



DATE: April 4, 1997

REF: SR/LTM:cht

MEMORANDUM FOR: P & D C Supervisors and Managers
Salt Lake City Performance Cluster

SUBJECT: Unauthorized Absence from Assigned Work Area/Premises

We have sometimes experienced instances of employees leaving their assigned work area and/or leaving the premises while on the clock. It is expected of employees that they be available in their assigned work areas except for lunches, breaks or necessary trips to the restroom and that employees provide a fair day's work for a fair day's pay. Any other absence from the assigned work area must be specifically authorized by the Supervisor.

When an employee is absent from his/her assigned work area, the incident will be investigated to determine whether or not the absence from the assignment falls under the authorized criteria. If facts indicate that the employee was out of the assigned area for a reason not deemed legitimate, disciplinary action may be appropriate.

Employees may not leave U.S. Postal premises while on the clock unless required by the nature of their jobs and/or authorized by an appropriate Management Official. Any employee not authorized to do so who leaves the premises while on the clock shall be subject to severe disciplinary action up to and including discharge. Leaving U.S. Postal premises during break periods is unauthorized. If employees need to go to their vehicles while on the clock, they must specifically request authorization from their Supervisors.

Managers and Supervisors are instructed to ensure that these regulations are adhered to and that employees are contributing their time fully to the completion of their assignment.

Samuel G. Ruden
Manager, Plant and Distribution Center

DEONIS
RIC
L.T.
J. MALINS
MARK
JERRY
TOM
J. ROWNS
ROLAND
JOHN

*This applies
to maintenance
L. V. Viner*