



## NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

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April 29, 2024

### **Board Memo 062-2024: Annual Leave Carryover & Leave Exchange Policy Changes**

#### **Executive Board,**

In response to NAPS' request made in NAPS/USPS November 2023 Consultative meeting, agenda item 1123-01, NAPS HQ has officially been notified by the USPS of changes to leave carryover and exchange policies. Career non-bargaining employees' carryover amount has been increased an additional 80 hours to a maximum of 640 hours. Regarding the Annual Leave Exchange Program, career non-bargaining employees' may also exchange an additional 40 hours of annual leave against their advanced leave accrual.

These changes are effective immediately.

Please share this information with your membership.

Thank you, and be safe.

NAPS Headquarters



April 26, 2024

OFFICERS

SUBJECT: Annual Leave Carryover and Annual Leave Exchange - Policy Changes

Current Postal policy outlined in the *Employee and Labor Relations Manual (ELM) 512, Annual Leave* provides the maximum annual leave carryover balance and maximum leave amount that can be requested through the annual leave exchange program. Effective immediately, a career Non-bargaining employee's carryover amount will be increased an additional 80 hours to a maximum of 640 hours.

A permanent change will also be made for the Annual Leave Exchange Program. Career Non-bargaining employees will be able to exchange an additional 40 hours of Annual Leave against their advanced leave accruals, to a maximum of 168 hours. In accordance with the provisions of the program, leave exchanged will be deducted from the employee's leave balance available for use during the next leave year.

The eligibility requirements to earn leave and the requirements to participate in the Annual Leave Exchange Program will remain the same. For PCES employees only, the requirement to use 80 hours of Annual Leave as outlined in the *Handbook EL-380, Postal Career Executive Service 621.3 Annual Leave Carryover*, will be permanently waived beginning the current 2024 leave year.

If you have any questions, please contact Dana Cotman, Director, Benefits and Wellness at [dana.c.cotman@usps.gov](mailto:dana.c.cotman@usps.gov).

A handwritten signature in blue ink, appearing to read "SD", with a long horizontal flourish extending to the right.

Steven A. Darragh

cc : Mr. Bruce  
Ms. Manning  
Mr. Nicholson