



September 9, 2020

ALL OFFICERS

SUBJECT: Annual Leave Carryover and Exchange for Career Non-Bargaining

Due to the impacts from COVID-19, the Postal Service is modifying the following benefit programs for all Career Non Bargaining employees as follows:

Employee and Labor Relations Manual (ELM) 512.321, *Maximum Carryover Amounts*, will be modified to allow for an increase in the maximum annual leave carryover amount. Currently, the maximum annual leave carryover amount for each leave year is 70 days (560 hours). This amount will be increased to 80 days (640 hours) for Leave Year 2020.

The maximum annual leave that can be exchanged as part of the Annual Leave Exchange (ALE) Program is 128 hours. **This maximum will be increased by 40 hours, for Leave Year 2021 only, to a maximum of 168 hours.** All other provisions of the ALE Program are unchanged. If you are eligible and opt to participate in the Leave Year 2021 ALE, you are required to submit an ALE request via PostalEase during open season between November 9 – December 7, 2020. As a reminder, annual leave that has been earned and accumulated during the current leave year, which ends on January 1, 2021, cannot be exchanged for cash. Therefore, only leave that is to be earned in the new leave year may be exchanged.

All Career Payband and EAS employees are encouraged to plan vacation leave to ensure annual leave is not forfeited at the end of the leave year.

A handwritten signature in blue ink, appearing to read "SD", with a long horizontal flourish extending to the right.

Steven A. Darragh