



American Postal Workers Union, AFL-CIO

1300 L Street, NW, Washington, DC 20005

January 10, 2019

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Executive Vice President

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Coordinator, Eastern Region

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Coordinator, Northeast Region

Kenneth L. Beasley
Coordinator, Southern Region

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Coordinator, Western Region

**To: Lynn Pallas-Barber, Assistant Director, Clerk Div
Jimmie Waldon, Assistant Director, Maintenance Div**

From: Debby Szeredy, Executive Vice President *01-10-2019*

Subject: Management Instruction MI EL-510-2016-8, Wounded Warriors Leave (Notification No. GCCC20190010)

Attached, please find a copy of a letter dated 12/19/2018 from Alan Moore, regarding the above referenced matter.

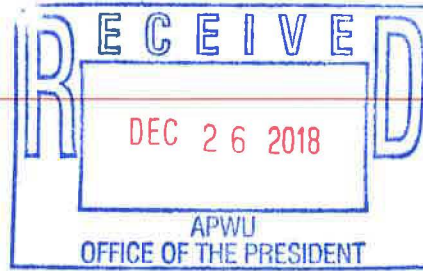
You are designated as the APWU contact person in this matter. Contact the USPS representative as soon as possible for discussion, if appropriate. Please provide notification of your review to me by 2/7/2019.

Please note: Your secretary should update the Notification Tracking Module in Step 4 CAS as necessary.

**cc: Clint Burelson, Director, Clerk Division
Stephen Brooks, Director, Support Services Division
Michael Foster, Director, MVS Division
Idowu Balogun, Director, Maintenance Division
Vance Zimmerman, Director, Industrial Relations**

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LABOR RELATIONS



December 19, 2018

Mr. Mark Dimondstein
President
American Postal Workers Union,
AFL-CIO
1300 L Street, NW
Washington, DC 20005-4128

CERTIFIED
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Dear Mark:

This is in further reference to our October 9 correspondence concerning Management Instruction (MI) EL-510-2016-8, *Wounded Warriors Leave*.

Minor typographical corrections have been made to the final draft of the MI, which will be made effective January 5, 2019. The revised MI will be published in the January 3, 2019, Postal Bulletin.

We have enclosed two copies of the subject MI, one with changes identified from the version we sent to your organization on October 9, and one finalized version.

Please contact Noah Meyers at extension 5024 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alan S. Moore".

Alan S. Moore
Manager
Labor Relations Policies and Programs

Enclosures

Management Instruction

Wounded Warriors Leave

This management instruction sets forth the policy guidelines and standard procedures for administering Wounded Warriors Leave.

Policy Guidelines

Wounded Warriors Leave

The Postal Service™ supports the employment of U.S. military veterans who have chosen to commence or resume a civilian career with the Postal Service following their military service. Consistent with the requirements of the Wounded Warriors Federal Leave Act of 2015, the Postal Service allows any employee who meets the eligibility requirements to take a specifically designated type of leave, without loss or reduction in pay, for undergoing medical treatment for a service-related disability.

The Postal Service also recognizes the value that veterans add to the workforce. Consequently, it has determined that is both appropriate and desirable for the Postal Service to grant additional amounts of leave for the purpose of medical treatment as expressed in the Wounded Warriors Federal Leave Act of 2015. Therefore, in addition to the statutorily mandated leave, the Postal Service grants additional Wounded Warriors Leave as described herein.

Definitions

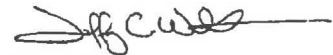
Wounded Warriors Leave is an authorized absence from the Postal Service to undergo medical treatment for a service-connected disability rated at 30 percent or more. It is a separate leave category, distinct from sick leave.

Treatment is an in-person visit to a health care provider, as specified in Section 513.364 of the *Employee and Labor Relations Manual (ELM)*, and includes the course of action prescribed by a health care provider. Treatment includes but is not limited to examination for and evaluations of the health condition that has caused the disability rating.

Health Care Provider is the employee's attending physician or other attending practitioner as recognized by ELM 515.2.

Leave Year means the period beginning on the first day of the first pay period of the calendar year, concluding with the last day of the last pay period of the calendar year. It is the period during which an employee may use Wounded Warriors Leave.

Date	January 5, 2019
Effective	January 5, 2019
Number	EL-510-2019-2
Obsoletes	EL-510-2016-8
Unit	Compensation and Benefits



Jeffrey C. Williamson
Chief Human Resources Officer and
Executive Vice President

CONTENTS

Policy Guidelines	1
Wounded Warriors Leave	1
Definitions	1
Eligibility	2
Eligible Employees.....	2
Employees with Pending	
Disability Determinations.....	2
Losing the Disability Rating	2
Accrual and Crediting	2
General	2
Initial Eligibility	2
Additional Eligibility.....	2
Carryover	3
Separation	3
Requests for Wounded Warriors	
Leave	3
Foreseeable Leave.....	3
Unforeseeable Leave.....	3
Approval or Disapproval	3
Verification	3
Charging Wounded Warriors	
Leave	4
Integration with Other Leave	
Policies.....	4
General	4
Integration with Family and	
Medical Leave Act.....	4

Carryover

Wounded Warriors Leave must be used during the Leave Year in which it is credited and will not be carried over. No employee may accrue more than 104 hours of Wounded Warriors Leave during any Leave Year.

Separation

If the employee leaves the Postal Service at any time during any Leave Year, any remaining leave will not be reinstated or paid out, except as permitted by Office of Personnel Management regulations if the employee transfers to another federal agency.

Requests for Wounded Warriors Leave

Foreseeable Leave

All employees requesting Wounded Warriors Leave must do the following:

- a. Submit their request on PS Form 3971, *Request for or Notification of Absence*, in advance to the appropriate supervisor, and
- b. Designate the reason for the absence as "other" and write "Wounded Warriors Leave" in the space provided.

Unforeseeable Leave

The Postal Service makes an exception to the advance approval requirement for unexpected treatment that qualifies for Wounded Warriors Leave. When the need to use Wounded Warriors Leave is not foreseeable, employees must notify the appropriate supervisor of the following as soon as possible:

- a. The employee's treatment,
- b. The expected duration of the absence, and
- c. The applicability of Wounded Warriors Leave.

Alternatively, the employee may use the Interactive Voice Response (IVR) system to record his or her absences. If the employee does not submit PS Form 3971 before the absence, the employee must complete the form upon his or her return to duty.

Approval or Disapproval

The supervisor is responsible for approving or disapproving requests for Wounded Warriors Leave by signing PS Form 3971, and returning a copy to the employee. If a supervisor does not approve a request for leave as submitted, including determinations of Absent Without Official Leave (AWOL), the supervisor must check the Disapproved block on PS Form 3971 and give the reason(s) for the disapproval in writing in the space provided. When a request is disapproved, the supervisor may also grant an alternate type of leave.

Verification

To verify that Wounded Warriors Leave requested by an employee is appropriately used for the treatment of a service-connected disability,

Management Instruction

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Policy Guidelines

Wounded Warriors Leave

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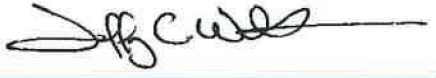
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Leave Year means the period beginning on the first day of the first pay period of the calendar year, concluding with the last day of the last pay period of the calendar year. It is the period during which an employee may use Wounded Warrior Leave.

Date	November 16, 2016 Month Day, Year
Effective	Immediately
Number	EL-510-20196-8X
Obsoletes	EL-510-2016-87
Unit	Compensation and Benefits
	
Jeffrey C. Williamson	

CONTENTS

Policy Guidelines	1
Wounded Warriors Leave	1
Definitions	1
Eligibility	2
Accrual and Crediting	2
Requests for Wounded Warriors Leave	3
Charging Wounded Warriors Leave	4
Integration with Other Leave Policies	4

Separation

If the employee leaves the Postal Service at any time during any Leave Year, any remaining leave **will not** be reinstated or paid out, except as permitted by OPM Office of Personnel Management regulations if the employee transfers to another federal agency.

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All employees requesting Wounded Warriors Leave must do the following:

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Verification

To verify that Wounded Warriors Leave requested by an employee is appropriately used for the treatment of a service-connected disability, the requesting employee must submit to the supervisor a copy of PS Form 5980, *Treatment Verification for Wounded Warriors Leave*, certified by a health care provider that the employee used the leave to receive treatment for a covered disability. The employee must provide the verification no later than 15 calendar days after the employee returns to work.

Charging Wounded Warriors Leave

Employees must charge Wounded Warriors Leave in the same manner as sick leave, as described in ELM 513.4.