

Contract Administration Unit

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Postal Service expands Wounded Warriors Leave

In past articles, we have written about Wounded Warriors Leave (WWL), a benefit made possible by the Wounded Warriors Federal Leave Act of 2015. This category of leave allows eligible employees to use up to 104 hours of leave to undergo medical treatment for a service-connected disability rated at 30 percent or more.

In response to this law, the Postal Service in 2016 released a Management Instruction (EL-510-2016-7) setting forth its policy guidelines and procedures for the eligibility and use of WWL. At the time, the Postal Service informed NALC that this benefit would be extended only to eligible employees hired on or after Nov. 5, 2016, and to employees who leave the Postal Service's employment or take military leave to participate in active-duty military service, sustain a service-connected disability rating of at least 30 percent during that military leave or service, and then return directly from that leave or service on or after Nov. 5, 2016.

In November of that same year, the Postal Service notified NALC that it decided this benefit also would be extended to eligible employees who were on the rolls as of Nov. 4, 2016, in addition to the employees mentioned above. Those employees who were employed on Nov. 4, 2016, and who otherwise met the eligibility requirements of the 2015 Act could use up to 104 hours of WWL during the 12-month period beginning Nov. 5, 2016. Additionally, eligible employees who used leave for a condition covered by the Act prior to the Postal Service notifying NALC of the change were eligible to request to have their leave converted to WWL. Management Instruction EL-510-2016-8 reflected this change.

Recently, the Postal Service notified NALC of an updated version of the Management Instruction. The most significant change is that, beginning with the 2019 leave year that starts on Jan. 5, 2019, eligible employees will now receive 104 hours of WWL *each* leave year; previously, they had received it for one 12-month eligibility period.

Eligible hires will receive 104 hours of WWL upon hire, as required by law, to be used for the remainder of the current leave year. Each January, all disabled veterans with a 30 percent or more combined disability rating will receive 104 hours of WWL to use during the leave year. At the end of each leave year, any remaining WWL will be forfeited but, assuming the employee still has a combined disability rating of 30 percent or more, he or she will receive a new 104 hours at the start of the new leave year. Any unused WWL is not rolled over to the next year, nor will it be paid out if the employee leaves.

The following reflects the rules regarding the eligibility and crediting of this leave:

Eligibility

Eligible Employees

All employees who have a single or combined service-connected disability rating of 30 percent or more are eligible for Wounded Warriors Leave.

Employees with Pending Disability Determinations

Otherwise eligible employees with pending disability determinations who at any time during any Leave Year receive a 30 percent or more disability rating, will be eligible for leave retroactively to the first day of that current Leave Year. Any leave without pay (LWOP) or leave used while the determination is pending will be reimbursed and replaced with Wounded Warriors Leave, as appropriate, up to the maximum number of hours allowed. Wounded Warriors Leave may be retroactively applied for only the most current Leave Year and for no more than 104 hours.

Losing the Disability Rating

If an employee's service-connected disability rating is decreased to below 30 percent or discontinued during any Leave Year then the employee no longer has a qualifying service-connected disability. The employee must notify the HR Shared Service Center of the effective date of the change in the disability rating. The employee is no longer eligible for Wounded Warriors Leave as of the effective date of the rating change.

Accrual and Crediting

General

It is an employee's responsibility to notify the Postal Service of his or her eligibility before requesting Wounded Warriors Leave. Employees must provide documentation to the HR Shared Service Center from the Department of Veterans Affairs certifying that the employee has the requisite level of service-connected disability.

Initial Eligibility

Newly hired eligible employees or those returning to the Postal Service will be credited with 104 hours of Wounded Warriors Leave following the Postal Service's receipt of documentation supporting the employee's eligibility. Wounded Warriors Leave will be available for use retroactively to the first day of their enter-on-duty date, or the current Leave Year, whichever is later, for use through the end of the Leave Year.

Additional Eligibility

Eligible employees will be credited with 104 hours of Wounded Warriors Leave on the first day of each Leave Year and the leave is available for use until the last day of the Leave Year.

(continued on next page)

Postal Service expands Wounded Warriors Leave (continued)

Carryover

Wounded Warriors Leave must be used during the Leave Year in which it is credited and will not be carried over. No employee may accrue more than 104 hours during any Leave Year.

Separation

If the employee leaves the Postal Service at any time during any Leave Year, any remaining leave will not be reinstated or paid out, except as permitted by OPM regulations if the employee transfers to another federal agency.

Steps eligible employees must take

Eligible employees are required to request this leave in advance when possible by completing and submitting to their supervisor a PS Form 3971, Request for or Notification of Absence. The supervisor is responsible for approving or disapproving requests by signing PS Form 3971 and returning a copy to the employee. In addition, to verify that any WWL requested by an employee is appropriately used for the treatment of a service-connected disability, the requesting employee must provide proof from a health care provider that the employee used the leave to receive treatment for a covered disability. The Postal Service created a form to be used for this verification, PS Form 5980, Treatment Verification for Wounded Warriors Leave.

The employee should designate the reason for the absence as “Other” on PS Form 3971 and write “Wounded Warriors Leave” in the space provided. Should the need to use this leave be unforeseeable, the employee must notify his or her supervisor of the expected duration of the ab-

sence and the applicability of WWL. Employees also may use the Interactive Voice Response system to report absences if this process is used in their employing office. A PS Form 3971 is required upon returning to work and a PS Form 5980 no later than 15 calendar days after returning.

Employees eligible for WWL also may be eligible for protection under the Family and Medical Leave Act (FMLA—see Section 515 of the *Employee and Labor Relations Manual* for more information and eligibility requirements). Supervisors will initiate FMLA leave if they have reasonable grounds to believe that the leave might qualify. It is the employee’s responsibility to provide complete and sufficient documentation to establish eligibility for FMLA. FMLA protection will run concurrently with WWL.

WWL is a very important benefit. Disabled veterans generally require regular medical appointments to maintain their health and to retain eligibility for veterans’ benefits. Frequently, it is unavoidable that such appointments must be scheduled during normal work hours and letter carriers in the past were therefore often required to use leave without pay (LWOP) or sick leave to attend those appointments. WWL provides relief to those who are eligible; now it will provide that relief every year.

Information regarding the rules and regulations of WWL is available on the NALC website, nalc.org, and can be found on the “Military Veterans,” “Contract Administration Unit” and “City Delivery” pages. PS Form 5980 can be found on those pages as well. After reviewing those guidelines, if you have any further questions about WWL, make sure to discuss them with your shop steward or a branch officer.



The Postal Service supports the employment of veterans in our workforce. As such, we feel that it is both appropriate and desirable for the Postal Service to provide an on-going leave benefit to our disabled veterans with a 30% or more combined disability rating for the purpose of medical treatment as expressed in the Wounded Warriors Federal Leave Act of 2015. Therefore, in addition to the statutorily mandated leave, the Postal Service is proposing to update the current Wounded Warriors Leave Management Instruction to provide additional Wounded Warrior Leave (WWL) as outlined below:

- Eligible new hires will receive 104 hours of WWL upon hire (as required by law) to be used for the remainder of the current calendar year.
- Each January, all disabled veterans with a 30% or more combined disability rating will receive 104 hours of WWL to use during the calendar year.
- At the end of each calendar year, any remaining WWL will be forfeited but, assuming the employee still has a combined disability rating of 30% or more, he/she will receive a new 104 hours at the start of the new leave year.
- Any unused WWL is not rolled over to the next year, nor will it be paid out if the employee leaves.
- WWL will run concurrent with FMLA, when appropriate.

Attached are the proposed updates to the Postal Service regulations regarding Wounded Warriors Leave. We propose to make the revisions effective on the first day of the 2019 leave year (January 5, 2019).

A handwritten signature in cursive script that reads "Erica Hayton".

Erica Hayton
Manager, Benefits & Wellness

Management Instruction

Wounded Warriors Leave

This management instruction sets forth the policy guidelines and standard procedures for administering Wounded Warriors Leave.

Policy Guidelines

Wounded Warriors Leave

The Postal Service supports the employment of veterans who have chosen to commence or resume a civilian career with the Postal Service following their military service. Consistent with the requirements of the Wounded Warriors Federal Leave Act of 2015, the Postal Service allows any employee who meets the eligibility requirements to take a specifically designated type of leave, without loss or reduction in pay, for undergoing medical treatment for a service-related disability.

The Postal Service also recognizes the value that veterans add to the workforce. Consequently, it has determined that is both appropriate and desirable for the Postal Service to grant additional amounts of leave for the purpose of medical treatment as expressed in the Wounded Warriors Federal Leave Act of 2015. Therefore, in addition to the statutorily mandated leave, the Postal Service grants additional Wounded Warrior Leave as described herein.

Definitions

Wounded Warriors Leave is an authorized absence from the Postal Service to undergo medical treatment for a service-connected disability rated at 30 percent or more. It is a separate leave category, distinct from sick leave.

Treatment is an in-person visit to a health care provider, as specified in Section 513.364 of the *Employee and Labor Relations Manual* (ELM), and includes the course of action prescribed by a health care provider. Treatment includes but is not limited to examination for and evaluations of the health condition that has caused the disability rating.

Health Care Provider is the employee's attending physician or other attending practitioner as recognized by ELM 515.2.

Leave Year means the period beginning on the first day of the first pay period of the calendar year, concluding with the last day of the last pay period of the calendar year. It is the period during which an employee may use Wounded Warrior Leave.

Eligibility

Eligible Employees

All employees who have a single or combined service-connected disability rating of 30 percent or more are eligible for Wounded Warriors Leave.

Employees with Pending Disability Determinations

Otherwise eligible employees with pending disability determinations who at any time during any Leave Year receive a 30 percent or more disability rating, will be eligible for leave retroactively to the first day of that current Leave Year. Any leave without pay (LWOP) or leave used while the determination is pending will be reimbursed and replaced with Wounded Warriors Leave, as appropriate, up to the maximum number of hours allowed. Wounded Warriors Leave may be retroactively applied for only the most current Leave Year and for no more than 104 hours.

Losing the Disability Rating

If an employee's service-connected disability rating is decreased to below 30 percent or discontinued during any Leave Year then the employee no longer has a qualifying service-connected disability. The employee must notify the HR Shared Service Center of the effective date of the change in the disability rating. The employee is no longer eligible for Wounded Warriors Leave as of the effective date of the rating change.

Accrual and Crediting

General

It is an employee's responsibility to notify the Postal Service of his or her eligibility before requesting Wounded Warriors Leave. Employees must provide documentation to the HR Shared Service Center from the Department of Veterans Affairs certifying that the employee has the requisite level of service-connected disability.

Initial Eligibility

Newly hired eligible employees or those returning to the Postal Service will be credited with 104 hours of Wounded Warriors Leave following the Postal Service's receipt of documentation supporting the employee's eligibility. Wounded Warriors Leave will be available for use retroactively to the first day of their enter-on-duty date, or the current Leave Year, whichever is later, for use through the end of the Leave Year.

Additional Eligibility

Eligible employees will be credited with 104 hours of Wounded Warriors Leave on the first day of each Leave Year and the leave is available for use until the last day of the Leave Year.

Carryover

Wounded Warrior Leave must be used during the Leave Year in which it is credited and will not be carried over. No employee may accrue more than 104 hours during any Leave Year.

Separation

If the employee leaves the Postal Service at any time during any Leave Year, any remaining leave **will not** be reinstated or paid out, except as permitted by OPM regulations if the employee transfers to another federal agency.

Requests for Wounded Warriors Leave

Foreseeable Leave

All employees requesting Wounded Warriors Leave must do the following:

- a. Submit their request on PS Form 3971, *Request for or Notification of Absence*, in advance to the appropriate supervisor; and
- b. Designate the reason for the absence as "other" and write "Wounded Warriors Leave" in the space provided.

Unforeseeable Leave

The Postal Service makes an exception to the advance approval requirement for unexpected treatment that qualifies for Wounded Warriors Leave. When the need to use Wounded Warriors Leave is not foreseeable, the employee must notify the appropriate supervisor of the following items as soon as possible:

- a. The employee's treatment;
- b. The expected duration of the absence; and
- c. The applicability of Wounded Warriors Leave.

Alternatively, the employee may use the Interactive Voice Response (IVR) system to record his or her absences. If the employee does not submit PS Form 3971 before the absence, the employee must complete the form upon his or her return to duty.

Approval or Disapproval

The supervisor is responsible for approving or disapproving requests for Wounded Warriors Leave by signing PS Form 3971, and returning a copy to the employee. If a supervisor does not approve a request for leave as submitted, including determinations of Absent Without Official Leave (AWOL), the supervisor must check the Disapproved block on PS Form 3971 and give the reason(s) for the disapproval in writing in the space provided. When a request is disapproved, the supervisor may also grant an alternate type of leave.

Verification

To verify that Wounded Warriors Leave requested by an employee is appropriately used for the treatment of a service-connected disability, the requesting employee must submit to the supervisor a copy of PS Form 5980, *Treatment Verification for Wounded Warriors Leave*, certified by a health care provider that the employee used the leave to receive treatment for a covered disability. The employee must provide the verification no later than 15 calendar days after the employee returns to work.

Charging Wounded Warriors Leave

Employees must charge Wounded Warriors Leave in the same manner as sick leave, as described in ELM 513.4.

Integration with Other Leave Policies

General

Nothing in this section is intended to limit employees' rights or benefits available under other current policies or collective bargaining agreements.

Integration with Family and Medical Leave Act

Employees eligible for Wounded Warriors Leave may also be able eligible to protection under the Family and Medical Leave Act (see ELM 515 for more information and eligibility requirements). Supervisors will initiate FMLA leave if they have reasonable grounds to believe that the leave might qualify. It is the employee's responsibility to provide complete and sufficient documentation to establish eligibility for FMLA. FMLA protection will run concurrently with Wounded Warrior Leave.

Management Instruction

Wounded Warriors Leave

This management instruction sets forth the policy guidelines and standard procedures for administering Wounded Warriors Leave.

Policy Guidelines

Wounded Warriors Leave

The Postal Service supports the employment of veterans who have chosen to commence or resume a civilian career with the Postal Service following their military service. Consistent with the requirements of the Wounded Warriors Federal Leave Act of 2015, the Postal Service allows any employee who meets the eligibility requirements to take a specifically designated type of leave, without loss or reduction in pay, for undergoing medical treatment for a service-related disability.

The Postal Service also recognizes the value that veterans add to the workforce. Consequently, it has determined that is both appropriate and desirable for the Postal Service to grant additional amounts of leave for the purpose of medical treatment as expressed in the Wounded Warriors Federal Leave Act of 2015. Therefore, in addition to the statutorily mandated leave, the Postal Service grants additional Wounded Warrior Leave as described herein.

Definitions

Wounded Warriors Leave is an authorized absence from the Postal Service to undergo medical treatment for a service-connected disability rated at 30 percent or more. It is a separate leave category, distinct from sick leave.

Treatment is an in-person visit to a health care provider, as specified in Section 513.364 of the *Employee and Labor Relations Manual* (ELM), and includes the course of action prescribed by a health care provider. Treatment includes but is not limited to examination for and evaluations of the health condition that has caused the disability rating.

Health Care Provider is the employee's attending physician or other attending practitioner as recognized by ELM 515.2.

~~*Twelve-Month-Leave Year-Period* means the continuous 12-month period that begins beginning on the first day of employment the first pay period of the calendar year, concluding with the last day of the last pay period of the calendar year. It is the period during which an eligible employee can may use Wounded Warriors Leave. For employees on the rolls and non-career employees on a required break in service (five or six days, as appropriate) on November 4, 2016, the 12-month period begins November 5, 2016. Warrior Leave.~~

Eligibility

General

~~All classifications of career and non-career Postal Service employees are eligible for Wounded Warriors Leave if all of the following applies:~~

- ~~a. They meet one of the eligibility requirements provided under Eligible Employees, and~~
- ~~b. They have not previously established eligibility for Wounded Warriors Leave.~~

~~Eligible employees are entitled to only one Twelve-Month Eligibility Period in connection with Postal Service employment.~~

Eligible Employees

~~To be eligible, you must meet the criteria of one of the following:~~

- ~~1. A career or non-career employee:~~
 - ~~a. With a full-time, part-time, or non-traditional schedule;~~
 - ~~b. Who either:~~
 - ~~i. is on the rolls as of November 4, 2016; or~~
 - ~~ii. is a non-career employee on a required break in service (five or six days, as appropriate), on November 4, 2016; or~~
 - ~~iii. begins serving his or her first appointment on or after November 5, 2016; and~~
 - ~~c. Who has [All employees who have](#) a single or combined service-connected disability rating of 30 percent or more.~~
- ~~2. Employees who:~~
 - ~~a. Leave the Postal Service's employment to participate in active-duty military service;~~
 - ~~b. Return directly from that military service to a career or non-career appointment on or after November 5, 2016; and~~
 - ~~c. Have sustained a single or combined service-connected disability rating of 30 percent or more that was incurred during the employee's immediate absence.~~
- ~~3. Employees who:~~
 - ~~a. Take military leave from the Postal Service to participate in active-duty military service;~~
 - ~~b. Return directly from that military leave on or after November 5, 2016; and~~

~~During military leave sustain a single or combined service-connected disability rating of 30 percent or more that was incurred during the employee's military leave [are eligible for Wounded Warriors Leave](#).~~

Employees with Pending Disability Determinations

Otherwise eligible employees with pending disability determinations, who at any time during ~~the applicable Twelve-Month Eligibility Period~~ [any Leave Year](#) receive a 30 percent or more disability rating, will be eligible for leave retroactively to the first day of ~~the applicable Twelve-Month Eligibility Period~~ [that current Leave Year](#). Any leave without pay (LWOP) or leave used while the determination is pending will be reimbursed and replaced with Wounded Warriors Leave, as appropriate, up to the maximum number of ~~days allowed~~ [hours allowed](#). [Wounded](#)

Warriors Leave may be retroactively applied for only the most current Leave Year and for no more than 104 hours.

Losing the Disability Rating

If an employee's service-connected disability rating is decreased to below 30 percent or discontinued during ~~the Twelve-Month Eligibility Period,~~ any Leave Year then the employee no longer has a qualifying service-connected disability. The employee must notify the ~~supervisor~~ HR Shared Service Center of the effective date of the change in the disability rating. The employee is no longer eligible for Wounded Warriors Leave as of the effective date of the rating change.

Accrual and Crediting

General

It is an employee's responsibility to notify the Postal Service of his or her eligibility before requesting Wounded Warriors Leave. Employees must provide documentation to the HR Shared Service Center from the Department of Veterans Affairs, ~~or on any Office of Personnel Management (OPM) certification form developed for administration of Wounded Warriors Leave,~~ certifying that the employee has ~~a qualifying~~ the requisite level of service-connected disability.

Initial Eligibility

~~Each~~ Newly hired eligible ~~employee~~ employees or those returning to the Postal Service will be credited with 104 hours of Wounded Warriors Leave following the Postal Service's receipt of documentation supporting the employee's eligibility. Wounded Warriors Leave will be available for use retroactively to the first day of ~~the Twelve-Month Eligibility Period,~~ their enter-on-duty date, or the current Leave Year, whichever is later, for use through the end of the Leave Year.

Employees Returning to the Postal Service

~~Employees with a service-connected disability rated at 30 percent or more will have any unused portion of their Wounded Warriors Leave restored for the remaining months of the Twelve-Month Eligibility Period if they meet the following requirements:~~

- ~~a. Leave postal employment during the Twelve-Month Eligibility Period ; and~~
- ~~b. Return to the Postal Service for a career or non-career appointment within the Twelve-Month Eligibility Period.~~

Employees Returning to the Postal Service from Military Service

~~When employees return to duty with the Postal Service on or after November 5, 2016, directly from military service (with a break in service), and as a result of that military service, have sustained a new service-connected disability rated at 30 percent or more, they will:~~

- ~~a. Receive the full 104 hours of Wounded Warriors Leave upon the Postal Service's receipt of documentation of their eligibility for Wounded Warriors Leave; and~~
- ~~b. Have 12 calendar months to use the leave.~~

~~Wounded Warriors Leave will be available for use retroactively to the first day of re-employment with the Postal Service.~~

Employees Returning to the Postal Service from Military Leave

~~Employees returning to the Postal Service from Military Leave (without a break in service) who sustain a new service-connected disability rated at 30 percent or more will receive the full 104 hours of Wounded Warriors Leave upon the Postal Service's receipt of documentation supporting the employee's eligibility.~~

~~Wounded Warriors Leave will be available for use retroactively to the first day of return to service and the employee will have 12 calendar months to use the leave.~~

Additional Eligibility

Eligible employees will be credited with 104 hours of Wounded Warriors Leave on the first day of each Leave Year and the leave is available for use until the last day of the Leave Year.

Use of Carryover

Wounded Warrior Leave

~~Eligible employees returning to must be used during the Postal Service from military leave will be able to use Wounded Warriors Leave, as appropriate, as well as Year in which it is credited and will not be carried over. No employee may accrue more than 104 hours during any Leave Year earned and remaining sick leave.~~

Entitlement to Wounded Warriors Leave

~~Entitlement to Wounded Warriors Leave expires at the end of an eligible employee's Twelve-Month Eligibility Period as defined on page 1. This happens regardless of the employee's actual Wounded Warriors Leave balance.~~

Separation

~~If the employee leaves the Postal Service at any time during or after the expiration of the Twelve-Month Eligibility Period any Leave Year, any remaining leave will not be reinstated, carried over, or paid out, except as permitted by:~~

~~OPM regulations if the employee transfers to another federal agency, or,~~

~~a. As included in this Management Instruction.~~

Employees with Recent Employment in Another Federal Agency

General

~~If an eligible employee began employment with another federal agency and transfers to the Postal Service within the Twelve-Month Eligibility Period, the employee is eligible to use Wounded Warriors Leave for the remainder of the 12 months. The employee must certify the number of hours of Wounded Warriors Leave used at the former agency. The Postal Service will provide the employee with the remaining Wounded Warriors Leave.~~

Examples

~~Here are two examples of how to use Wounded Warriors Leave when an employee transfers to the Postal Service from another federal agency:~~

~~1. An employee transfers from another federal agency to the Postal Service during the Twelve-Month Eligibility Period after six months with the former agency. He was eligible for Wounded Warriors Leave at the former agency. He used 40 hours of leave before transferring to the Postal Service. The employee will be eligible to use the remaining 64 hours of Wounded Warriors Leave during the next six months of employment, provided he follows the rules in this Management Instruction.~~

~~2. An employee transfers from another federal agency to the Postal Service during the Twelve-Month Eligibility Period after three months with the former agency. She was eligible for Wounded Warriors Leave at the former agency. She didn't use Wounded Warriors Leave at the former agency before transferring to the Postal Service. The~~

~~employee will be eligible to use the full 104 hours of Wounded Warriors Leave during the remaining nine months of her first year of federal civilian employment, provided she follows the rules in this Management Instruction.~~

Requests for Wounded Warriors Leave

Foreseeable Leave

All employees requesting Wounded Warriors Leave must do the following:

- a. Submit their request on PS Form 3971, *Request for or Notification of Absence*, in advance to the appropriate supervisor; and
- b. Designate the reason for the absence as "other" and write "Wounded Warriors Leave" in the space provided.

Unforeseeable Leave

The Postal Service makes an exception to the advance approval requirement for unexpected treatment that qualifies for Wounded Warriors Leave. When the need to use Wounded Warriors Leave is not foreseeable, the employee must notify the appropriate supervisor of the following items as soon as possible:

- a. The employee's treatment;
- b. The expected duration of the absence; and
- c. The applicability of Wounded Warriors Leave, ~~as soon as possible.~~

Alternatively, the employee may use the Interactive Voice Response (IVR) system to record his or her absences. If the employee does not submit PS Form 3971 before the absence, the supervisor/employee must provide it to complete the employee form upon his or her return to duty.

Approval or Disapproval

The supervisor is responsible for approving or disapproving requests for Wounded Warriors Leave by signing PS Form 3971, and returning a copy to the employee. If a supervisor does not approve a request for leave as submitted, including determinations of Absent Without Official Leave (AWOL), the supervisor must check the Disapproved block on PS Form 3971 and give the reason(s) for the disapproval in writing in the space provided. When a request is disapproved, the supervisor may also grant an alternate type of leave, ~~if any, and give with the reason for the disapproval. Supervisors must also note Absences Without Leave (AWOL) determinations the same as disapproved leave.~~

Verification

To verify that Wounded Warriors Leave requested by an employee is appropriately used for the treatment of a service-connected disability, the requesting employee must submit to the supervisor a copy of PS Form 5980, *Treatment Verification for Wounded Warriors Leave*, certified by a health care provider that the employee used the leave to receive treatment for a covered disability. The employee must provide the verification no later than 15 calendar days after the employee returns to work.

Charging Wounded Warriors Leave

Employees must charge Wounded Warriors Leave in the same manner as sick leave, as described in ELM 513.4.

Integration with Other Leave Policies

General

Nothing in this section is intended to limit employees' rights or benefits available under other current policies or collective bargaining agreements.

Integration with Family and Medical Leave Act

Employees eligible for Wounded Warriors Leave may also be able ~~to use leave provided~~ by eligible to protection under the Family and Medical Leave Act (see ELM 515 for more information and eligibility requirements). Supervisors will initiate FMLA leave if they have reasonable grounds to believe that the leave might qualify. It is the employee's responsibility to provide complete and sufficient documentation to establish eligibility for FMLA. FMLA protection will run concurrently with Wounded Warrior Leave.

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