



# OAKLAND LOCAL 78

AMERICAN POSTAL WORKERS UNION • AFL-CIO

7901 Oakport Street, Suite 2300  
Oakland, CA 94621-2010  
(510) 635-8497  
FAX: (510) 635-8782  
fjacobs@oakapwu78.org

January 17, 2013

## ATTENTION APWU PSEs

If you are missing a full day of pay (two hours) or more than the amount due from your pay check, you should contact your steward to assist you in obtaining a Salary Advance (Interim Salary Payment –Emergency Salary).

Section 23-3 of the Field Accounting Procedure Handbook (F-101) authorizes Postmasters and supervisors to issue a Salary Advance to an employee who receives a salary check that is missing a full day of pay or more from the amount due. PSEs who are scheduled to work and who report are guaranteed two (2) hours of work or pay (Article 8 § 8.D, CBA). Accordingly, a full day of pay for a PSE is a minimum of two (2) hours.

If you have any questions or concerns regarding this announcement, please contact your steward.

*Fredric Jacobs*  
Fredric Jacobs  
President

