WMAL VOICE

OFFICIAL PUBLICATION OF THE WESTERN MICHIGAN AREA LOCAL, AMERICAN POSTAL WORKERS UNION, AFL-CIO



"Change does not roll in on the wheels of inevitability, but comes through continuous struggle. And so we must straighten our backs and work for our freedom." - Martin Luther King Jr. **Celebrating Black History Month** APWU

WMAL Voice

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HR SHARED SERVICES CENTER 877-477-3273 option 5

REPRESENTING:

 $\label{eq:alphale} Ada \cdot Allendale \cdot Alto \cdot Baldwin \cdot Belmont \cdot Big Rapids \ \cdot Bitely \cdot Blanchard \cdot Bardley \cdot Branch \cdot Burnips \cdot Byron \ Center \cdot Caledonia \cdot Cannonsburg \cdot Cedar \ Springs \cdot Comstock \ Park \cdot Coopersville \cdot Coral \cdot Custer \cdot Dorr \cdot Douglas \cdot Fennville \cdot Ferrysburg \cdot Fountain \cdot Free \ Soil \cdot Gowen \cdot Grand \ Haven \cdot Grand \ Rapids \cdot Grandville \cdot Grant \cdot Hamilton \cdot Hesperia \cdot Holland \cdot Hopkins \cdot Howard \ City \cdot Hudsonville \cdot Jamestown \cdot Jenison \cdot Lamont \cdot Macatawa \cdot Marne \cdot Mecosta \cdot Middleville \cdot Morley \cdot New \ Era \cdot Newaygo \cdot Nunica \cdot Paris \cdot Pierson \cdot Pullman \cdot Ravenna \cdot Remus \cdot Rockford \cdot Rodney \cdot Rothbury \cdot Sand \ Lake \cdot Scottville \cdot Shelby \cdot Shelbyville \cdot Sparta \cdot Spring \ Lake \cdot Stanwood \cdot Trufant \cdot Walhalla \cdot Wayland \cdot West \ Olive \cdot Zeeland$



Editorial Policy: Submissions are welcome from all APWU members, sent to the address or email listed above. In accordance with the local constitution, the editor reserves the right to determine if material submitted to this publication shall be printed, and reserves the right to edit as needed for space and clarity. The views and opinions expressed within are those of the individual authors and do not necessarily reflect the official policy or position of the editor, local officers, or the APWU. All material must be signed, though names may be withheld upon request. The WMAL Voice is published bimonthly.

As of March 2005, a policy was instated to publish member condolences, births, marriages, and anniversaries. Please let me know at **wmalvoice@gmail.com** of anything you would like included. Pictures are welcomed!

Supervision And Hostile Work Environment

By Michelle Mack Vice Presidewnt

Unfortunately, this is the subject of many statements lately within the Grand Rapids Installation. Lets face it, there are numerous new Supervisors and their training is minimal. Whether you are in the plant or in a small office, a rogue Supervisor, MDO, or Postmaster can make you miserable and impact your work environment leading to absences, undue stress, and anxiety. Here are some things you can do to assist your Union Steward in these types of situations:

Do not be silent! Your silence gives the impression that you are ok with how you are being talked to or treated. Say "No or stop" when you are bullied, belittled, yelled at, or treated improperly. <u>Everyone</u> has the right to come to work and be treated with dignity and respect.

Ask to see a Union Steward. Management has 2 hrs. to get you a Steward. If they do not, ask again. <u>It is your</u> right, under the Collective Bargaining Agreement, to see a Union Steward while on the clock. Exercise your rights!

Fill out a detailed statement with your Union Steward documenting all pertinent facts. The where, what, when, who, and why are important along with describing the actions/body language of the aggressor and where that aggression was focused.

Fill out PS Form 1767 documenting the hazard, unsafe condition, or practice. Article 14 of the CBA states: It is the responsibility of management to provide safe working conditions in all present and future installations and to develop a safe work force. A hostile work environment that causes unwarranted stress on the workforce is a hazard and needs to be properly documented. This is imperative and strengthens the grievance. If you do not know how to fill out PS Form 1767 or do not know where they are located, ask a Union Steward and we can assist you.

Encourage fellow APWU members to write a statement if they witness a member of Management treating someone in a derogatory manner.

If the bad behavior by a member of Management occurs again, write another statement. It adds credibility to a grievance when multiple statements are written by the victim and any witnesses. This helps to prove the behaviors are ongoing and have happened more than once. As the APWU bargaining unit, stand together and be a part of changing your workplace environment. Not all statements lead to



a grievance being filed. Sometimes a personality conflict can occur with a supervisor, but that does not mean it is a grievance and violated part of the CBA or JCIM. Please keep this in mind.

In Solidarity,

Michelle

Introductions

By Jennifer McKinnon

Hello, my name is Jennifer McKinnon, and I am the new Maintenance Craft Director. I am looking forward to helping out my fellow members. Please bear with me as I am new to being a Union Steward, but I am



hoping to make a good impact for our members. Hopefully with all the changes that are coming I can represent our members with the fierceness that is needed.

> Jennifer McKinnon Maintenance Craft Director (616) 350-5433

Western Michigan Area Local #281 American Postal Workers Union, AFL-CIO

James A. Sweeney Scholarship Fund Rules

- 1. There will be five (5) scholarships of \$1,000 each, given out annually.
- 2. The applicant's sponsor(s) (parent or legal guardian) must have been a member of the bargaining unit, in good standing, of the Western Michigan Area Local #281 of the American Postal Workers Union for a minimum of one (1) year, immediately preceding application deadline; provided the sponsor is not a postal manager. Children of retired members of the bargaining unit are eligible to apply, provided the retiree had been a member of the local for at least one year, immediately prior to his/her retirement.
- 3. To ensure an equal opportunity to obtain a scholarship, the applicant's name can only be submitted once per annum.
- 4. Applicant(s) must be a senior attending or has graduated from high school or other corresponding secondary school.
- 5. The application form(s) for the scholarship shall appear in the Western Michigan Area Local's newsletter/publication representing the month of February. The submission deadline will be March 15 or the first Monday thereafter. Applications will be accepted through the mail only and should be addressed as follows:

WMAL Attn: James A. Sweeney Scholarship PO Box 2706 Grand Rapids, MI 49501

- 6. The Scholarship Committee shall consist of up to five (5) members. Two (2) of these members shall be the currently elected Recording Secretary and Treasurer. One (1) member shall be the currently elected President, and he/she shall be designated as the Chairperson of the committee. The two (2) remaining members shall be appointed by the President.
- The committee shall convene before the regular April meeting to verify the parent(s)/legal guardian's membership qualifications; but not sooner than March 25th.
- 8. The committee, upon verification of each application, shall number each application and place the number in a container designated by the committee. There shall be five (5) winners and a sufficient number of alternates drawn. The drawing will be held at the April General membership meeting during new business.

- 9. Scholarship recipients must attend an accredited college; including community colleges and/or universities of his/her choice as a full-time student (Trade and vocational schools do not qualify for scholarship). Applicants must make their own applications to college.
- 10. When the recipient notifies the Western Michigan Area Local's Treasurer that he/she has been accepted to the school, provided the winner notifies the union at least one month prior to the start of the academic year (to ensure that if an alternate needs to be chosen, it can be done so in a timely manner), the local treasurer will send to the school's business office a check, paid directly to the school attended by the winner, in the recipient's name. The scholarship will be sent to the respective school using the quarterly system in three (3) parts, or with schools using semesters, in two (2) parts. The scholarship must be used within the following scholastic year for tuition, books, or room and board.
- 11. All disputes arising from the scholarship program shall be submitted to the President, within thirty (30) days of the drawing, in written form. They shall be placed before the Scholarship Committee for review and shall be answered in writing within fifteen (15) days.
- 12. These rules governing the Western Michigan Area Local Scholarship Program can only be amended, changed, or deleted once a year at the November membership meeting and will take effect for the next scholastic year.

The above rules have been properly voted upon by the General Membership at the November 2009 General Membership Meeting.

Western Michigan Area Local American Postal Workers Union, AFL-CIO							
James A. Sweeney Memorial Scholarship Application							
The application must be postmarked no later than March 20, 2023							
Mail to: WMAL; Attn: James A. Sweeny Scholarship; PO Box 2706; Grand Rapids, MI 49501							
<u>Applicant's Information</u> ************************************							
Have you filed a financial aid statement with the financial aid office applying for financial aid? Yes No							
Scholarship Applicant's Name:							
Applicant's Home Address:							
Applicant's Home Phone Number:							
Applicant's High School:							
<u>APWU Member (Sponsor's) Information</u> *********************							
Have you been a member of the Western Michigan Area Local for over one year? Yes No							
Parent or Guardian's Name: Craft:							
Work Location / Office Pay Location:							
Home Address:							
Home Address:							
Home Phone Number:							
Home Phone Number:							
Home Phone Number:							

APWU Endorses Congresswoman Brenda Lawrence for the Postal Board of Governors

At our national convention in August 2022, Congresswoman Brenda Lawrence reflected on her time in the House of Representatives as a postal champion and how her long career in various roles at the USPS laid the foundation for a life of public service. With her recent retirement from Congress, Representative Lawrence wants to utilize her passion for strengthening the public Post Office by seeking a position on the Postal Board of Governors.

The APWU has been a strong advocate for the nomination of Congresswoman Lawrence to the Postal Board of Governors and in October 2022, President Dimondstein sent a letter to President Biden urging him to nominate former Congresswoman Brenda Lawrence to serve on the Postal Board of Governors of the U.S. Postal Service.

The Postal Board of Governors is comprised of nine governors, along with the postmaster and deputy postmaster general. These governors serve seven-year terms and select the postmaster general. Governors also set postal policy, control expenditures, and review postal practices. The Board deals with service standards as well, which is an issue of critical importance to all APWU members. In order to fill vacancies, the president of the United States sends a nomination to the Senate, where a candidate's confirmation is then put to a vote.

Two of the current nine governors' terms have now expired. They remain in position until another governor is appointed or for a period of one year, whichever comes first. Governors can serve a max-

imum of two terms.

It is critical that President Biden nominates someone who has extensive knowledge of both postal operations and the workforce. Congresswoman Lawrence understands the Post Office in a way only few can due to her unique experience at the Postal Service. Before joining Congress, she served as a

(Via APWU.org) (Cont'd on pg. 10)

She Is Not Just An APBS Clerk

By Jennifer Rizzon Human Relations Representative

Many of our clerks have talents outside of the post office. And I want to share the accomplishments of one of our Tour 3 Apbs clerks. Michelle Oxford is now a published author. She has written her first children's book; "I am a Little Different: Speech Delay".

Michelle Oxford is a four- year employee with the USPS. Her bid job is currently a APBS clerk. She was inspired to write the book because her son was bullied at school for being a little different. She sought to buy a book to show him that he was just as normal as the other kids. During her search, she found that there were very few books out there for speech delayed kids to embrace who they are. Michelle was originally trained as a court reporter, she knew that she possessed the skill set required to write a book, so she went ahead, did the research, and then wrote the book.

She is part of an online group of parents with speech delayed children with over 40,000 members, and an autism support group with 155,000 members. I got most of my mental stimulation from them.

Michelle also did the artwork for the book. She smiles now when she thinks about the artwork, but she was not smiling back then. The words came easy, but the illustrations were quite difficult. She had to learn a couple of software applications to end up with the final product.

She started the process in



September 2022; and the book was published on December 13, 2022. And she is in the process of writing other books. This current book will also be translated & published in Spanish. The next book is titled "Little Boys Are So…", which she hopes to publish under her own publishing company.

Her book is available thru Amazon.









(Images via USPS.com - Available for purchase)

By Jennifer Rizzon Human Relations Representative

Hello Everyone

I am Jennifer Rizzon, and I am pleased to take over as the Human Relations Representative for our APWU Health Plans, OWCP, and FMLA. I have been in the APWU Consumer Driven Health Plan for many years and have been very pleased with the health coverage I have.

I am confident in dealing with FMLA and our APWU Health plans and I will

be learning OWCP. I will not assume an answer I do not know and will research it to get you the information you need.

One question I have for our members; does anyone have any of the Voluntary Benefit Plans that provide Benefits to our APWU members? I am curious to find out how many members of our local union have any of these plans. I would appreciate your feedback on the Voluntary Benefit Plans.

I work Tour 3 at P1 on the Apbs machines. My phone number is 616-443-3947. If you leave me a message, please let me know the best time to call you. I created an email for our members to use for Health Ins, FMLA, and OWCP questions. The email is <u>JenniferRizzonAPWUOWCP@gmail.com</u>.

Jennifer Rizzon









(Images via USPS.com - Available for purchase)



(Cont'd from pg 7)

postal employee for over 30 years, including time as a clerk. After leaving the Postal Service, she was elected mayor of Southfield, Michigan, where she worked with the community to bolster the quality of the mail service. Prior to her retirement from Congress, she served on committees with jurisdiction over the USPS, where she skillfully defended the public Postal Service from privatization. Congresswoman Lawrence was the only member of Congress to have been a member of the American Postal Workers Union and the National Association of Letter Carriers. She understands the commitment and dedication each postal worker provides to the nation.

By nominating Congresswoman Lawrence, the Biden Administration has a historic opportunity to provide more equitable representation for the USPS' workforce and the country at-large. Despite African Americans making up nearly a quarter of the USPS workforce, the USPS Board of Governors currently has one African American man. It also has only one woman among the nine appointees. As the USPS implements a massive network reorganization, nominating Congresswoman Lawrence will help ensure the makeup of the USPS' Board includes diverse voices who better represent USPS' workforce and customer base. Nominating Congresswoman Lawrence would also guarantee that any reforms from the postmaster would be vetted by an independent voice and critically reviewed to ensure that any proposals would not adversely affect the people from all walks of life who rely and trust the public Postal Service.

Never before has a candidate for the Board possessed such a deep understanding of the workers as well as the unique operational challenges that face the Postal Service. The APWU is pleased to endorse Congresswoman Brenda Lawrence and wish to see her nomination and confirmation to the Postal Board of Governors.

Volume 47, Issue 1

MANAGING ASTHMA

sthma can be diagnosed at any time in one's life. While there is no cure for asthma, it can be managed by working with a healthcare provider to develop a plan to keep your asthma under control.

Asthma is well-controlled if you:

- Need your quick-relief inhaler less than 3 times per week.
- Do not wake up with asthma during the night.
- Do daily activities including exercise with few to no symptoms.

FIVE STEPS YOU CAN TAKE TO KEEP YOUR ASTHMA UNDER CONTROL

Step 1: Make Your Medical Visits More Productive

There are a number of resources available to help you ask the right questions about asthma management and treatment the next time you see your healthcare provider.

Step 2: Create an Asthma Management Plan

Learn how to develop a plan with your healthcare provider that includes key information on managing your asthma.

Step 3: Assess and Monitor Your Control

Common asthma symptoms can include a cough, tight feeling in your chest, wheezing, activity limitation and feeling tired. Keeping track of your symptoms will help you stay in control.

Step 4: Understand Your Medication

There are a variety of medicines available to treat asthma. Each person's asthma is different and your doctor and healthcare team will work with you to set up a personalized plan.

Step 5: Reduce Asthma Triggers

Identify your asthma triggers and learn simple ways to limit your

Key Points

- Asthma is chronic. In other words, you live with it every day.
- It can be serious, even life-threatening.
- There is no cure for asthma, but it can be managed so you live a normal, healthy life.

exposure or avoid them altogether.

HOW CAN THE APWU HEALTH PLAN HELP?

Both the **High Option** and the **Consumer Driven Option** offer coverage for respiratory and inhalation therapies. For our **High Option** members there are **Specialist Pharmacists** through **Express Scripts** that are available for asthma support.

Contact an Asthma Specialty Pharmacist 24/7 to ask about:

- Drug Interaction
- Side Effects
- Risks and Benefits of Medications
- Help taking medication as prescribed which is one
 of the best ways to maintain or improve health

Call Express Scripts at 800-841-2734 for more information!

For the full article and links to the resources please visit: https:// www.lung.org/lung-health-diseases/lung-disease-lookup/asthma/ managing-asthma



By Amy Puhalski Union President



Congratulations to all those new and seasoned members of the WMAL Executive Board. I look forward to working with them all for the term of January 1, 2023, through December 31, 2025. Michelle Mack-Executive Vice Presi-

dent Awanda Jennings- Secretary Linda Chandler-Treasurer Suzi Boyd- Clerk Craft Director (A) Ameka Jones- Clerk Craft Director (B)

Chris Fisher-Motor Vehicle Services Director Jennifer Mckinnon-Maintenance Craft Director Todd Hodges-Sergeant at Arms

Thank You to the Election Committee for following through and ensuring the election was done properly. Rickey Jackson, Lisa Stockdale, Michael Greene, Sarah Keena, and Geraldine Davis. We appreciate you.

In addition, I posted a notice for a new Human Relations Director and at the February meeting I appointed with the approval of the Executive Board Jennifer Rizzon to this position. Congratulations, Jennifer. We look forward to working with you and providing you the training you need to provide the knowledge to the membership.

I would like to send a huge thank you out to our 2020-2022 board members that have moved on. Lisa Borchardt who served as Clerk Craft Director (A) and David Janes who served as Clerk Craft Director (B). They both worked very hard for the members and spent many hours of their own time assisting in whatever I needed. Lisa in addition served on almost every committee of the local and helped anywhere I needed her. Lisa received a transfer back to her home state and closer to family. We wish her the best of luck on the next chapter of her life. David has decided to remain a steward at the Northeast station and continue the fight. We appreciate that and look forward to continuing to work with him.

PTF/Part time flexible

We are finding out from some of you that management in our Associate Offices are continuing to violate the CBA regarding PTF rights and some ptf's are unclear of the language so I am going to attempt to clear some of that up.

All PTF's are guaranteed a minimum of (1) one nonscheduled workday per week with the exception of the peak period.

PTF's are entitled to know their assigned nonscheduled day by Wednesday preceding the service week. *if this is not happening please as for your steward.

A PTF's who is scheduled to work is guaranteed (4) four hours of work or pay. The language states, "to the extent practicable the four hours should be consecutive." This language is not intended to supersede any local past practice or LMOU agreements. ** I had a PM recently tell me that previously they worked 2 hours, and I sent them home and then came back later so that is a past practice and they are going to continue to do that. I am here to tell you it is not. When the union negotiates language in the CBA it is to provide better working conditions for employees and management is to abide by the new language. If management is not adhering to the 4 hours guarantee, please ask for a steward.

PTF's are now guaranteed a minimum work schedule of (24) hours per pay period.

If a PTF, prior to clocking out, is told to return after (2) two hours, that PTF is guaranteed another (4) four hours of work or pay. If you are told to come back within the (2) hours you are not guaranteed another 4 hours.

Audit Committee

The locals Audit Committee met in January and reported in February on their finds. To see the report please refer to the February 2023 meeting minutes that can be found on our web page at wmal.org.

Thank You Awanda Jennings, Lisa Stockdale, Cory Fox and Linda Chandler on making sure this was completed and reported to the membership.

Retiree Chapter

The retiree Chapter has a new President and they are now meeting regularly at the APWU hall on Burlingame. Congratulations to Raymond Novakoski on his new appointment and I look forward to working with you and the retirees of the local on anything we can assist with. We understand the retirees paved the way for what we have today and for that we are thankful. :) Thank You to George Hendricks for his many years of dedication to the retiree chapter and we wish George the best.

If you would like to join the retiree chapter it is merely \$36.00 per year. Any questions or assistance you may have please reach out to Ray at 616-560-7747.

Transfers

If you are attempting to transfer to another installation you must submit your request to transfer via eReasign. If you are

attempting to transfer to another craft (clerk, mail handler, carrier) in the same installation you have to submit something in writing with your name, EIN, craft, contact information and what your desire is (example... I wish to transfer from the clerk craft to the mail handler craft). We have been fielding a lot of questions from other crafts in the Grand Rapids Installation requesting to come to the clerk craft. So please share this information if you know of someone wishing to transfer. The request should be sent to Kyana Johnson at: kyana.j.johnson@usps.gov and lelonna.m.landis@usps.gov In house transfers cannot be done on eReasign. PSE/Postal Support Employees cannot transfer. If you find another office you want to go to you will need to resign and start a new period of relative standing at the new office. This process can be simultaneously to your new appointment. If you have any questions on transfer opportunities, please reach out to your steward. Transferring can be a very confusing

204b/OIC Detail-clerk craft

process.

In the clerk craft under Article 37 management cannot have a 204b unless it is to fill in or absence or vacancy of 14 days or more and not to exceed 90 days. Management must provide a 1723 (detail assignment order) to the local union prior to the appointment and any time it is amended. We are continuing to find details of 204b's happening in offices we represent and yet no 1723 is being provided. In some cases, we find out months after the appointment. If you have a 204b/OIC in your office, please reach out to the union and let us know so we can investi-

gate and process a grievance if a violation exist.

Local Memorandum of Understanding

A LMOU is additional locally negotiated language that further defines your rights and working conditions. If your office has a LMOU it can be found on our website at wmal.org. Some examples are leave choice selection process and percentages, guarantees, holiday staffing/scheduling/pecking orders and overtime.

Representation

Just a reminder.... If you need to see a steward it is managements obligation to provide you a steward immediately but no later than 2 hours after the request. Lately we have been fielding some issues with Postmasters who are telling the employees it is their responsibility to obtain representation. This is false. If you ask and are told to find your own steward, please call the local union office immediately. 616-776-1489.

In closing I would like to thank all our stewards and officers at the local and National level for their hard work and dedication on negotiating and protecting our rights as members of the American Postal Workers Union.

In Solidarity,

Amy

VETERAN'S CRISIS LINE

If a veteran or service member you know is showing signs of crisis, such as hopelessness, anxiety, or withdrawal, call on the caring professionals at the VA's Veterans Crisis Line who are ready to listen and provide support.

The Veterans Crisis Line is a free, confidential resource. Veterans, service members, and their families can access the line anytime.

There are three ways to take advantage of this benefit:

- Call 1-800-273-8255 and choose option one
- Go to VeteransCrisisLine.net/Chat
- Text 838255

Each option has free, confidential support 24 hours a day, 7 days a week, 365 days a year.

You can start a conversation today! Visit VeteransCrisisLine.net to download free Veterans Crisis Line materials so you can tell others how to do it, too.

Third COLA Increase Announced

In accordance with the 2021-2024 Collective Bargaining Agreement (CBA), career employees represented by the APWU will receive a \$0.10 per hour cost-of-living adjustment (COLA), effective March 11, 2023.

The increase is the result of a rise in the January Consumer Price Index (CPI-W). It will appear in paychecks dated March 31, 2023 (Pay Period 07-2023). The value of the COLA for full-time employees in each step and grade will increase by \$208.00 annually for full time, career employees.

The COLAs are in addition to general wage increases. This is the third cost-of-living increase under the 2021 CBA. The first increase, effective in February 2022, amounted to \$0.63 per hour or \$1,310.00 annually. The second, effective in August 2022 was \$1.18 per hour, or \$2,455.00 annually. The COLAs received so far during the 2021-2024 CBA total \$3,973.00. In light of the fact that Postal Support Employees (PSEs) do not receive cost-of-living increases, they have received several additional increases beyond the general wage increases for all employees in the APWU bargaining unit under the 2021 contract. Rising inflation underscores just how important the continuation of our negotiated COLA is in our outstanding new CBA. The COLA is our best protection against inflation. Postal Workers are some of the few U.S. workers who receive these increases. Even in the postal world, we are the only postal union that has maintained full COLA in our CBA.

Happy Retirement!!!!

(Congratulations & enjoy your next chapter in life!)

John Heintzelman Joe Delacruz

condolences to:



Jennifer Mckinnon on the passing of her father-in-law. Lemaro Stevens on the passing of his mother. David Venne on the passing of his father. Harry Castle on the passing of his mother. Kathy Bowler on the passing of her father. Kara Bowler on the passing of her grandfather.

(Cover photo courtesy of APWU.org) (Stamp images courtesy of USPS.com)

Welcome To Our New Members!!



Looking for a location to hold an event? Check out our Union Hall! Great rates for members!

Union Hall Rentals 2554 Burlingame Ave SW, Wyoming MI 49509 616-822-3520 | Capacity 188

<u>Hall Rental</u>		Security Deposit	Security Agent Fee	
Members:	\$250.00	\$200.00	\$0	
Non-Profi (meetings only)	t \$125.00	\$0	\$0	
Public	\$650.00	\$300.00	\$100.00	

Western Michigan Area Local American Postal Workers Union PO Box 2706 Grand Rapids, MI 49501-2706

Address Service Requested

Next Union Meeting:

Saturday, March 4 @ 7pm



Looking for answers? Make sure to check out: www.wmal.org *meeting minutes *steward contact information *job bids and awards *upcoming events and so much more!

March 2023									
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
			1	2	3	4			
5	6	7	8	9	10	11			
12	13	14	15	16	17	18			
19	20	21	22	23	24	25			
26	27	28	29	30	31				