

ARTICLE 10
LEAVE

Section 1. Funding

The Employer shall continue funding the leave program so as to continue the current leave earning level for the duration of this Agreement.

Section 2. Leave Regulations

The leave regulations in Subchapter 510 of the Employee and Labor Relations Manual, insofar as such regulations establish wages, hours and working conditions of employees covered by this Agreement, shall remain in effect for the life of this Agreement.

Section 3. Choice of Vacation Period

A. It is agreed to establish a nationwide program for vacation planning for employees in the regular work force with emphasis upon the choice vacation period(s) or variations thereof.

B. Care shall be exercised to assure that no employee is required to forfeit any part of such employee's annual leave.

C. The parties agree that the duration of the choice vacation period(s) in all postal installations shall be determined pursuant to local implementation procedures.

→ D. Annual leave shall be granted as follows:

1. Employees who earn 13 days annual leave per year shall be granted up to ten (10) days of continuous annual leave during the choice period. The number of days of annual leave, not to exceed ten (10), shall be at the option of the employee.
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2. Employees who earn 20 or 26 days annual leave per year shall be granted up to fifteen (15) days of continuous annual leave during the choice period. The number of days of annual leave, not to exceed fifteen (15), shall be at the option of the employee.
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512.311 ✓ Full-Time Employees

a. **Accrual Chart. Full-time employees earn annual leave based on their number of creditable years of service.**

Leave Category	Creditable Service	Maximum Leave Per Year
4	Less than 3 years	4 hours for each full biweekly pay periods; i.e., 104 hours (13 days) per 26-period leave year.
6	3 years but less than 15 years	6 hours for each full biweekly pay period plus 4 hours in last pay period in leave year; i.e., 160 hours (20 days) per 26-period leave year.
8	15 years or more	8 hours for each full biweekly pay period; i.e., 208 hours (26 days) per 26-period leave year.

b. **Credit at Beginning of Leave Year.** Full-time employees are credited at the beginning of the year with the total number of annual leave hours that they will earn for that leave year.

Annual Leave Accrual—Part-Time Employees. Part-time employees earn annual leave as set forth in the ELM Exhibit 512.312, reproduced here. ELM Section 512.312.b provides that PTFs are credited with annual leave earnings at the end of each biweekly pay period.

Exhibit 512.312

Accrual and Crediting Chart for Part-Time Employees

Leave Category	Creditable Service	Maximum Leave per Year	Rate of Accrual	Hours in Pay Status	Hours of Leave Earned per Period
4	Less than 3 years.	104 hours, or 13 days per 26-period leave year or 4 hours for each biweekly pay period.	1 hour for	20	1
			each unit of	40	2
			20 hours in	60	3
			pay status.	80	4 (max.)
6	3 years but less than 15 years.	160 hours, or 20 days per 26-period leave year or 6 hours for each full biweekly pay period, plus 4 hours in last pay period in leave year.	1 hour for	13	1
			each unit of	26	2
			13 hours in	39	3
			pay status.	52	4
				65	5
	78	6 (max.)			
8	15 years or more.	208 hours, or 26 days per 26-period leave year or 8 hours for each full biweekly pay period.	1 hour for	10	1
			each unit of	20	2
			10 hours in	30	3
			pay status.	40	4
				50	5
				60	6
				70	7
	80	8 (max.)			

¹ Except that the accrual for the last pay period of the calendar year may be 10 hours, provided the employee has the 130 creditable hours or more in a pay status in the leave year for leave purposes.

27 Pay Period Leave Year. The accrual charts listed above are based on a 26 pay period leave year. In leave years with 27 pay periods, employees will earn additional leave. When determining if a leave year has 27 pay periods, remember a leave year differs from a calendar year. The 27th pay period in a leave year is not necessarily labeled pay period 27. A leave year is defined as the year beginning with the first day of the first complete pay period in a calendar year and ending on the day before the first day of the first complete pay period in the following calendar year.

✓ **Annual Leave Accrual—City Carrier Assistants (CCAs).** CCA annual leave accrual is governed by Appendix B, 3. Other Provisions, Section B - Article 10 in the 2011 National Agreement. CCAs are credited with one hour of annual leave for each twenty hours spent in a pay status during each biweekly pay period. CCA “annual leave” is used both for the usual annual leave purposes (rest, recreation, emergencies, etc.) as well as for illness or injury in lieu of sick leave.

APPENDIX B

Appendix B is the reprinting of Section I of the 2013 Das Award, the creation of a new non-career employee category.

3. OTHER PROVISIONS

B. Article 10 – Leave

GENERAL

1. Purpose. Annual leave is provided to CCA employees for rest, recreation, emergency purposes, and illness or injury.

a. Accrual of Annual Leave. CCA employees earn annual leave based on the number of hours in which they are in a pay status in each pay period.

Rate of Accrual	Hours in Pay Status	Hours of Annual Leave Earned Per Pay Period
	20	1
	40	2
	60	3
	80	4 (max.)

b. Biweekly Crediting. Annual leave accrues and is credited in whole hours at the end of each biweekly pay period.

c. Payment For Accumulated Annual Leave. A separating CCA employee may receive a lump-sum payment for accumulated annual leave subject to the following condition: