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CHIEF HUMAN RESOURCES OFFICER  
AND EXECUTIVE VICE PRESIDENT



April 14, 2021

## OFFICERS

SUBJECT: American Rescue Plan Act—Emergency Federal Employee Leave

This memorandum extends the interim process established by my March 18, 2021, memorandum regarding the American Rescue Plan Act (ARPA)—Emergency Federal Employee Leave (EFEL).

The Office of Personnel Management (OPM) has not yet issued its official guidance on EFEL. As previously noted, OPM administers the EFEL Fund (Fund) that will finance leave granted under the ARPA and, therefore, is required to issue guidance on how the leave is to be administered by covered agencies, including the Postal Service. The Postal Service is limited in its ability to fully implement EFEL until OPM issues its official guidance.

While we continue to expect that OPM will issue its guidance soon, I am extending our interim process for an additional two weeks, through April 28, 2021, or until OPM finalizes its guidance on the administration of EFEL. The interim process will end when OPM issues its guidance, even if that is before April 28, 2021.

As a reminder of the interim process, employees may submit requests to use EFEL. However, supervisors and managers are only authorized to conditionally approve such leave requests in increments of up to two weeks: up to 80 hours for full-time employees and a proportional amount for part-time flexible (PTF) and noncareer employees who do not have a 40-hour per week schedule. This means an additional 80 hours or proportional equivalent in addition to the two previous biweekly installments under our interim process. Employees must meet one of the eight qualifying reasons for the leave as outlined in my March 12, 2021, memorandum and must be unable to work (including telework) as a result of that qualifying reason. At this time, requests for leave based on the EFEL qualifying reasons for dates after April 28, 2021, should not be approved or denied because we hope OPM's final guidance will issue before that date. If you previously received an EFEL request covering dates from April 15 to April 28, 2021, you should now approve or deny those requests consistent with the guidance in this memorandum.

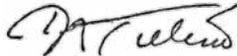
You should advise employees that additional requirements, including but not limited to producing appropriate documentation to support their need for leave, are likely to be imposed once we receive official guidance from OPM. Employees approved for leave on the basis of the EFEL qualifying reasons prior to the Postal Service's implementation of OPM's official guidance must comply with those additional requirements when they are implemented to prevent their leave from being converted to a type of the employee's postal leave or leave without pay, as appropriate.

Please also advise employees that, based on our conversations with OPM, we believe the use of EFEL will reduce employees' total creditable service used to calculate any Federal civilian retirement annuity benefit they may receive.

As noted in my March 12 memorandum, employees seeking to use leave for one of the eight qualifying reasons should submit a PS Form 3971 indicating the reason they must take leave, and employees must affirmatively state that they are unable to work because of the qualifying reason. This leave should be managed and tracked within the Enterprise Resource Management System (eRMS). Timekeepers have been instructed to enter the interim hours code 086-21 in eRMS for all employees and then verify the leave is entered in the appropriate timekeeping system using either hours code 086-21 for City or DACA Code O for Rurals. Hours code 086-21 is now available for use.

Once OPM finalizes its guidance, we will update you on the official requirements for EFEL and the Postal Service's implementation of this leave type.

Thank you for your continued dedication to the Postal Service and our employees throughout the pandemic.



Doug A. Tulino