

LABOR RELATIONS



November 22, 2016

Mr. Mark Diamondstein
President
American Postal Workers Union, AFL-CIO
1300 L Street NW
Washington, DC 20005-4128

Sent by Fax

Dear Mark:

This is in further reference to our previous correspondence regarding the Postal Service's decision to extend the Wounded Warriors Leave benefit to current employees. As explained in our November 15 correspondence concerning this matter, all employees who were on the rolls as of November 4 and who otherwise meet the eligibility requirements of the Wounded Warriors Federal Leave Act of 2015 may use up to 104 hours of Wounded Warriors Leave during the 12-month period beginning November 5, 2016.

On or about November 23, the Postal Service will send a mailer concerning Wounded Warriors Leave to all eligible employees. This mailer will provide an overview of the benefit and includes instructions on how employees may request it.

We have enclosed a copy of the subject mailer.

If you have any questions concerning the foregoing, please contact Noah Meyers at 5024.

Sincerely,

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

Alan S. Moore
Manager
Labor Relations Policy & Programs

Enclosure



Dear Postal Employee,

On November 5, 2015, President Obama signed the Wounded Warriors Federal Leave Act of 2015 (Pub. L 114-75) (Act). The Act requires federal agencies to make leave immediately available to eligible disabled service members to attend medical appointments without loss or reduction to pay.

You have been identified as an employee that is likely eligible for Wounded Warriors Leave based on your current Veterans Preference code.

What is Wounded Warriors Leave?

Wounded Warriors Leave (WWL), as designated, is available to eligible veterans to attend medical appointments and receive related treatment for a service-connected disability. Eligible veterans include all Postal Service employees that have a minimum 30 percent combined disability rating. In addition to being available to new employees hired on or after November 5, 2016, WWL is also available to current employees as of November 5, 2016, who otherwise meet the Act's eligibility requirements (including non-career employees on a required break in service), as well as employees who return to the Postal Service on or after November 5, 2016 from military service or leave in which they have suffered a qualifying disability.

WWL is a separate leave category, distinct from annual or sick leave. WWL is only available during the first 12 months of employment, or 12-month period beginning November 5, 2016 for current employees, unless an employee returns from Military Leave (without a break in service) with a new service-connected disability rated at 30 percent or more. WWL is offered to employees as a one-time benefit. Once the leave has been exhausted an employee is not eligible to receive the benefit again. Further, any WWL not used in the 12-month eligibility period is forfeited.

How do I know if I am eligible for Wounded Warriors Leave?

It is an employee's responsibility to notify the Postal Service of his or her eligibility before requesting Wounded Warriors Leave. You can verify if you are eligible by viewing your most recent PS Form 50 – *Notification of Personnel Action*. Your most recent PS Form 50 can be found in your e-OPF, which you can access through LiteBlue, if you do not have a hard copy available to you. Locate box number 11-Veterans Preference on the PS Form 50. If box number 11 contains code "6-10pt- Comp over 30%", this indicates that you are already designated as a veteran with a disability rating of 30 percent or more. If box 11 on your PS Form 50 does not denote code "6-10pt- Comp over 30%", you will need to submit the necessary documentation to certify eligibility.

If the Veterans Preference designation on your PS Form 50 shows you are eligible for Wounded Warriors Leave, you will be able to view your allocated hours for the Wounded Warriors Leave on your ePayroll Earnings Statement under "Other Leave."

How do I request to use Wounded Warriors Leave?

Requests for WWL should be made in advance, unless the leave is unforeseeable. Prior to the absence, employees must complete PS Form 3971, designating the reason for the absence as "other" and writing "Wounded Warriors Leave" in the space provided. Within 15 calendar days from their return to work, employees must provide to their supervisor a completed PS Form 5980, *Treatment Verification for Wounded Warriors Leave*, signed by their medical provider.

The use of WWL can be used in combination with other employee accrued leave and may also be used in conjunction with the Family Medical Leave Act (FMLA) provided the employee meets eligibility requirements.



For additional information on the Wounded Warriors Leave program, please see EL-510-2016-8, Management Instruction: Wounded Warriors Leave.

Where do I send documentation if my SF-50 does not show I'm eligible?

Employees who have not yet submitted the necessary paperwork must provide documentation from the Department of Veterans Affairs certifying that the employee has a qualifying service-connected disability. Specifically employees should submit a copy of DD 214 (Member 4), for each period of service, along with rating letter from the VA. Documentation to support WWL eligibility must be sent to:

HR Shared Service Center

via mail

Attention: RTR
HR Shared Service Center
PO Box 970100
Greensboro NC 27497-0100

via fax

(651) 994-3521