

# **WHERE IS IT IN WRITING ABOUT HOW ANNUAL AND SICK LEAVE MAY BE USED?**

- F-21 Section 581

## 580 Leave/Other

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### 581 **Overview**

Regular rural carriers and carriers assigned to a regular route via Forms 50 (Designations 72 and 74) are granted leave in minimum units of 1 day. Leave must be documented on Form 3971, *Request for or Notification of Absence*, as outlined in section 323.

**Exception:** Continuation of Pay (COP) leave hours are used in conjunction with limited duty work. These COP hours must be recorded in whole hour increments. Auxiliary carriers are granted leave in whole hour increments.

#### 581.1 **Regular Rural Carriers**

##### 581.11 **Annual Leave**

A newly appointed regular rural carrier may not use annual leave until the completion of 90 days (7 pay periods) of continuous employment. Conversion to regular rural carrier from a Designation 72 position does not require a 90-day qualifying period. Rural carrier associates have a 90-day qualifying period for leave.

##### 581.12 **Sick Leave**

Sick leave is credited at the end of each 2-week pay period in which it is earned. When the sick leave recorded is greater than the employee's sick leave balance, the whole day increments are taken from the employee's annual leave balance. When the annual leave recorded is greater than the employee's annual leave balance, then whole day increments of Leave Without Pay (LWOP) are charged. In determining sufficient leave, the program is designed to compute free Saturdays first (see exhibits 581.12a and 581.12b).

**581.23 Appointments**

Appointment to substitute rural carrier (Designation 72) is limited to employees with a current position of substitute rural carrier (Designation 73).

Appointment to rural carrier associate (Designations 74 and 79) is limited to employees with a current position of rural carrier associate (Designation 78).

**581.24 Change to Leave Earning Status**

When the carrier has completed 90 days of continuous service, a Form 50, *Notification of Personnel Action*, must be prepared using Nature of Action (NOA) code 907, Change to Leave Earning Status, and standard remarks code 515, Rural Carrier has served continuously on route since (date required). The payroll system will credit the employee with accrued annual and sick leave computed from the date supplied in the remarks field. The earliest date a rural carrier associate can be credited with continuous service on a route is January 21, 1988.

**581.25 Change to Nonleave Earning Status**

When the regular carrier returns or the vacant route is filled, a Form 50 must be prepared using NOA code 908, Change to Nonleave Earning Status. The effective date of this action is the day before the regular carrier returns or the route is filled by the appointment of a new regular carrier.

**581.26 Leave Earned**

A lump sum payment will be issued automatically for unused annual leave credited during the leave earning period if a carrier is returning to a nonleave earning position. If the carrier returns to a leave earning position, no lump sum payment is made.

**581.3 Auxiliary Rural Carrier**

Auxiliary rural carriers (Designation 77) earn annual and sick leave. All leave hours are valid for auxiliary carriers only. Total hours (work and leave hours combined) for the week cannot exceed 48 hours. When workhours equal or exceed 40.00, leave cannot be used (see exhibit 581.3).