

**WHERE IS IT IN WRITING
WHAT AN EMPLOYEE
LOOSES WHEN THE
EMPLOYEE'S ABSENCE IN A
NONPAY STATUS TOTALS
THE EQUIVALENT OF 1 PAY
PERIOD**

- Section 512.311 of the Employee and Labor Relations Manual (ELM)

- b. **Credit at Beginning of Leave Year.** Full-time career employees are credited at the beginning of the leave year with the total number of annual leave hours that they will earn for that leave year.
- c. **Changes in Employee's Accrual Rate.** Leave credit at the beginning of the leave year reflects any change in an employee's accrual rate for that year.
- d. **Change From Part-Time to Full-Time.** An employee who changes from a part-time to a full-time employee after the start of a leave year is credited with the annual leave to be earned for the remainder of the leave year.
- e. **Nonpay Status.** Leave credit for periods in which an employee is in a nonpay status is reduced during the leave year as follows:
 - (1) When an employee's absence in a nonpay status totals the equivalent of 1 pay period of regular service during the leave year (10 days or 80 hours), credit for leave is reduced by the amount of leave earned by the employee in a pay period.

Notes:

 - (a) For rural carriers who are required to work 6 days a week, the equivalent of 1 pay period is 12 days or 96 hours.
 - (b) For J route carriers, the equivalent of 1 pay period is 11 days or 88 hours.
 - (2) When an employee has one or more periods of LWOP during the leave year, all hours in a nonpay status (during periods in which the employee earned annual leave) are totaled to reduce leave credits.

512.312 Part-Time Employees

The following provisions concern part-time employees:

- a. **Accrual and Crediting Chart.** Part-time career employees other than rural carriers earn annual leave based on the number of hours in which they are in pay status (see Exhibit 512.312).
- b. **Biweekly Crediting.** Leave accrues and is credited in whole hours at the end of each biweekly pay period. All hours in pay status that cannot be credited for leave purposes (512.312a) are dropped when:
 - (1) The leave year ends.
 - (2) The employee's status is changed from part-time to full-time.
 - (3) The employee is removed from the rolls for any cause.
- c. **Exceptions.** The following are exceptions to the crediting rule in 512.312b.
 - (1) Part-time regular schedule employees including A–E postmasters are credited with annual leave on a pro rata basis, according to their authorized daily schedules. Employees other than A–E postmasters must wait until they have 1 year or more of career service to be credited at the beginning of the leave year with the annual leave that they will earn during the leave year. A–E postmasters are credited at the beginning of the leave year with