



UNITED STATES POSTAL SERVICE  
475 L'Enfant Plaza, SW  
Washington, DC 20260

JUL 19 1985

Mr. Thomas Freeman, Jr.  
Assistant Director  
Maintenance Craft Division  
American Postal Workers  
Union, AFL-CIO  
817 14th Street, N.W.  
Washington, D.C. 20005-3399

Re: Local  
Buena Park, CA 90620  
H1C-5B-C 31977

Dear Mr. Freeman:

This supersedes my July 12, 1985 letter regarding the subject grievance.

On several occasions, the most recent being July 16, 1985, we discussed the above-captioned grievance at the fourth step of our contractual grievance procedure.

The issue in this grievance is whether management violated the National Agreement by issuing the January 4, 1985 sick call policy.

The union contends that the two-call requirement for unexpected illness/injury is contrary to the regulations contained in Part 513.332 of the ELM.

It is the position of the Postal Service that the January 4, 1985 policy, as written, is unreasonable and therefore improper. Accordingly, the grievance is sustained and the said policy shall be rescinded.

Time limits were extended by mutual consent.

Sincerely,

A handwritten signature in cursive script that reads "Muriel Aikens".

Muriel Aikens  
Labor Relations Department

Author: D JAMES SHIPMAN at DMIAD004L  
Date: 04/12/1999 12:23 PM  
Priority: Normal  
TO: LANCE A COLES at DMIAD001L  
Subject: Re: restricted medical

----- Message Contents -----

Lance:--

In the absence of a contractual or legal requirement, I do not believe that it would be appropriate to start such a procedure locally. It would impose additional burdens on supervisors and the Occupational Health Nurse Administrator, and increase the likelihood that the supervisor might not get the timely documentation necessary to certify the need for medically related absence. I think the Postal Service's national policy on this is adequate to protect privacy.

The national policy appears in Management Instruction EL-860-98-2, regarding supervisor handling of medical information:

"Medical documentation is necessary to certify the need for medically related absence, sick leave, light duty, or other administrative activities or decisions. Medical documents received by a supervisor from an employee that contain a diagnosis are considered to be restricted medical records and must be forwarded to the local medical records custodian for placement into the employee medical folder. Supervisors, upon receipt of restricted medical documentation, are subject to Privacy Act requirements concerning the proper handling of restricted medical information."

If you have any questions, please don't hesitate to contact me.

D J Shipman

----- Reply Separator -----

Subject: restricted medical  
Author: LANCE A COLES at dmia001l  
Date: 4/7/99 4:52 PM

MR SHIPMAN:

BASED ON THE EL860 AND DEALING WITH RESTRICTED MEDICAL INFORMATION.  
MAY AN EMPLOYEE SUBMIT SUCH MEDICAL INFORMATION DIRECTLY TO THE NURSE  
AND THE SUPERVISOR CAN CONTACT THE NURSE ON WHAT RESTRICTIONS ETC  
THERE ARE.?

THANK YOU.

LANCE