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OCT 5 2020**CONFIDENTIALITY NOTICE: OFFICIAL GOVERNMENT BUSINESS**

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DATE: October 5, 2020**TO:** Brian Wagner**Telephone:** 703-836-9660
Destination FAX: 703-836-9665**FROM:** David E. Mills
Labor Relations Policies and Programs**Telephone:** 202-268-7795
FAX: 202-268-5343**Number of Pages:** 2 (Excluding Cover Page)**Message:** Update to Enterprise Leave Request Application (eLRA)-Scheduled Leave Stand-Up Talk and Effective Date**NOTE:** If you do not receive the total number of pages indicated, please call the sending individual listed above ASAP.

LABOR RELATIONS



October 5, 2020

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

FAXED

Dear Brian:

This is in further reference to our August 27 notice regarding an update to the Enterprise Leave Request Application (eLRA) to include scheduled leave.

The planned enhancement will allow employees to request scheduled leave in addition to unscheduled leave that is currently available by using the eLRA through the Postal Service's *LiteBlue* website.

The update to eLRA allowing employees to request all leave through *LiteBlue* is effective immediately.

For your review, we have enclosed Stand-Up Talk, *Enterprise Leave Request Application (eLRA) - Update*.

Please contact Bruce Nicholson at extension 7773 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "David E. Mills".

David E. Mills
Manager
Labor Relations Policies and Programs

Enclosure

Stand-up Talk

October 2020

Enterprise Leave Request Application (eLRA) - Update

Headquarters Human Resources plans to update to the Enterprise Leave Request Application (eLRA) to include scheduled leave.

Currently, employees may request unscheduled leave for unscheduled absences due to illness/injury, personal emergency, community disaster, or Wounded Warrior, through the Postal Service *LiteBlue* website.

The enhanced eLRA will be expanded to allow employees to request scheduled leave. This is merely another method of requesting leave but does not prohibit an employee from manually completing and submitting a PS Form 3971, *Request for or Notification of Absence*, if preferred.

Employees will be able to utilize the enhanced eLRA via *LiteBlue* from their home computer or compatible mobile device. Employees will need their Employee Identification Number (EIN) and USPS Password to access *LiteBlue* to request leave.

The eLRA provides radio buttons and drop-down menus to assist employees in navigating the online leave request process. eLRA functionality allows the user to exit or go back to a different section of the request form if necessary. Upon successfully completing the PS Form 3971 leave request and prior to closing the application, the employee will receive a confirmation number which should be retained for their records. Once the request for leave has been submitted, the employee's supervisor will receive an email notification advising of the leave request.

The supervisor will review the leave request and determine whether the requested absence is scheduled or unscheduled in accordance with the provisions outlined in Section 511.4 of the Employee and Labor Relations Manual (ELM). The supervisor is also responsible for approving or disapproving the leave request in accordance with ELM Section 511.21(c) and within timeframes if outlined in existing Memorandums of Understanding (MOUs).

Employees will sign the PS Form 3971 upon return to their assigned work location.