



April 5, 2023

OFFICERS

SUBJECT: Annual Leave Carryover and Annual Leave Exchange for Leave Year 2023-
Policy Exception

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. As done in recent years, an exception will be made for the 2023 leave year. Career Non-bargaining employees will be permitted to carryover an additional 80 hours into the 2024 leave year, increasing the carryover maximum to 640 hours.

An exception will also be made for the Annual Leave Exchange Program for 2023. Career Non-bargaining employees will be able to exchange an additional 40 hours of Annual Leave against their 2024 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 2024 leave year.

The eligibility requirements to earn leave and the requirements to participate in the Annual Leave Exchange Program will not be modified for the 2023 leave year. 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 waived for the 2023 leave year.

If you have any questions, please contact Dana Cotman, Director, Benefits and Wellness at dana.c.cotman@usps.gov.

A handwritten signature in blue ink, appearing to be "SD", written in a cursive style.

Steven A. Darragh

cc: Mr. Bruce
Ms. Hendrix