



July 10, 2020

MANAGERS, HUMAN RESOURCES (AREA)  
MANAGERS, HUMAN RESOURCES (DISTRICT)

SUBJECT: Temporary Change to Handbook EL-312, Employment and  
Placement, Section 743.15, 120-Calendar Day Time Limit  
on Higher-Level Temporary Assignments

Effective April 17, 2020, the policy found in Handbook EL-312, Employment and Placement, Section 743.15, concerning the time limit on higher-level temporary assignments (details) was temporarily modified through Thursday, July 16, 2020. This modification will be extended through Monday, September 14, 2020 or otherwise notified.

Section 743.15, currently limits an employee serving on a higher-level temporary assignment (detail) to a vacant position to no more than 120 calendar days, if the employee on the temporary assignment could become, or is a potential candidate, for the vacant position.

To support continuation of operations as part of the response to COVID-19, a temporary modification to this provision has been established to provide an exception to individuals currently in a higher-level temporary assignment (detail) and have not yet met the 120 calendar day limit. Those individuals that meet this criteria may remain in the current higher-level, temporary assignment through September 14, 2020 and also be eligible to become or remain a potential candidate for the vacant position during this period.

This temporary modification does not apply to individuals that already exceeded the 120 calendar day limit prior to April 17, 2020. All other policies as stated in EL-312 subchapter 75 are still in effect.

If you have questions, please contact Joseph R. Bruce, Director, National Human Resources at [joseph.r.bruce@usps.gov](mailto:joseph.r.bruce@usps.gov).

Joseph R. Bruce