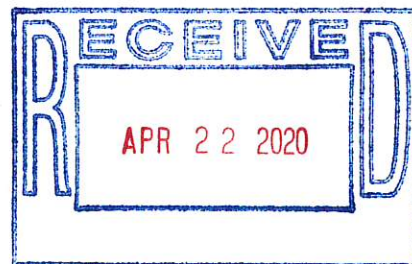


LINDA DECARLO
ACTING VICE PRESIDENT
EMPLOYEE RESOURCE MANAGEMENT



April 21, 2020



MANAGERS, HUMAN RESOURCES (AREA)
MANAGERS, HUMAN RESOURCES (DISTRICT)

SUBJECT: Temporary Change to Handbook EL-312, Employment and Placement,
Section 743.15, 120-Calendar Day Time Limit on Higher-Level Temporary
Assignments

Effective April 17, the policy found in Handbook EL-312, Employment and Placement, Section 743.15, concerning the time limit on higher-level temporary assignments (details) will be temporarily modified through Thursday, July 16, or otherwise notified.

Section 743.15, currently limits an employee serving on a higher-level temporary assignment (detail) to a vacant position to no more than 120 calendar days, if the employee on the temporary assignment could become, or is a potential candidate, for the vacant position.

To support continuation of operations as part of the response to COVID-19, a temporary modification to this provision has been established to provide an exception to individuals currently in a higher-level temporary assignment (detail) **and** have not yet met the 120 calendar day limit. Those individuals that meet this criteria may remain in the current higher-level, temporary assignment through July 16 and also be eligible to become or remain a potential candidate for the vacant position during this period.

This temporary modification does not apply to individuals that have already exceeded the 120 calendar day limit. All other policies as stated in EL-312 subchapter 75 are still in effect.

If you have questions, please contact Kim Clark, Acting Director National Human Resources at 202-400-4058 or khclark@usps.gov.

Linda DeCarlo

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