



September 23, 2024

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Mr. Ivan Butts
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Ivan:

As a matter of general interest, on July 31, the Postal Service updated the Enterprise Leave Request Application (eLRA) to include a feature that allows for an employee to add an electronic signature.

The eLRA has been updated to allow employees to examine their leave selections and to electronically sign their PS Form 3971, *Request for or Notification of Absence* when requesting leave.

Employees will be able to use the enhanced eLRA, using their employee identification number (EIN) and USPS password to access LiteBlue to request leave from a personal computer or compatible mobile device.

The eLRA provides option buttons and drop-down menus to help employees navigate the online leave request process. It allows the user to exit or go back to a different section of the request form if necessary. Upon successfully completing and signing the PS Form 3971 leave request and prior to closing the application, the employee will receive a confirmation number that should be retained for their records. Once the request for leave has been submitted, the employee's supervisor will receive a leave request message in the Enterprise Resource Management System (eRMS) advising the supervisor of the leave request.

The supervisor reviews the leave request and determines 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 denying the leave request in accordance with ELM Section 511.21(c) and within the appropriate time frame if outlined in existing memorandums of understanding (MOUs).

Please contact Lindsey Butler at extension 7194 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Nicholson".

Bruce A. Nicholson
Director
Labor Relations Policies and Programs