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CHIEF HUMAN RESOURCES OFFICER  
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March 18, 2021

OFFICERS

SUBJECT: American Rescue Plan Act—Emergency Federal Employee Leave

This memorandum supplements my March 12, 2021, memorandum addressing the American Rescue Plan Act (ARPA)—Emergency Federal Employee Leave (EFEL).

Following the issuance of that memorandum, the Office of Personnel Management (OPM) advised the Postal Service that OPM is not prepared to implement EFEL at this time. OPM is charged with administering the EFEL Fund (Fund) that will finance leave granted under the ARPA and, therefore, is required to issue guidance covering how the leave is to be administered by covered agencies, including the Postal Service. Because of OPM's need to finalize their guidance, the Postal Service is limited in its ability to fully implement EFEL at this time.

Notwithstanding, until such time as OPM finalizes its guidance on the administration of EFEL, the Postal Service will be observing the interim process described in this memorandum. We are continuing to work closely with OPM and hope that it will finalize its official guidance sometime within the next couple of weeks.

Under the interim process, employees may submit requests to use EFEL. However, supervisors and managers are only authorized to conditionally approve such leave requests for periods of up to two weeks: up to 80 hours for full-time employees and a proportional amount for part-time flexible (PTF) and non-career employees who do not have a 40-hour a week schedule. Employees must meet one of the qualifying reasons for the leave as outlined in my March 12, 2021, memorandum and must be unable to work as a result of that qualifying reason. At this time, requests for leave based on the EFEL qualifying reasons for dates after March 31, 2021, should not be approved or denied because we expect the final guidance from OPM to be issued before that date.

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 any such additional requirements to prevent their leave from being converted to a type of the employee's postal leave or leave without pay, as appropriate.

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 who seek and are approved for EFEL 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.

We will provide prompt updated guidance as soon as we receive the necessary information from OPM.

Thank you for your continued efforts and support in responding to the ongoing impacts of this pandemic on our employees.



Doug A. Tulino