



July 23, 2021

OFFICERS

SUBJECT: Annual Leave Carryover and Annual Leave Exchange for Leave Year 2022 - Policy Exception

Current Postal policy outlined in the *Employee and Labor Relations Manual (ELM) 512, Annual Leave* provides the maximum annual leave carryover balance and maximum leave amount that can be requested through the annual leave exchange program. As a result of the continued impacts of the COVID-19 pandemic, an exception will be made for the 2022 leave year. PCES executives and Career Non-Bargaining employees will be permitted to carryover an additional 80 hours into the 2022 leave year, increasing the carryover maximum to 640 hours.

An exception will also be made for the annual leave exchange program for 2022. PCES executives and Career Non-Bargaining employees will be able to exchange an additional 40 hours of annual leave against their 2022 advanced leave accruals, to a maximum of 168 hours. In accordance with the provisions of the program, leave exchanged will be deducted from the employee's leave balance available for use during the 2022 leave year.

The eligibility requirements to earn leave and the requirements to participate in the annual leave exchange program will not be modified for the 2022 leave year. For PCES executives only, the requirement to use 80 hours of annual leave as outlined in the *Handbook EL-380, Postal Career Executive Service 621.3 Annual Leave Carryover*, will be waived for the 2021 leave year.

If you have any questions, please contact Karla Kirby, Acting Director, Benefits and Wellness at karla.a.kirby@usps.gov.

A handwritten signature in blue ink, appearing to be "SD", written in a cursive style.

Steven A. Darragh

cc: Area Directors, Human Resources
Sr. Director, Human Resources HQ