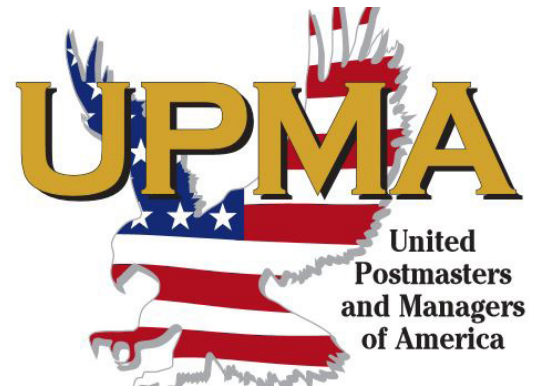


**Illinois**

**Postal**

**News Leader**



Feb 2021

United Postmasters and Managers of America ~ Illinois Chapter ~ est. November 1, 2016

**Make time to Attend!!**

**2021 Chapter  
Convention  
Northbrook, IL  
March 20th, 2021**

**5th Annual UPMA  
National Convention  
Sandusky, OH  
August 14th - 19th, 2021**

**Legislative Summit  
Washington DC  
Sept 26th - 29th, 2021**

## Illinois State Officers

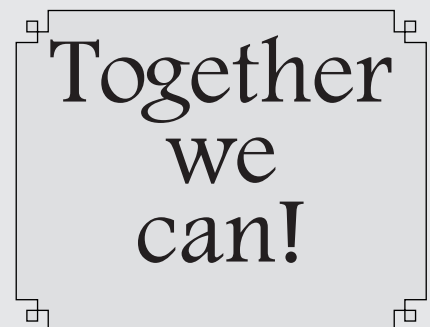
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Articles & By Laws: **Pam Bardell** Dixon IL (815) 291-9726 napuspres@yahoo.com  
Signature Credit Union Secretary: **Carol Sue Carnes** carnes2@frontiernet.net  
State Convention: 2020 **Meta Belford** Wyoming IL (309) 369-2071 dabelford5@gmail.com  
Scholarship: **Mary Ford** (815) 252-4756 mkford08@yahoo.com

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**Padric Fisher** Jefferson, OR (580) 301-2606 oregonupmast@gmail.com  
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**Richard Springer** Fulton, IL (563) 249-4242 moonlightingdj@mchsi.com  
**Stephanie Jett Piggott**, AR (870) 598-2706 stephjett74@yahoo.com  
**Debbie Roach** Sheridan, MO (816) 341-5200 droach@moupma.com



## Area Coordinators and National Board Advisors

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**Coordinator:** Linda Gurka Empire, MI (734) 646-2346 lgurka49682@gmail.com  
**Advisor:** Stephanie Jett Piggott, AR (870) 598-2706 stephjett74@yahoo.com

### Western Area 2 (HAWKEYE)

**Coordinator:** Michelle Feldhacker Mitchell, SD (605) 660-1032; mfeldhacker@gmail.com  
**Advisor:** Debbie Roach Sheridan, MO (816) 341-5200 droach@moupma.com

**UPMA is not a union. It is a professional association. It is an organization of people who hold proud titles. It does not discriminate by race, gender, or salary level. It is a vehicle, an avenue, a method and a tool that can and does help, assist, benefit, and encourage members to be a better Postal Managers.**



## Edmund Carley~ Illinois Chapter President

UPMA 2021 News you can use

This informational Illinois Postal News Leader is a special issue: it will serve as a resource for you regarding all the events and services that the Illinois Chapter of UPMA will provide in 2021 and beyond. Illinois UPMA is holding a series of informational “3-Digit” zoom calls in February and March leading up to our one-day Chapter Convention on March 20th. In-person meetings are still tricky to arrange, but we will do our best as we navigate the end of this pandemic.

The Annual Legislative Summit in Washington, DC, has been postponed until September; please plan on attending. Your Illinois Executive Board will decide on the amount of the stipend at Convention, and we will publicize that here in the IPNL and online. Speaking of online, please make [illinoisupma.org](http://illinoisupma.org) and the national website [unitedpma.org](http://unitedpma.org) a regular stop for all your UPMA news and information. The Illinois UPMA Facebook page is also a great resource you should avail yourself of all of these media.

Chapter Convention is early this year, one day March 20th because of COVID restrictions, it will be very similar to last year. Plan on arriving Friday night, although we won't start until 10 O'clock, to allow travel in that morning and finish all in one day. Room rates are very reasonable, and although we have less business this year than some, we still need to fulfill our obligations under our bylaws to hold this annual general meeting. We will be electing a Vice President and an Editor. If you are interested in those positions, please feel free to contact me. The retirees will be giving out scholarships, and we will induct a new class into the Illinois UPMA Hall of Fame.

The 5th UPMA National Convention is in Sandusky, OH; please find the registration form inside these pages. This will be a fantastic event and at a unique venue. If you have kids or grandkids that like water-parks, you will want to bring them. Plan to relax, unwind and commune with your fellow UPMA members from around the country while we take care of a little business as well, like electing the next UPMA National President.

Also within these pages are our bylaws for your information, a renewal resolution for the stipend fund, and a reference for the Full day Personal Time leave that is often not used properly. Remember, we are all special exempt for now, but when that goes away, this is the only real way you can be “compensated” for additional days worked.

Finally, I want to thank you for being a member. No matter your participation level in the organization, I want you to know that we appreciate your membership. Over the next few years, we will see much change, either in the Postal Service but also inside UPMA, and we must now really concentrate on the critical mission of recruiting new members to our ranks. Please reach out to your fellow EAS colleagues who are not members, encourage them to join now. Our motto is “Together We Can”, but if there is no “We” to be “Together” it makes it very hard to “Can”. Look for more exciting contests and recruitment incentives going forward, and please come and join us in 2021 and beyond.

Edmund

# National Membership contest current standings

## UPMA 2021 Membership Contest Standings

Updated as of 01/31/2021

Green Team	New Active	New Associate	New Retired and 1187R Comp Ret	Active as of 7/1/2020	Calculated Points Towards Top Team	Inter-Team Points Total
Pennsylvania	37	2	3	701	0.054564907	38.25
Texas	12	4	10	693	0.022366522	15.50
New York	18		5	599	0.032136895	19.25
California	25		1	568	0.044454225	25.25
Ohio	17		1	462	0.037337662	17.25
North Carolina	4	1	4	456	0.011513158	5.25
Massachusetts	5	1	3	433	0.013856813	6.00
Illinois	15		2	421	0.036817102	15.50
Florida	11			406	0.027093596	11.00
Georgia	16		2	397	0.041561713	16.50
<b>Team Totals</b>	<b>160</b>	<b>8</b>	<b>31</b>	<b>5136</b>	<b>0.321702594</b>	<b>169.75</b>

Orange Team	New Active	New Associate	New Retired and 1187R Comp Ret	Active as of 7/1/2020	Calculated Points Towards Top Team	Inter-Team Points Total
Iowa	10	1	5	335	0.034328358	11.50
Alabama	3			334	0.008982036	3.00
New Jersey	11	1	1	297	0.038720539	11.50
Michigan	5		1	281	0.018683274	5.25
Missouri	7		1	258	0.028100775	7.25
Virginia	4			256	0.015625	4.00
Minnesota	4		1	251	0.016932271	4.25
Wisconsin	7		4	230	0.034782609	8.00
Kentucky	8		2	219	0.038812785	8.50
Tennessee	2		1	217	0.010368664	2.25
<b>Team Totals</b>	<b>61</b>	<b>2</b>	<b>16</b>	<b>2678</b>	<b>0.245336311</b>	<b>65.50</b>

Red Team	New Active	New Associate	New Retired and 1187R Comp Ret	Active as of 7/1/2020	Calculated Points Towards Top Team	Inter-Team Points Total
Indiana	8		2	212	0.04009434	8.50
Louisiana	7	1	1	210	0.035714286	7.50
Mississippi	3	3	2	199	0.021356784	4.25
Washington	2			185	0.010810811	2.00
Colorado	7	1	1	181	0.041436464	7.50
Arkansas	5			170	0.029411765	5.00
South Carolina	1			169	0.00591716	1.00
Maryland	1		1	167	0.00748503	1.25
Oklahoma	1	1	1	159	0.009433962	1.50
Connecticut	5	2	2	158	0.037974684	6.00
<b>Team Totals</b>	<b>40</b>	<b>8</b>	<b>10</b>	<b>1810</b>	<b>0.239635284</b>	<b>44.50</b>

Yellow Team	New Active	New Associate	New Retired and 1187R Comp Ret	Active as of 7/1/2020	Calculated Points Towards Top Team	Inter-Team Points Total
Kansas			4	149	0.006711409	1.00
Maine	4		1	139	0.03057554	4.25
Oregon	2			138	0.014492754	2.00
Nebraska	1		1	130	0.009615385	1.25
New Hampshire	2			127	0.015748031	2.00
West Virginia	1		2	125	0.012	1.50
Arizona	1			118	0.008474576	1.00
New Mexico	1			107	0.009345794	1.00
Puerto Rico	3		1	98	0.033163265	3.25
South Dakota				94	0	0.00
Montana				93	0	0.00
<b>Team Totals</b>	<b>15</b>	<b>0</b>	<b>9</b>	<b>1318</b>	<b>0.140126755</b>	<b>17.25</b>

Blue Team	New Active	New Associate	New Retired and 1187R Comp Ret	Active as of 7/1/2020	Calculated Points Towards Top Team	Inter-Team Points Total
Vermont	1			88	0.011363636	1.00
North Dakota	2			84	0.023809524	2.00
Alaska	1			79	0.012658228	1.00
Idaho	1			68	0.014705882	1.00
Wyoming			2	65	0.007692308	0.50
Utah	2			58	0.034482759	2.00
Hawaii	1			55	0.018181818	1.00
Delaware	2			43	0.046511628	2.00
Nevada				38	0	0.00
Rhode Island	1			31	0.032258065	1.00
District of Columbia	1			13	0.076923077	1.00
<b>Team Totals</b>	<b>12</b>	<b>0</b>	<b>2</b>	<b>622</b>	<b>0.278586924</b>	<b>12.50</b>

Teams - Contest Standings - Total Team points/Number of Chapters	New Active	New Associate	New Retired and 1187R Comp Ret	Number of Chapters	Calculated Points Towards Top Team Total	Top Team Contest Points Total
Green Team	160	8	31	10	0.321702594	3.22
Orange Team	61	2	16	10	0.245336311	2.45
Red Team	40	8	10	10	0.239635284	2.40
Yellow Team	15	0	9	11	0.140126755	1.27
Blue Team	12	0	2	11	0.278586924	2.53

Increasing membership  
benefits us all!

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# Bylaws of the Illinois Chapter of UPMA

## Bylaws of the Illinois Chapter of UPMA

### Preamble

The purposes for which this Chapter is organized, as a part of the national organization United Postmasters and Managers of America (UPMA) shall be to provide a vehicle through which members may assist one another in matters connected with their employment in the United States Postal Service; to foster a favorable image of public service; to assure the users of the mails the best service possible; improve the conditions under which individuals work, having concern for salaries, hours of employment, working environment, and related issues; to cooperate with other groups and levels of postal management in the achievement of common goals.

### Article I Name

This organization shall be known as the Illinois Chapter of the United Postmasters and Managers of America (UPMA).

### Article II Purpose

The purpose of this organization shall be to affiliate with and become a part of the National UPMA organization.

### Article III Membership

Any person, as designated by the UPMA Governing Documents, to be a member of the national organization shall be considered a member in this Chapter, but no member in arrears for dues shall be recognized or permitted any of the privileges at its conventions.

### Article IV Meetings

The annual convention of the organization shall be held at the time and city as set by the annual convention one year or more prior to that convention, provided, however, that the With the approval of the majority of the executive board, the President may change the time and/or place previously fixed for good and sufficient reason. All chapter conventions must be completed prior to the start of the National Convention.

Special meetings may be called by The President or shall be called on the request in writing by a majority of the executive committee or on demand in writing of ten (10) percent of the paid-up membership of this Chapter.

The chapter secretary shall convey notice of meetings to the executive committee members at least ten (10) days prior to the date specified for such meetings.

At any convention of this Chapter, all members who are present and registered for the convention shall constitute a quorum.

“Robert’s Rules of Order” shall govern the deliberations of this Chapter.

### Article V Election of Officers

The officers of this Chapter shall be a president, an executive vice president, three (3) at large vice-presidents, a secretary, a treasurer, an editor, the immediate past president, who shall serve for a term of one (1) year beginning on the date a newly elected president assumes office, and the President of

UPMA Retired and shall constitute the executive committee; the governing body of the Chapter. The President, executive vice-president, the secretary, the treasurer, the Editor, and the three (3) vice-presidents shall be elected at the annual convention to serve a term of 3 years. These officers, except for the treasurer, shall be limited to 2 terms of office. The treasurer may be elected to serve unlimited terms of office. The terms of office shall commence on the first day of the first month following the close of the annual Illinois Chapter Convention and will end on the last day of the month of the next annual Illinois Chapter Convention. The new executive committee shall hold an organizational meeting within 60 days of assuming office each year.

Additional or other nominations may be made from the floor, if seconded and approved, and shall be included with the list of recommendations made by the nominating committee for determining by ballot of those present and qualified to vote in said election. If there shall be more than two nominations for any office, balloting shall continue until one candidate receives a majority of the votes cast. With the exception of the positions of President and Executive Vice President, which shall be limited to active EAS members who are members in good standing of the organization, retired Postmasters, retired EAS employees, and Postmaster Reliefs shall be permitted to hold office in this Chapter provided they are present at the meeting where the vote will be taken and that no other active EAS member seeks the office. Any active member who is an officer of this Chapter, who during their term shall resign or be removed for any cause whatsoever, from the position that qualified them for active membership, shall immediately become ineligible to hold office and their office shall be declared vacant.

#### Article VI President

The President shall preside at all meetings of the Chapter, shall call special meetings when requested to do so as provided in Article IV. They shall also preside at the meetings of the executive committee and appoint all committees for the proper handling of the business of this Chapter and in general perform such duties as may pertain to the office. The President shall receive such compensation for their services as the executive committee may provide.

#### Article VII Executive Vice President

The Executive Vice President shall serve in the absence or disability of the President and work with the President as needed. This position will be a separately elected position and must be an active member. Should the office of the President be vacated, the Executive Vice President will serve the remaining term. The remaining term of the vacant position of the Executive Vice President shall be filled by the executive committee.

In addition, the Executive Vice President shall serve as the Membership Chair for the Chapter. It shall be their duty to promote membership for the organization and ensure that the Chapter always has a strong membership. The Executive Vice President shall receive such compensation for their services as the executive committee may provide.

#### Article VIII At-Large Vice Presidents

The At-Large Vice Presidents will be responsible for the following duties:

One Vice President will serve as Education Chair.

It will be their duty to work with the President in aligning training that is deemed necessary and appropriate for the membership. One Vice President will serve as the Legislative Chair. It will be their duty to handle legislative activity within the Chapter. One Vice President will serve as the Political Action Committee (PAC) Chair. It will be their duty to handle any PAC activities within the Chapter. The above three Vice Presidents will have their duties assigned by the executive committee at the Executive Board organizational meeting. In the event of a vacancy in the three (3)

At-Large Vice-Presidential positions, the vacancy shall be filled by the executive committee.

#### Article IX Secretary

The secretary shall keep all records, record the proceedings of all conventions and meetings of the executive committee and shall receive such compensation for their services as the executive committee may provide. In the event of a vacancy in the position of secretary, the vacancy shall be filled by the executive committee.

#### Treasurer

The treasurer shall be bonded as provided in Article XV hereof and shall receive such compensation for their services as the executive committee may provide. The treasurer shall deposit, withdraw and have custody of the funds of the Chapter and shall be responsible to keep an accurate and complete account of the receipts, vouchers and membership. In the event of a vacancy in the position of treasurer, the vacancy shall be filled by the executive committee.

#### Article X Editor

It shall be the Editor's duty to publish the official newspaper of the Illinois Chapter of UPMA. The Editor shall receive such compensation for their services as the executive committee may provide.

#### Article XI Executive Committee

The officers of this Chapter shall be a president, an executive vice president, three (3) at large vice-presidents, a secretary, a treasurer, an editor, the immediate past president, who shall serve for a term of one (1) year beginning on the date a newly elected president assumes office, and the President of UPMA Retired and shall constitute the executive committee; the governing body of the Chapter.

It shall be the duty of the executive committee to carry out the orders of the Chapter as expressed in the convention, it shall have direct control of all business of the Chapter and its affairs, it shall be the power of the executive committee to authorize necessary expenditures; to audit all accounts; approve the expenses of the executive officers and in general perform all the functions ordinarily attached to such committee.

The executive committee shall have the power to remove any of its members for good and sufficient reason by two-thirds vote of the committee when in session.

#### Article XII Sergeant-At-Arms

Prior to the opening of each convention the President shall appoint a master Sergeant-at-Arms and the necessary assistant Sergeants-at-Arms, and it shall be their duty to maintain order and perform such other duties as designated by the President.

#### Article XIII National Convention Roll Call Voting Procedure

When preparing for roll call votes to be cast on elections, amendments, etc., at the National Convention, the vote shall be taken by paper ballot at the annual Chapter Convention. The results of that paper ballot shall govern how the Chapter's votes will be cast at the National Convention by the Chapter President. The results of the votes shall be recorded by the National Officer present at the convention, as well as in the official minutes of the Chapter convention. The National Officer and the Chapter President must send the results to the National Office within ten (10) days of the conclusion of the Chapter convention. On the issue of elections, the Chapter's official vote must be taken at the Chapter convention in the year



that the election will take place at the National convention. In the event that there are issues that are presented at the National Convention that were not considered at the chapter convention that require a roll call vote. A vote shall be taken by paper ballot of active members present at the National Convention. The results of that paper ballot shall govern how the Chapter's votes will be cast at that National Convention by the Chapter President.

#### Article XIV Bonds

The treasurer shall be required to be bonded in the amount deemed sufficient by the executive committee; said bond to be executed by a surety company approved by the executive committee and the premium on such bond shall be paid by the Chapter.

#### Article XV Dues

The annual dues of the members of this Chapter shall be the same as provided in the governing documents of the national organization.

#### Article XVI Official Publication

There may be established an official publication of this Chapter, to be published 6 times per year. The publication will be distributed to the membership and others. The official publication will be named – ILLINOIS POSTAL NEWS LEADER. In addition, the Chapter may maintain a website for the dissemination of information. The executive committee, as the governing body of the Chapter, shall have editorial control over the official publication(s).

#### Article XVII Amendments

All proposed amendment(s) must be submitted in writing to the Chapter President at least thirty (30) days prior to the opening of the annual Chapter convention. The proposed amendment(s) shall be published prior to the convention. These bylaws may be amended at any convention of the Chapter by a two-thirds vote of the delegates present and voting. Any proposed amendment(s) shall be read at one session of the convention and voted on at a subsequent session. These amendment(s) shall become effective immediately upon the adjournment of the convention unless otherwise specified in the amendment.

Adopted November 1st, 2016

Amended May 17th, 2017 in Peoria Illinois (Articles IV, V, IX and XI)

Amended May 18th, 2018 in Peoria Illinois (Article XIII)

Amended July 11th, 2020 in Peoria Illinois (Article XIII)





# UPMA



## United Postmasters and Managers of America

**2021 ILLINOIS CHAPTER STATE CONVENTION**

**CROWNE PLAZA 2875 N MILWAUKEE AVE NORTHBROOK IL**

**SATURDAY MARCH 20<sup>TH</sup>**

**NAME** \_\_\_\_\_

**OFFICE** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

**PERSONAL PHONE** \_\_\_\_\_

**Please check one:**

\_\_\_\_ **Postmaster**

\_\_\_\_ **Auxiliary Member**

\_\_\_\_ **Supervisor**

\_\_\_\_ **Retired UPMA Member**

\_\_\_\_ **Manager**

\_\_\_\_ **Associate Member**

**Registration will be \$25 refundable after attendance**

**Your registration fee covers Saturday Lunch and Dinner**

**Send your registration forms and fees too: Shelley Zellers at  
12646 SR 78 Havana IL 62644**

King, 2 Queens or Junior Suites will be \$89.00 per night. Room rate will be guaranteed until March 5<sup>th</sup>, 2021. Reservations requested beyond the cutoff date are subject to availability.

Crowne Plaza 2875 N Milwaukee Ave Northbrook IL 60062

Telephone: (847) 298-2525 [reservations@bayshospitality.com](mailto:reservations@bayshospitality.com) or  
[www.crowneplaza.com/northbrookchi.com](http://www.crowneplaza.com/northbrookchi.com) Group Code: UPM

The Illinois UPMA Lincolns Program Membership Drive

Any UPMA member that signs up a new member from July 12<sup>th</sup>, 2020 until March 19<sup>th</sup>, 2021 will receive:

- 5 Lincolns for a Postmaster/EAS who joins.
  - 1 Lincoln for any associate members who join.
- What is a Lincoln?

This



IL UPMA Executive Vice President Meta Belford has leads on prospective leads and there will be some travel money available for people to drive around to non-member offices and try and recruit Postmasters. If you are interested in forming a team and taking a day to grow Illinois UPMA contact Meta! All Lincolns will be payable immediately after Chapter Convention and payouts are capped at \$595.00 per annum.

Lincolns as of 2/5/2021

Sponsor	EAS	Associates	Lincolns
Edmund Carley	6		30
Marianne Miller	3		15
Barbara Anderson	1		5
Suzie Bedwell	1		5
Sebastian Lopez	1		5
Meta Belford	1		5
Patti Sadnick	1		5
Pamela Bardell	1		5
Total	15		75

# Special Assessment resolution

## Resolution for continuation of Illinois UPMA Chapter Dues Special Assessment

Be it resolved that the Illinois Chapter of the United Postmasters and Managers of America will continue to assess one dollar (\$1) per pay period to all active members of the Illinois Chapter to fund stipends for Illinois UPMA members to assist in expenses associated with attending UPMA events, this special assessment shall begin with Pay Period 22 FY 2022 (10/9/2021) and expire with Pay Period 21 FY 2023 (10/7/2022).

This fund is kept separate from the general fund and reviewed every fiscal year.

Stipends are awarded to any UPMA member for verifiable expenses incurred by attending UPMA events to include, but not limited to:-

IL UPMA Chapter Convention  
UPMA Legislative Summit  
UPMA National Convention

The amount of the stipend will depend on the value of the fund and the number of stipends given. The IL Chapter Executive Board will control the amount of the stipends and the direct the Chapter Treasurer to disperse the funds via expense voucher.

Verifiable expenses include:-

Airfare  
Hotel expenses at the event host hotel  
Event Registration at the lowest rate  
Gas receipts (not mileage)

In order to qualify for the stipend, the UPMA member must be registered for the event, attend all general sessions, participate in any mandatory meetings and attend at least one training class that may be given at the event.

This fund has funded (at least in part) the following:

48 IL UPMA members to go to the 2019 UPMA National Convention in Uncasville CT  
22 IL UPMA members to go to the 2019 Legislative Summit in Washington, DC  
85 IL UPMA members to go to the 2019 IL Chapter Convention in Springfield, IL  
17 IL UPMA members to go to the 2020 Legislative Summit in Washington, DC

**Note:** Per UPMA National By-Laws Article I Section 7 this resolution must be approved by a vote of the Chapter at the Chapter convention and submitted to the National Executive Board for approval. Such requests must include the reason for the special assessment and the duration of the assessment.

# Full Day Personal Time Policy

All EAS are non-bargaining unit employees, paid on a salary basis. This means that under the Fair Labor Standards Act (FLSA) they are not considered to be hourly rate employees. Therefore, partial day absences are paid the same as work time. Most Postmasters and Managers are also FLSA-exempt employees and are therefore eligible for Personal Absence Time (PAT). The ELM section 519.71 defines PAT as paid time off that is not charged as annual leave, sick leave, or any other paid leave category. Normally, PAT is limited to no more than half an employee's workday. However, when an exempt employee is directed to work a full day on a holiday or other full day in addition to normal workdays, the employee may take a full day of PAT without charging it to official leave (ELM 519.733). Postmasters and Installation Heads, normally, are not required to obtain advance approval for personal absences. They are required, however, to keep an accurate record of all such absences and generally to keep their manager informed of planned periods away from the office. PS Form 3971 should be used to record PAT and must indicate in the remarks section the phrase "Do not charge to leave."

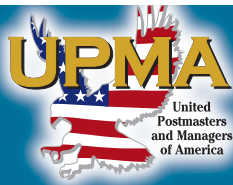
Just as Postmasters are responsible for controlling the workhours of craft employees, their managers are responsible for controlling the workhours of exempt employees who report to them. Increasingly, Postmasters and other EAS are being required to work outside of regular service hours and schedules. Personal absence time rules are not intended to be overly restrictive, however managers must be aware of the frequency of requests for personal leave, recognize patterns in the use of this leave, and be alert to possible abuse. They must also give consideration to the amount of the current workload or urgency of a particular program or project that requires the Postmaster's presence. This program must be administered in a fair and equitable manner (ELM519.752). Managers must advise their employees of the reasons for requiring their attendance outside of regular service hours and employees should also be given the opportunity to informally discuss those decisions.

When an exempt manager is directed or required to work on a non-scheduled day, or a holiday, they are entitled to take a full 8-hour day of PAT sometime in the future; it is no longer required to be in the same pay week. The 3971 below is an example of how J Q Postmaster worked the Saturday before Memorial Day and is taking off the day after 4<sup>th</sup> of July. The important thing to remember is the phrase "Do Not Charge to Leave". Also, all leave should be entered into eRMS and copies kept locally. Postmasters can schedule up to 40 hours of their own Annual Leave without approval but all 3971s and any other documentation should also be sent to their Manager, Post Office Operations for information purposes. Full day personal leave is not meant to be "banked" and should be used sparingly, but as the postal business evolves it will become more prevalent.



## Request for or Notification of Absence

Employee's Name (Print last, first, MI) <b>Postmaster, John or Jane Q.</b>		Employee ID <b>12345678</b>	Date Submitted (M/M/YY/YYYY) <b>May 26, 2018</b>	No. of Hours Requested <b>8.0</b>		SCHEDULED	UNSCCHEDULED	PP	Year
Installation # (or postmaster's leave, show city, state, and ZIP Code) <b>Anytown USA</b>		N/S Day <b>Yes</b>	Pay Loc. No. <b>001</b>	D/A Code <b>080</b>	From: Date Hour <b>07/05/2018   08.00</b>				
Time of Call or Request	Scheduled Reporting Time	If Needed, Employee Can Be Reached At: <input checked="" type="checkbox"/> Do not call		Thru: Date Hour <b>07/05/2018   17.00</b>			Day	Init.	Hours
Type of Absence <input type="checkbox"/> Annual <input type="checkbox"/> Holiday/AL Lv. Exch <input type="checkbox"/> Carrier 701 Rule <input type="checkbox"/> LWOP (See reverse) <input type="checkbox"/> Sick (See reverse) <input type="checkbox"/> Late <input type="checkbox"/> COP (See reverse) <input checked="" type="checkbox"/> Other <b>Personal Leave</b>	Documentation (For official use only) <input type="checkbox"/> FMLA Requested (Certification review - HRSSC) <input type="checkbox"/> For COP Leave (CAL on file) <input type="checkbox"/> For Advanced Sick Leave (FS 1221 on file) <input type="checkbox"/> For Military Leave (Orders reviewed) <input type="checkbox"/> For Court Leave (Summons reviewed) <input type="checkbox"/> For Higher Level (FS 1220 on file) <input type="checkbox"/> Scheme Training Testing Qualifying (Memo on file)	Revised Schedule for (Date) Begin Work Lunch Out Lunch In End Work Total Hours		Approved in Advance <input type="checkbox"/> Yes <input type="checkbox"/> No			Sat 01		
Remarks (Do not enter medical information. See Privacy Act Statement on reverse of this form.) <b>Worked NSD Saturday 5/26/2018 do not charge to leave.</b>							Sun 02		
<input type="checkbox"/> I understand that the annual leave authorized in excess of the amount available to me during the leave year will be charged to LWOP.							Mon 03		
Employee's Signature and Date <b>J Q Postmaster 05/26/2018</b>		Signature of Person Recording Absence and Date		Signature of Supervisor and Date Notified			Tue 04		
Official Action on Application (Return copy of signed request to employee.) <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved (Give reason below)							Wed 05		
Do not check an FMLA box until you verify the FMLA designation. <input type="checkbox"/> FMLA Designation is PENDING <input type="checkbox"/> FMLA Protected <input type="checkbox"/> Not FMLA Protected		Signature of Supervisor and Date		<input type="checkbox"/> Continued on reverse			Thu 06		
							Fri 07		
							Sat 08		
							Sun 09		
							Mon 10		
							Tue 11		
							Wed 12		
							Thu 13		
							Fri 14		



# 5th UPMA National Convention

Aug. 14-20, 2021

## Official Registration Form

Registration also available at [www.unitedpma.org](http://www.unitedpma.org)

Please complete one form per registrant. Photocopy the form for additional registrations.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

**Title:**

- Postmaster/OIC
- Supervisor
- Manager
- EAS Professional
- Associate
- UPMA Retired
- Spouse
- Guest

First Name (for your badge): \_\_\_\_\_

Post Office You Represent City: \_\_\_\_\_ State: \_\_\_\_\_

Your Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4 \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Active First-Timer?**

Yes  No

**UPMA Retired First-Timer?**

Yes  No

### Convention Registration *(only one person per form):*

Please circle the appropriate fee:

	8/15/20-2/28/21	3/1/21-6/15/21	After 6/15/21
Postmaster/Manager/Supervisor/Associate/OIC/EAS Professional	\$195	\$245	\$270
Daily registration is available at \$65/day until June 15; \$75/day after that date. Check all that apply:			
<input type="checkbox"/> Sat	<input type="checkbox"/> Sun	<input type="checkbox"/> Mon	<input type="checkbox"/> Wed <input type="checkbox"/> Thurs
First-Timer*—Active and Retired	\$95	\$95	\$95
UPMA Retired or Guest† <i>(UPMA Retired Luncheon included)</i>	\$171.25	\$208.75	\$227.50
Auxiliary/Spouse/Postmaster Guest <i>(Does NOT include UPMA Retired Luncheon)</i>	\$142.50	\$180	198.75

Children (17 and under) \$80; includes child's meal at the Grand Banquet.

\*First-timers must pay their registration fee in advance using this form; online registration not available. After attending the convention, they must submit a form to the National Office to be reimbursed.

†UPMA Retired member may have one guest (not an active member) register for the same price.

Grand Banquet: Aug. 19, 2021

### Payment Information

Convention Fee: \$ \_\_\_\_\_

\_\_\_\_\_ Additional tickets for UPMA

Retired Luncheon @ \$25 each \$ \_\_\_\_\_

**Total Payment:** \$ \_\_\_\_\_

Check payable to UPMA

Visa/MasterCard

Card number \_\_\_\_\_

Card security code: \_\_\_\_\_ Expiration date: \_\_\_\_\_

(3- or 4-digit code imprinted on card)

Signature: \_\_\_\_\_

Mail with full payment to UPMA National Convention Registration, 8 Herbert St., Alexandria, VA 22305-2600.

### Hotel Reservation

UPMA has a special rate at the convention hotel beginning Sept. 15, 2020. You must call the hotel directly to make a reservation. The National Office will not handle room reservations. **To make a reservation, you must make a deposit to the hotel in the amount of your first night's lodging; this deposit is non-refundable after July 8, 2021.** All room cancellations must be made directly with the hotel. To secure the special UPMA rate, you must identify yourself as part of the UPMA convention. The rate is available only until July 8, 2021, or all rooms in the block are sold, whichever comes first. The group rate is available five days pre- and post convention based on availability.

#### Kalahari Resorts & Conventions

1-877-525-2427

\$164—single/double/triple/quad

**Be sure to request the UPMA group rate.**

### Registration Cancellation Refund Policy

Requests for cancellation refunds must be made in writing to the UPMA National Office. Requests must be postmarked by June 1, 2021; no refunds after that date. All refunds are subject to a \$30 handling fee.

**Registrations are non-transferable.**

**Questions?  
Call 703-683-9027**

# Kalahari Resort Sandusky, Ohio



## Registration Form

# UPMA 2021 Legislative Summit

Sept. 26-29

Hyatt Regency Crystal City, Arlington VA

You also may register online at [www.unitedpma.org](http://www.unitedpma.org)



**Please note: one attendee per registration form.**

Name (as it should appear on your badge): \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Title (please check one that applies):  Postmaster  UPMA Retired  Associate Member  Guest

Supervisor  Manager  EAS Professional  PMR

Post Office You Represent: City \_\_\_\_\_ State \_\_\_\_\_

Name of your U.S. representative (not senator): \_\_\_\_\_

Your Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime phone: \_\_\_\_\_

Email: \_\_\_\_\_

Registration Fee:	(please circle fee that applies)	Registration
	On or before Aug. 15, 2021	\$40
	After Aug. 15, 2021	\$60

### Hotel Information

Reserve rooms at the Hyatt Regency Crystal City, 2799 Richmond Highway, Arlington, VA 22202; 1-800-233-1234. Use group code PST1 when making your reservation. The room rate of \$174 will be honored until Aug. 15, 2021, or until the room block is sold out, whichever comes first.

All reservations must be accompanied by the first night's room deposit. After Aug. 15, all first-night room deposits will be non-refundable.

**Payment** (Payment in full, using one of the following payment options must accompany this form; payment is non-refundable):

Check payable to UPMA

Visa/MasterCard *only*

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Card Security Code \_\_\_\_\_

Signature \_\_\_\_\_

**Please mail completed forms, with payment in full, to:**

# ILLINOIS CHAPTER UPMA SCHOLARSHIP APPLICATION

FULL NAME \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
HOME ADDRESS \_\_\_\_\_  
e-mail \_\_\_\_\_ HOME/CELL PHONE NUMBER \_\_\_\_\_  
HIGH SCHOOL NAME AND ADDRESS \_\_\_\_\_  
NAME OF PRINCIPAL \_\_\_\_\_ Date of GRADUATION \_\_\_\_\_  
Number of Students in your class (High School) \_\_\_\_\_  
YOUR RANK IN CLASS (HighSchool) \_\_\_\_\_  
GRADE POINT AVERAGE (High School) \_\_\_\_\_  
Based on a 4.0 or 5.0 SCALE (Please circle)  
ACT Score \_\_\_\_\_ and/or SAT Score \_\_\_\_\_  
COLLEGE NAME, city & state (if attending now) \_\_\_\_\_

Full name, work location (city, zip code) and Relationship of your UPMA member sponsor

NAME OF 2 year or 4 year COLLEGE or VOCATIONAL COLLEGE YOU PLAN TO ATTEND

HAVE YOU APPLIED FOR ADMISSION? (requirement)

HAS YOUR APPLICATION BEEN APPROVED? (requirement)

DO YOU CURRENTLY WORK? IF YES, FOR WHOM?

AVERAGE HOURS WORKED PER WEEK

DO YOU PLAN TO WORK WHILE ATTENDING COLLEGE?

THE FOLLOWING ITEMS MUST BE INCLUDED WITH THIS COMPLETED APPLICATION

-OFFICIAL HIGH SCHOOL TRANSCRIPT AND CURRENT COLLEGE TRANSCRIPT (if applicable)

-COPY OF ACT AND/OR SAT SCORE

-TWO CHARACTER REFERENCE LETTERS WRITTEN BY A NON-RELATIVE

-COPY OF LETTER OF ACCEPTANCE FROM THE COLLEGE OF CHOICE (not required if attending college)

-  
A SUMMARY OF YOUR HIGH SCHOOL / COLLEGE COMMUNITY ACTIVITIES, AWARDS AND HOBBIES. List by name and year Membership and other Participation and approximate time commitment for each school, community and volunteer activities. Example: Yearbook Staff (10,11, college) 25 hrs. per month for 6 mos / basketball (9,10,11,12, college) 40 hrs per month for 3 mos.



List by name and year Leadership Positions and Offices held, and approximate time commitment for each of school, community and volunteer activities. Example: Student Council Representative (9,10,11,12) 12 hrs. per month for 5 months / 4-H Leader (11,12, college) 5 hrs. per month for 4 months.

List by name and year the Honors and/or Awards you have received. Example: All Conference Basketball (11, college) / Boys/Girls State (11) / Jr. Rotarian (10).

List any volunteer work positions you have had. Example: Candy Stripper (11,12, college) 20 hrs per month for 3 mos / Farm helper (11,12, college) 24 hrs. per month for 4 mos.

List any paid work positions you have had. Example: Grocery Store (11,12, college) 16 hrs per month for 2 mos / Café work (10,11,12, college) 20 hrs per month for 4 mos.

-YOUR RESPONSE TO THE QUESTION “WHAT ARE YOUR CAREER GOALS AND HOW WOULD THIS SCHOLARSHIP HELP YOU TO ATTAIN THEM?”

PLEASE NOTE:

APPLICANT MUST BE A CHILD, STEPCHILD, GRANDCHILD OR LEGAL WARD OF A MEMBER OR RETIRED MEMBER, OF ILLINOIS CHAPTER UPMA.

ALL INFORMATION SUBMITTED BECOMES PROPERTY OF THE SCHOLARSHIP COMMITTEE AND WILL BE HELD IN STRICT CONFIDENCE

APPLICATION MUST BE POSTMARKED BY MARCH 1, 2021

THE NUMBER OF SCHOLARSHIPS and AMOUNTS AWARDED WILL BE DETERMINED BY THE SCHOLARSHIP COMMITTEE

SEND COMPLETED APPLICATION AND ALL ADDITIONAL INFORMATION TO: IL Chapter UPMA Scholarship Committee c/o Mary Yates 2 Lake Ct, Catlin IL 61817

If you need clarification on any point, contact Mary at the above address, telephone: 815-383-3507 or email: [xwench1@hotmail.com](mailto:xwench1@hotmail.com)

SIGNATURE

DATE



It's that time of year again... We are now accepting applications for the annual Illinois Chapter UPMA Scholarship Award.

If interested, please print a copy of the Scholarship Application, or the Application can also be printed from this issue of the IPN on our website [illinoisupma.org](http://illinoisupma.org) then complete and submit. Please note:

APPLICANT MUST BE A CHILD, STEPCHILD, GRANDCHILD OR LEGAL WARD OF A MEMBER OR RETIRED MEMBER, OF ILLINOIS CHAPTER UPMA

PAST APPLICANTS/RECIPIENTS MAY APPLY

ALL INFORMATION SUBMITTED BECOMES PROPERTY OF THE SCHOLARSHIP COMMITTEE AND WILL BE HELD IN STRICT CONFIDENCE

APPLICATION MUST BE POSTMARKED BY MARCH 1, 2021

THE NUMBER OF SCHOLARSHIPS and AMOUNTS AWARDED WILL BE DETERMINED BY THE SCHOLARSHIP COMMITTEE.

SEND COMPLETE APPLICATION AND ALL ADDITIONAL INFORMATION TO:

ILLINOIS CHAPTER UPMA SCHOLARSHIP COMMITTEE

C/O Mary Yates

2 Lake Ct

Catlin IL 61817

If you need clarification on any point either please contact Mary at the above address, telephone 815-383-

350 or email: [xwench1@hotmail.com](mailto:xwench1@hotmail.com)

## UPMA Auxillary Membership Form

Name \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State \_\_\_\_\_

Phone \_\_\_\_\_ Local Chapter \_\_\_\_\_

UPMA Family member \_\_\_\_\_

Active \_\_\_\_\_ Retired \_\_\_\_\_

Primary member name \_\_\_\_\_

B.R.A.T. age 6-21 \_\_\_\_\_

Additional members \_\_\_\_\_

Dues are 10.00 for primary member 5.00 each additional member

Send completed form and payment to UPMA AUXILLARY  
PO BOX 64  
LUMBER BRIDGE , NC 28357



Chapter Member Representatives

John Sertich  
Belleville IL62220  
(618) 830-6535  
jmsert@hotmail.com

Ruthie Beal  
(618) 218-5608  
ruthie.beal@gmail.com

Edmund Carley  
Lincoln IL 62656  
(217) 899-9256  
edmund.a.carley@att.net

Morrie Smith  
(217) 473 0650  
morriesmith60@gmail.com

Pam Bardell  
Dixon IL  
(815) 291 9726  
napuspres@yahoo.com

**SCHOLARSHIP DONATION FORM**

Make a tax deductible contribution today.

Name \_\_\_\_\_

Address \_\_\_\_\_

Donation Amount \$ \_\_\_\_\_

(OPTIONAL)  
IN MEMORY OF

Please include name and address of family so I can send them notification of the memorial donation.

IN HONOR OF \_\_\_\_\_

Please include address

Mail completed scholarship form to:

Illinois UPMA Scholarship Fund  
Mary Ford  
5707 Cedar Trail West  
Prince George , VA 815 252 4756

**UPMA PAC FOR  
POSTAL MANAGERS  
MEMBERSHIP CONTRIBUTION**

I'll do my share. Enclosed is:

\$10                      \$25                      \$50                      \$100  
Other \_\_\_\_\_                      Cash                      Check

Name \_\_\_\_\_

Address \_\_\_\_\_

Please return this with your contribution to:

ILLINOIS UPMA  
PO BOX 1 LINCOLN IL 62626



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Fill out an 1187  
and  
JOIN TODAY!

~~~~~  
Retired?  
Fill out an 1187 R



## Upcoming Events

2021 Chapter Convention  
Northbrook, IL  
March 20th, 2021

5th Annual UPMA  
National Convention  
Sandusky, OH  
August 14th - 19th, 2021

Legislative Summit  
Washington DC  
Sept 26th -29th, 2021

## Article Due Dates

April 1st, 2021  
May 15th, 2021  
June 15th, 2021  
Aug 25th, 2021  
Oct 25th, 2021