



Mr. David Heather
Director of Labor Relations
National Rural Letter Carriers'
Association
1630 Duke Street
Alexandria, VA 22314-3467

Re: C15R-4C-C 18060258
Jerri Gatewood
Lynchburg, VA 24506-9998

Dear David:

On September 28, 2018, the parties discussed the above-captioned grievance at the fourth step of our contractual grievance procedure.

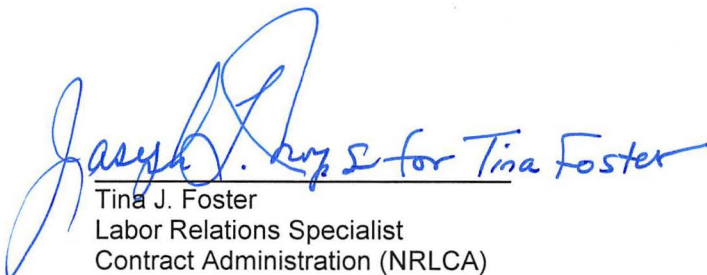
The issue in this grievance concerns the conditions under which an employee may be issued an emergency salary advance.


During our discussion, we mutually agree that the following will constitute full and complete settlement of this grievance.

Handbook F-101, *Field Accounting Procedures*, Section 23-3, *Employee Emergency Salary*, outlines the authorized and unauthorized conditions for issuance of an emergency salary advance. The parties agree that these provisions shall apply in those instances when a rural carrier requests an emergency salary advance.

Based on the fact circumstances in the instant case, no further action is needed. Please sign and return the enclosed copy of this letter as your acknowledgment of agreement to settle this case.

Time limits were extended by mutual consent.


Tina J. Foster
Labor Relations Specialist
Contract Administration (NRLCA)


David Heather
Director of Labor Relations
National Rural Letter Carriers'
Association

Date: 28 Sept 2018