

NEW LEAVE FOR POSTAL EMPLOYEES UNDER THE AMERICAN RESCUE PLAN

Emergency Federal Employee Leave

QUALIFYING REASONS	LEAVE ELIGIBILITY
<p>An employee is entitled to take EFEL related to COVID-19 if the employee is unable to work because the employee:</p> <ol style="list-style-type: none"> 1. Is subject to a federal, state, or local quarantine or isolation order related to COVID-19. Postal employees are essential workers and not subject to this provision (except as per item #3). 2. Has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. 3. Is caring for an individual who is subject to such an order as in (1) or has been advised as in (2). 4. Is experiencing COVID-19 symptoms and seeking a medical diagnosis. 5. Is caring for the employee's son or daughter if the school or place of care of the son or daughter has been closed, requires or makes optional a virtual learning instruction model, requires or makes optional a hybrid of in-person and virtual learning instruction models, or if the child care provider of the son or daughter is unavailable, due to COVID-19 precautions. 6. Is experiencing any other substantially similar condition. There is not currently any similar condition that has been identified. Postal employees not subject to this provision. 7. Is caring for a family member with a mental or physical disability or who is 55 years of age or older and incapable of self-care, without regard to whether another individual other than the employee is available to care for such family member. If the place of care for such family member is closed or the direct care provider is unavailable due to COVID-19. 8. Is obtaining immunization (vaccination) related to COVID-19 or is recovering from any injury, disability, illness, or condition related to such immunization. 	<ul style="list-style-type: none"> • All career and non-career employees, regardless of tenure, are immediately eligible for EFEL. • Full-time employees can receive up to 600 hours of paid EFEL, capped at \$2,800 per pay period. • Part-time employees can receive up to the proportional equivalent of 600 hours, capped at a proportional equivalent of \$2,800 per pay period. <hr/> <p style="text-align: center;">OTHER CONSIDERATIONS</p> <ul style="list-style-type: none"> • <u>EFEL does not count as creditable service toward an employee's retirement benefit.</u> • <u>Employees cannot contribute to Thrift Savings Plan (TSP) while on EFEL.</u> <p>Employees seeking to use EFEL should:</p> <ol style="list-style-type: none"> 1. Submit a PS Form 3971. 2. Indicate which of the eight qualifying reasons they must take leave. 3. They must affirmatively state that they are unable to work because of the qualifying reason. <p>For now, this leave should be managed and tracked within the Enterprise Resource Management System (eRMS).</p> <p>Timekeepers will be instructed to enter the interim hours code 086-21 in eRMS for all employees, and then verify the Administrative Leave is entered in the appropriate timekeeping system using other hours code 086-21 for city and O for rurals.</p> <p>The eligibility period for this leave is from March 12, 2021, through September 30, 2021 or until funding for the reimbursement is exhausted.</p> <p style="text-align: right;"><i>Courtesy of South West Florida APWU</i></p>

MOUND CITY CARRIER

As a reminder, the Postal Service provides an essential federal government service as part of the nation's critical infrastructure. Therefore, postal employees are generally not subject to federal, state, or local quarantine or isolation orders related to COVID-19, so employees will generally not be eligible to use EFEL for qualifying reason (1) above. Additionally, no substantially similar condition has been identified that would qualify an employee to use leave for qualifying reason (6) above.

We are continuing to work the issues associated with implementation of these new leave requirements, and we anticipate receiving additional guidance from the Office of Personnel Management (OPM), which will administer the fund, in the coming weeks. In the interim, employees seeking to use EFEL should submit a PS Form 3971 indicating for which of the eight qualifying reasons they must take leave, and employees must affirmatively state that they are unable to work because of the qualifying reason.

For now, this leave should be managed and tracked within the Enterprise Resource Management System (eRMS). Timekeepers will be instructed to enter the interim hours code 086-21 in eRMS for all employees, and then verify the Administrative Leave is entered in the appropriate timekeeping system using either hours code 086-21 for city or DACA Code O for rurals. For immediate reference, attached is the timekeeping quick reference table.

We will update you with additional instructions and guidance as our processes for managing this new leave are developed and implemented. We ask that you share this information with your teams as soon as possible, given that this leave will become available on March 12.

Emergency Federal Employee Leave (EFEL)				
Employee Type	eRMS Leave Code/Reason Code	Timekeeping System (RMSS/TACS)	Description	Comments
Rural Carrier	086-21	DACA O - for 1314A use OL block	Pandemic Relief 2021	Used when requested for scenarios 1-8 of EFEL, up to \$2,800.00 per Pay Period
All Other	086-21	086-21	Pandemic Relief 2021	Used when requested for scenarios 1-8 of EFEL, up to \$2,800.00 per Pay Period

Request for or Notification of Absence

Employee's Name (Print last, first, MI.) DeJoy, Louis		Employee ID 12345678	Date Submitted (MM/DD/YYYY) 03/12/2021	No. of Hours Requested 2	SCHEDULED UNSCCHEDULED	PP	Year			
Installation (For postmaster's leave, show city, state, and ZIP Code) Gateway, St Louis, MO, 63125		N/S Day B	Pay Loc. No. D/A Code 28-7181	From: Date Hour 03/12/2021 1:00 pm						
Time of Call or Request	Scheduled Reporting Time	If Needed, Employee Can Be Reached At: <input type="checkbox"/> Do not call		Thru: Date Hour 03/12/2021 3:00 pm	Day	Init.	Hours			
Type of Absence <input type="checkbox"/> Annual <input type="checkbox"/> Holiday/AL Lv Exch <input type="checkbox"/> Carrier 701 Route <input type="checkbox"/> LWOP (See reverse) <input type="checkbox"/> Sick (See reverse) <input type="checkbox"/> Late <input type="checkbox"/> COP (See reverse) <input checked="" type="checkbox"/> Other EFEL 086-21		Documentation (For official use only) <input type="checkbox"/> FMLA Requested (Certification review - HRSSC) <input type="checkbox"/> For COP Leave (CA1 on file) <input type="checkbox"/> For Advanced Sick Leave (PS 1221 on file) <input type="checkbox"/> For Military Leave (Orders reviewed) <input type="checkbox"/> For Court Leave (Summons reviewed) <input type="checkbox"/> For Higher Level (PS 1723 on file) <input type="checkbox"/> Scheme Training Testing Qualifying (Memo on file)		Revised Schedule for (Date) Begin Work Lunch Out Lunch In End Work Total Hours				Approved in Advance <input type="checkbox"/> Yes <input type="checkbox"/> No	Sat 01	
Remarks (Do not enter medical information. See Privacy Act Statement on reverse of this form.) Vaccine Shot, American Rescue Plan reason number 8								Thur 06		
I understand that the annual leave authorized in excess of the amount available to me during the leave year will be charged to LWOP.								Fri 07		
Employee's Signature and Date		Signature of Person Recording Absence and Date		Signature of Supervisor and Date Notified		Sat 08				
Official Action on Application (Return copy of signed request to employee.)								Sun 09		
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved (Give reason below)		Do not check an FMLA box until you verify the FMLA designation. <input type="checkbox"/> FMLA Designation is PENDING <input type="checkbox"/> FMLA Protected <input type="checkbox"/> Not FMLA Protected		Signature of Supervisor, and Date <input type="checkbox"/> Continued on reverse		Mon 10				
								Tue 11		
								Wed 12		
								Thur 13		
								Fri 14		

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Warning: The furnishing of false information on this form may result in a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).