that attendance was more than satisfactory. Where an employee requests a transfer, the responsible official at the gaining installation needs to look at the qualifications of the "whole" individual. By this we mean that we need to determine whether the individual possesses the necessary job experiences and other qualifications to fill the needs of the vacancy. We would also strongly suggest that where there are one or two questions with regard to the viability of the employee for the position, i.e., such as a low sick leave balance, that it is incumbent upon responsible management to obtain additional information into that situation. For example, if a low sick leave balance is indeed a concern then inquiry should be made as to the pattern of use and determine at that point whether there is a possible attendance problem.

We believe that if we do a better job of trying to accommodate employees' needs to relocate to other facilities we, along with our customers, will benefit from enhanced employee commitment. Regardless of the eventual outcome, i.e., whether we accept or deny the transfer or put it in the pending file subject to the availability of a suitable vacancy, we need to advise the employee applying for a transfer as to the status of their request. Further, we need to coordinate the effective transfer date of an employee with the installations involved to ensure that there is a smooth transition and that our ability to effectively serve our customer is maintained during this period.

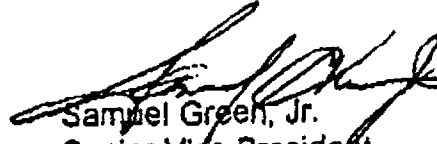
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Please share this memorandum with all of our Plant Managers and District Managers.

Thank you very much for your cooperation in this matter.



Peter A. Jacobson
Senior Vice President
Processing and Distribution



Samuel Green, Jr.
Senior Vice President
Customer Service and Sales

cc: Joe Caraveo
Joe Mahon
Bill Henderson