



December 19, 2023

Mr. Edmund A. Carley
National President
United Postmasters and Managers of America
8 Herbert Street
Alexandria, VA 22305-2628

Dear Edmund:

This is in reference to recent discussions with you concerning the following pay matters:

- Modification of salary range minimums and maximums for employees in the Executive and Administrative (EAS) and Part-Time Postmaster (PTPM) Schedules
- Modification to the Annual Leave Carryover and Annual Leave Exchange Programs

EAS and PTPM Salary Schedule - We are proposing to modify these salary schedules as follows:

- Increase the salary range maximums by 4.7%
- Increase the salary range minimums by the dollar increase of the respective range maximums

Increases will be applied on January 13, 2024, immediately prior to applying the Fiscal Year (FY) 2023 Pay-for-Performance (PFP) award.

Annual Leave Carryover and Annual Leave Exchange – Current Postal policy outlined in *Employee and Labor Relations Manual (ELM) 512.321, Maximum Carryover Amounts* provides the maximum annual leave carryover balance and maximum leave amount that can be requested through the annual leave exchange program.

We are proposing to modify policy and allow career non-bargaining employees to carryover an additional 80 hours each leave year by increasing the carryover maximum to 640 hours permanently.

Additionally, we are proposing to modify policy and allow career non-bargaining employees to exchange an additional 40 hours of annual leave against their advanced leave accruals, to a maximum of 168 hours permanently.

Enclosed are the proposed salary schedules for your review. We are requesting your soonest possible review and any recommendations so we can implement changes prior to the effective date of the FY23 PFP award.

Please contact James Timmons if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Nicholson", with a stylized flourish at the end.

Bruce A. Nicholson
Director
Labor Relations Policies and Programs

Enclosures