



TRENTON PROCESSING AND DISTRIBUTION CENTER
TRENTON NJ 08650-9997

**SUPERVISORS, CLERKS, MAIL HANDLERS,
CUSTODIAL & MAINTENANCE EMPLOYEES
TRANSPORTATION**

Applications for Annual Leave for the **THIRD PERIOD OF 2017** will be accepted during the period of **April 1, through April 14, 2017.** This Annual Leave Period **covers June 10, through September 29, 2017.**

Submission of applications for the week of December 25 through January 1, 2018, will be made for Clerks and Mailhandlers during this prime time vacation period.

Employees should plan to use Annual Leave so that they do not forfeit any. Four hundred forty hours is the maximum accumulated Annual Leave that can be carried over into the next year for craft. Five hundred sixty hours is the maximum accumulated Annual Leave that can be carried over into the next year for EAS.

The number of employees granted Annual Leave during any given period shall be subject to specific vacation planning provisions of applicable collective-bargaining agreements. For all regular employees, both full-time and part-time, vacation leave is granted when requested--to the extent practicable. For part-time flexible employees, vacation planning is limited to accumulated and accrued leave.

Use POD Form 1547 in applying for Annual Leave during this period. Form 1547 must be properly executed and submitted to your supervisor or placed in the wooden receptacle designed for this purpose in the Mail Processing Managers' Office, on or before **April 14, 2017.** Maintenance and Transportation will use Form 3971. Completed forms should show Name of Employee, Unit or Station, Employee Designation, Seniority Number, Tour of Duty and 1st, 2nd, and 3rd choice of Annual Leave dates. **Please be advised that the Leave Week runs from Saturday through Friday.** Applications should be dated and signed by the employee.

Annual Leave for the **Third Period** will be granted for **full weeks.** Consideration will be given to employees requesting full weeks over employees asking for less than a week, or for one or two days.

Approved Annual Leave will be posted on May 1, 2017.

The cooperation of all concerned will be appreciated.

A handwritten signature in cursive script, appearing to read "R. Herrick".

Russell F. Herrick
Plant Manager

***Maintenance and Transportation Personnel Submit Form 3971**