



May 6, 2021

POSTAL EMPLOYEE

SUBJECT: Action Required for Your Emergency Federal Employee Leave (EFEL)

On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law providing federal employees, including those of the U.S. Postal Service, with Emergency Federal Employee Leave (EFEL). This paid leave is available to employees incurring absences due to covered circumstances related to COVID-19 and must be administered in accordance with the requirements set by the U.S. Office of Personnel Management (OPM). OPM issued its guidance on April 29, 2021, and the Postal Service is implementing that guidance. You must comply with the instructions in this letter no later than **Friday, May 21, 2021**.

Leave records indicate that you submitted a request for EFEL, that was conditionally approved under the Postal Service's interim EFEL procedures, prior to OPM's final guidance and subject to complying with OPM's guidance once it was issued. To maintain EFEL, you must submit the following:

- Completed *COVID-19 Emergency Federal Employee Leave (EFEL) Employee Notification and Leave Request Form\**, including the listed required additional documentation associated with the reason for your leave request; and
- Completed *Employee Agreement in Connection with Emergency Federal Employee Leave (EFEL)\**.

\*Copies of the *Employee Notification and Leave Request Form* and the *Employee Agreement in Connection with EFEL* forms are included with this notification.

Employees must submit the completed and signed forms for any EFEL request (only one *Employee Agreement in Connection with EFEL* is needed). If you had nonconsecutive absences or absences related to different qualifying circumstances, as listed on the *Employee Notification and Request Form*, a separate PS Form 3971 and *Employee Notification and Request Form* is required for each absence and/or qualifying circumstance.

As explained on both included forms, EFEL is granted on a conditional basis and is subject to the availability of monies in the EFEL Fund. If the Fund is exhausted before reimbursement is received by the Postal Service for your use of EFEL, the leave will be cancelled, and you will be responsible for using another form of paid available leave or using leave without pay (LWOP) and eliminating resulting debt associated with your use of LWOP.

Employees must submit all EFEL documentation to their direct Supervisor or Manager. All forms must be received no later than **Friday, May 21, 2021**.

If your documentation is not received by **May 21, 2021**, your EFEL will be cancelled and you will need to elect another paid leave type or LWOP. You would be responsible for any repayment of EFEL that was changed to LWOP due to non-receipt of documentation.

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

A handwritten signature in cursive script that reads "Joseph R. Bruce".

Joseph R. Bruce  
Attachments