

DOUG A. TULINO
VICE PRESIDENT, LABOR RELATIONS



September 3, 2020

Mr. Daniel Heins
National President
United Postmasters and Managers
of America
8 Herbert Street
Alexandria, VA 22305-2628

Dear Mr. Heins:

This is in response to your request to increase the amount of annual leave that non-bargaining employees can accumulate and exchange leave for Leave Year 2020 relative to the programs of Annual Leave Carryover and Annual Leave Exchange (ALE). You stated that the uncertainty of the COVID-19 pandemic has created some anxiety with members of the United Postmasters and Managers of America (UPMA) with risks of forfeiture of annual leave at the end of the leave year.

Your request for changes to the Annual Leave Carryover and the ALE fringe benefit programs, was made outside of the pay consultation process as prescribed in Title 39 § 1004 (e).

I have considered your request and have decided to modify the following benefit programs for Postmasters:

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. The current 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 ALE Program is 128 hours. This maximum will be increased by 40 hours, to a maximum of 168 hours for Leave Year 2021. All other provisions of the ALE Program are unchanged.

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.

Postmasters should be encouraged to plan vacation leave to ensure annual leave is not forfeited at the end of the leave year.

Sincerely,

A handwritten signature in black ink, appearing to read "DTulino".

Doug A. Tulino

cc: Officers
Area Managers, Human Resources
Area Managers, Labor Relations
Headquarters Managers, Labor Relations