

National Postal Mail Handlers Union

Paul V. Hogrogian National President Michael J. Hora National Secretary-Treasurer

June Harris Vice President Central Region John A. Gibson Vice President Eastern Region **David E. Wilkin** Vice President Northeastern Region Lawrence B. Sapp Vice President Southern Region Don J. Sneesby Vice President Western Region

April 15, 2020

To: Local Presidents

Regional Directors/Representatives

National Executive Board

Fr: Charles R. Manago CPM

Contract Administration Representative

Re: USPS releases FFCRA Expanded Family and Medical Leave Supervisor checklist.

Dear Sisters and Brothers:

Please find enclosed a copy of the above-referenced document from the Postal Service regarding Expanded Family and Medical Leave (EFML).

According to the Postal Service, The Families First Coronavirus Response Act allows up to 12 weeks of Expanded Family and Medical Leave (EFML) to an employee who is caring for a child whose school or place of care is closed (or child care provider is unavailable) due to Coronavirus Disease 2019 (COVID-19) related reasons.

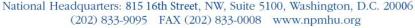
DOCUMENTATION REQUIRED

☐ Employee's name;
□ Date(s) for which leave is requested;
□ Qualifying reason for the leave (care for child);
☐ Oral or written statement that the Employee is unable to work because of the qualified reason for leave.
□ Name of the Son(s) or Daughter(s) being cared for.
□ Name of the School, Place of Care, or Child Care Provider that has closed or become unavailable; AND
☐ An oral or written statement that no other suitable person will be caring for the Son(s) or Daughter(s) during
the period for which the Employee takes Paid Sick Leave or EFML.

Note: Any and all documentation related to a request for EFML must be maintained locally for four (4) years. Supervisors must document in writing any required information provided orally by an employee.

GUIDANCE

Eligibility:







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☐ An employee must have been employed by the Postal Service for 30 days or more to qualify prior to the
request for EFML.
☐ Employees are only entitled to 12 weeks of Family and Medical Act Leave (FMLA) leave per year,
regardless of reason. If an employee has already exhausted their FMLA leave for the year, they are not entitled
to take EFML for this new qualifying reason.
Pay:
☐ The first two weeks (usually 10 days) of EFML are unpaid unless the employee elects to substitute other
accrued leave or Emergency Paid Sick Leave.
☐ After this initial period, remaining leave for this qualifying reason is partially paid at 2/3 the employee's
regular rate, but is capped at \$200/day, or \$10,000 in the aggregate.
☐ With supervisor approval, EFML may be taken intermittently. However, in the absence of an agreement
between the supervisor and the employee for the employee to use his or her EFML intermittently, the employee
must be permitted to take the EFML all at once.

Cc: Paul V. Hogrogian, National President Michael J. Hora, National Secretary-Treasurer Teresa L. Harmon, Manager Contract Administration



Families First Coronavirus Response Act Expanded Family and Medical Leave Supervisor Checklist

The Families First Coronavirus Response Act allows up to 12 weeks of Expanded Family and Medical Leave (EFML) to an employee who is caring for a child whose school or place of care is closed (or child care provider is unavailable) due to Coronavirus Disease 2019 (COVID-19) related reasons.

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 during the period for which the Employee takes Paid Sick Leave or EFML.

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GUIDANCE

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