

**American Postal Workers Union
Providence R. I. Area Local
P.O. Box 40430
Providence, R. I. 02940**

March 24, 2009

**MAINTENANCE CRAFT
INITIAL INCIDENTAL LEAVE SUBMISSION**

For the maintenance craft members the incidental leave submission process shall commence Monday April 6 and conclude April 8. During this time period applications for leave, PS Form 3971, may be submitted to your immediate supervisor for the coming Vacation Leave Year.

You must indicate the order of your preference in the written remarks box on the leave slip. This is your chance to state the order in which you want the requests considered. DO IT!!!!!!!!!!!!!!!!!!!!!!

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Management will grant up to three requests. Grant does not mean request. There is no limit to the number of slips you may submit. I advise having management sign the request in the box intended for that purpose and that you retain a copy for your records. If your supervisor refuses tell them you need a steward.

Results should be posted by April 23.

Adam Souza
Maint. Craft Director