



October 4, 2019

Mr. Brian J. Wagner  
President  
National Association of Postal  
Supervisors  
1727 King Street, Suite 400  
Alexandria, VA 22314-2753



Dear Mr. Wagner:

This is in further reference to our April 13, 2018, correspondence regarding the Postal Service's plans to implement a system change in the Enterprise Resource Management System (eRMS).

You were advised that the planned enhancement will provide bargaining unit employees with the ability to request unscheduled leave using the Enterprise Leave Request Application (eLRA) through the Postal Service's *Liteblue* website.

The Postal Service is planning a "soft" launch of eLRA to assess the functionality of the application beginning Monday, October 7, at the following locations:

- Headquarters – Eagan Accounting Services
- Capital Metro Area – Greensboro District
- Eastern Area – Central PA District
- Great Lakes Area – Greater Indiana District
- Northeast Area - Greater Boston District
- Pacific Area – San Diego District
- Western Area – Arizona District

During the "soft" launch period, employees will be encouraged to use eLRA when requesting unscheduled leave. The eLRA application will be available to all employees effective October 15.

We have enclosed a copy of Stand-Up Talk, *New Method Available to Request Unscheduled Leave* announcing the eLRA application.

Sincerely,

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

Alan S. Moore  
Manager  
Labor Relations Policies and Programs

Enclosure

# Stand-Up Talk

**Oct. 15, 2019**

## **New method available to request unscheduled leave**

The Postal Service is providing you with a new method to request unscheduled leave.

You can now use the Enterprise Leave Request Application (eLRA) to submit these requests.

The eLRA is an online app available through LiteBlue that you can access from a computer, smartphone or other mobile device.

You can request unscheduled leave by logging into LiteBlue, clicking the eLRA icon in Quick Links, and then following the on-screen prompts to submit a request.

The system will securely transmit your information to your manager, and provide you with a confirmation number for your request.

The eLRA is an alternative to the Interactive Voice Response (IVR) system, and both systems can be used to request unscheduled leave.

The eLRA aims to make these requests quick and easy by allowing you to visually interact with system.

The eLRA also aims to reduce submission errors by allowing you to see the request before submitting.

If you have questions, let me or another manager or supervisor know. Thanks for listening, and have a good day.