

## Annual Leave

See [ELM 512](#) for detailed information.

### **Leave Earnings**

**Career employees** earn leave based on years of creditable active military and federal civilian service.

**Full-time career employees** earn annual leave as follows:

<b>If the employee has this many years of service</b> ...	<b>The employee earns per leave year .</b> ..
Less than 3 years,	13 days.
Three years or more but less than 15,	20 days.
Fifteen years or more,	26 days.

Leave is credited at the beginning of the leave year except for newly hired employees, who must complete 90 days of continuous employment prior to being able to use earned annual leave credited to their accounts.

**Part-time regular career employees** earn annual leave based on the number of hours in which they are in pay status and are credited with annual leave at the beginning of the leave year based on their limited tour.

Employees other than postmasters on pay schedules A-E must wait until they have one year or more of career service before they will be credited at the beginning of the leave year with the annual leave that they will earn during the leave year.

Meanwhile, leave accrues and is credited in whole hours at the end of each biweekly pay period.

Newly hired part-time regular employees must complete the 90-day qualifying period prior to being able to use earned annual leave credited to their accounts.

All hours in pay status that cannot be credited for leave purposes are dropped when (a) the leave year ends, (b) the employee's status is changed from part-time to full-time, or (c) the employee is removed from the rolls for any cause.

**Part-time flexible career employees other than part-time flexible rural carriers** earn annual leave based on the number of hours in which they are in pay status. Part-time flexible rural carriers earn annual leave based on work hours.

Leave accrues and is credited in whole hours at the end of each biweekly pay period.

Newly hired part-time flexible employees must complete the 90-day qualifying period prior to being able to use earned annual leave credited to their accounts.

All hours in pay status that cannot be credited for leave purposes are dropped when (a) the leave year ends, (b) the employee's status is changed from part-time to full-time, or (c) the employee is removed from the rolls for any cause.

**Transitional employees (TEs)** earn annual leave as specified in their union's national agreement.

## ***Leave Year***

The leave year begins with the first day of the first complete pay period in a calendar year. It ends on the day before the first day of the first complete pay period in the following calendar year.

## ***Approval***

Except for emergencies, annual leave for all employees except postmasters must be requested on [PS Form 3971](#), *Request for or Notification of Absence*, and approved in advance by the appropriate supervisor. Leave requests from rural carriers must be approved in accordance with Article 10 of the USPS-NRLCA National Agreement..

## ***Carryover***

Employees may carry over unused annual leave from one leave year to the next, subject to a carryover maximum based on the employee's status:

**Bargaining unit employees** — 440 hours  
**EAS and other nonbargaining unit employees** — 560 hours

## ***Terminal Leave***

**Career employees** who have completed the 90-day qualifying period may be entitled to payment for unused earned annual leave at their current base rate of pay at separation.

**Nonbargaining unit employees** may receive a lump sum leave payment for accumulated annual leave carried over from the previous year; accrued annual leave for the year in which they separate, including amounts over the carryover maximum; any unused donated leave; and for **full-time and part-time regular employees**, holidays that fall within the terminal leave period.

**Bargaining unit employees** may receive lump sum payment for accumulated annual leave carried over from the previous year; accrued annual leave for the year in which they separate, up to the carryover maximum for their bargaining unit; any unused donated leave; and for **full-time and part-time regular employees**, holidays that fall within the terminal leave period. Any part of the unused annual leave earned during the leave year of separation that is in excess of the maximum carryover amount is granted prior to separation rather than paid out in the form of a lump sum payment. No payment is made for unused leave that the employee would have been required to forfeit at the end of the leave year.

**Bargaining unit employees separating under VERA** may receive lump sum payment for accumulated annual leave carried over from the previous year; accrued annual leave for the year in which they separate, including amounts over the carryover maximum for their bargaining unit; any unused donated leave; and for **full-time and part-time regular employees**, holidays that fall within the terminal leave period.

**Transitional employees** receive payment for accrued annual leave at the end of their appointment.

