



NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

National Headquarters
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January 6, 2022

Board Memo 002-2022: Extension of Liberal Changes of Schedule and Leave Until February 11, 2022

Executive Board,

The Postal Service have signed a Memorandum of Understanding temporarily expanding the use of Sick Leave for Dependent Care to allow employees to use their sick leave for unexpected childcare needs as a result of the COVID-19 pandemic. This memorandum applies to all USPS employees. This Memorandum of Understanding was previously extended until Dec. 31, 2021 per Board Memo 083-2021.

Please share this information with your membership.

Thank you and be safe.

NAPS Headquarters

KATHERINE S. ATTRIDGE
VICE PRESIDENT, LABOR RELATIONS



December 21, 2021

OFFICERS

SUBJECT: Liberal Changes of Schedules and Leave

The attached memorandum and its provisions are extended through February 11, 2022.


Katherine S. Attridge

Attachment

cc: Directors, Field Human Resources (Area)
Directors, Field Labor Relations (Area)
Directors and Managers, Labor Relations (Headquarters)

DOUG A. TULINO
VICE PRESIDENT, LABOR RELATIONS



March 23, 2020

AREA VICE PRESIDENTS

SUBJECT: Liberal Changes of Schedule and Leave

We have signed a Memorandum of Understanding with our unions temporarily expanding the use of Sick Leave for Dependent Care to allow employees to use their sick leave for unexpected childcare needs as a result of the COVID-19 pandemic.

In addition to allowing Sick Leave for Dependent Care, for the next 60-day period, managers and supervisors should allow liberal changes of schedule in recognition of the disruption caused by the COVID-19 pandemic. To the extent operationally practicable, managers and supervisors should accommodate employees who submit PS Form 3189, *Request for Temporary Schedule Change for Personal Convenience* as a result of childcare issues caused by daycare closures, school (Pre-K through Grade 12) closures, or the unavailability of a child's primary caregiver as a result of the COVID-19 pandemic.

Managers and supervisors should also allow liberal sick leave usage for employees who are sick, and liberal annual and leave without pay (LWOP) usage to the extent operationally feasible during this time period. If an employee requests leave for reasons related to COVID-19, such leave should be treated as scheduled (as opposed to unscheduled) leave. Leave taken for COVID-19 related reasons between February 29, 2020, and May 17, 2020, may not be cited in discipline for failing to maintain an assigned schedule under ELM 511.43.



Doug A. Tulino

cc: Officers
Managers, Human Resources (Area)
Managers, Labor Relations (Area)
Managers, Labor Relations (Headquarters)