



# National Postal Mail Handlers Union

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**Paul V. Hogrogian**  
*National President*

**Michael J. Hora**  
*National Secretary-Treasurer*

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*Vice President*  
*Central Region*

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*Vice President*  
*Southern Region*

**Don J. Sneesby**  
*Vice President*  
*Western Region*

June 7, 2021

To: Local Presidents  
Regional Directors/Representatives  
National Executive Board

Fr: Charles R. Manago *CRM*  
Contract Administration Representative

Re: **Postal Service creates a template letter for supervisors to provide employees who fail to provide documentation required for EFEL request (s) under the American Rescue Plan Act.**

Dear Sisters and Brothers:

Please find enclosed a copy of the above-reference document from the Postal Service regarding its template letter created for supervisor to provide employees who fail to meet the deadline to provide documentation required for EFEL request (s) under the American Rescue Plan Act.

According to the Postal Service, all employees who requested and was conditionally approved for EFEL from March 11 to May 3 were sent a letter May 6 outlining the documentation required for EFEL request (s).

The Postal Service has created a template letter for supervisors to provide to employees who failed to meet the deadline for submitting EFEL documentation requests as detailed by the May 6 letter.

A copy of the template letter is enclosed.

Please disseminate this information, as you deem appropriate and should you have any questions, or comments and/or suggestions regarding the above, please contact this office or forward your responses to the Contract Administration Department.

Cc: Paul V. Hogrogian, National President  
Michael J. Hora, National Secretary-Treasurer  
Teresa L. Harmon, Manager Contract Administration

LABOR RELATIONS



May 21, 2021

Mr. Paul V. Hogrogian  
National President  
National Postal Mail Handlers Union  
815 16<sup>th</sup> Street, NW, Suite 5100  
Washington, DC 20006-4101

Dear Mr. Hogrogian:

This is in further reference to our previous correspondence concerning implementation of Emergency Federal Employee Leave (EFEL) under the American Rescue Plan Act. As discussed in our May 5 correspondence concerning this matter, all employees who requested and were conditionally approved for EFEL from March 11 through May 3 were sent a letter dated May 6 outlining the documentation required for their EFEL request(s).

The Postal Service has created a template letter for supervisors to provide to employees who failed to meet the deadline for submitting EFEL documentation requests as detailed by the May 6 letter. A copy of this template letter is enclosed.

Sincerely,

A handwritten signature in blue ink, appearing to read "David E. Mills".

David E. Mills  
Manager  
Labor Relations Policies and Programs

Enclosure

[DATE]

POSTAL EMPLOYEE

**SUBJECT: Action Required for Leave Substitution of Cancelled Emergency Federal Employee Leave (EFEL)**

The Postal Service recently sent you a letter, dated May 6, 2021, regarding Action Required for Your Conditionally Approved Emergency Federal Employee Leave (EFEL). That letter indicated that you were required to provide documentation supporting your EFEL in accordance with the Office of Personnel Management's (OPM) requirements as implemented by the Postal Service. You were required to provide that documentation for receipt by the Postal Service by no later than Friday, May 21, 2021.

We did not receive the required documentation. As indicated in the May 6 letter, your EFEL will be cancelled. You have ten calendar days from the delivery date of this letter to notify your supervisor in writing at [ADDRESS / EMAIL / FAX] of what type of leave you would like to substitute for your cancelled EFEL hours. At your election, you can substitute the hours that were conditionally approved as EFEL with another type of applicable, paid leave available to you, subject to the normal postal rules governing that leave type. Alternatively, you may substitute leave without pay (LWOP).

If LWOP is substituted for any amount of EFEL hours, you will owe a debt to the Postal Service. You will be notified of this debt through the Postal Service's debt-collection process consistent with the requirements of the Debt Collection Act.

According to our records, you have the following number of EFEL hours that will be cancelled: [HOURS OF EFEL TO BE CANCELLED].

Your written election must clearly indicate the number of hours of each applicable leave type you wish to substitute. LWOP will be substituted for any hours not covered by your election, including if your elected substitution cannot be made due to postal policy (e.g., if your election would cause you to exceed the number of sick leave hours available to you for dependent care).

If you do not make an election by the deadline, your EFEL hours will be substituted with LWOP, and you will be responsible for repaying the created debt as noted above.

For any questions related to EFEL, please contact your supervisor.