



November 3, 2015

Mr. Paul V. Hogrogian  
National President  
National Postal Mail Handlers' Union  
1101 Connecticut Avenue, N.W.  
Washington, DC 20036-4304

Dear Paul:

As a matter of general interest, the Postal Service intends to publish a Postal Bulletin article concerning the Annual Leave Exchange Option. The article outlines the 2015 Annual Leave Exchange Program by identifying leave year, eligible employees, Postal/EASE elections, and end date to complete election entry.

We have enclosed a draft copy of the article which is scheduled for publication in the November 12 Postal Bulletin.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan S. Moore".

Alan S. Moore  
Manager  
Labor Relations Policy and Programs

Enclosure

# Annual Leave Exchange Option Poster

November 15, 2015, to December 15, 2015

The Annual Leave Exchange Program provides an option for eligible career employees to receive a lump sum payment in exchange for a portion of the annual leave that would otherwise be advanced at the beginning of the 2016 leave year. **Annual leave that has been earned and accumulated during the 2015 leave year, which ends January 8, 2016, cannot be exchanged for cash.** Exchanging next year's annual leave for cash is strictly a voluntary action. The exchange option is not intended to discourage an employee's use of annual leave. Any leave exchanged will not be available for use in leave year 2016.

## Eligible Employees

Employees eligible for the Annual Leave Exchange Program include the following:

- Career nonbargaining unit employees from rate schedule codes (RSCs) D (levels 1–8), E, F, S, U, V, W, and Z (levels 1–12) who have an annual leave balance of at least 160 hours at the end of the 2015 leave year.
- Career bargaining unit employees — full-time employees, part-time regular employees, and APWU-represented part-time flexible employees — from the following RSCs who have an annual leave balance of at least 440 hours at the end of the 2015 leave year and have used less than 75 hours of sick leave during the 2015 leave year:
  - American Postal Workers Union, AFL-CIO — Rate Schedule Code (RSC) P.
  - Operating Services Division, Headquarters and Facility Services Section, Merrifield VA/PWU — RSC K.
  - Mail Equipment Shops & Material Distribution Centers/APWU — RSC C.
  - The National Postal Mail Handlers Union — RSC M.
  - National Postal Professional Nurses/APWU — RSC G.
  - Information Technology/Accounting Service Centers/APWU — RSC N.
  - Postal Police Officers' Association — RSC Y.

## PostalEASE Elections

Employees who meet the eligibility criteria and want to exercise this option must use *PostalEASE* to make elections. For the election to be considered timely, employees must complete their entries in *PostalEASE* by 11:59 P.M. ET, December 15, 2015.

An employee may contact the Human Resources Shared Services Center (HRSSC) for assistance if any of the following conditions apply:

- The employee is deaf or hard of hearing.
- The employee cannot use the telephone, Internet, employee self-service kiosk, or intranet for a medical reason.
- The employee receives a message in *PostalEASE* directing him or her to contact the HRSSC when attempting to make an election.

To contact the HRSSC, do the following:

- Call the Employee Service line at 877-477-3273 (TTY 866-260-7505).
- When prompted, select 5 for the HRSSC.
- Select "Benefits" to speak with a representative who will assist you.

Please post on all bulletin boards through December 15, 2015.