

511.3 **Eligibility**511.31 **Covered**

Covered by the leave program are:

- a. Full-time career employees.
- b. Part-time regular career employees.
- c. Part-time flexible career employees.
- d. To the extent provided in the USPS National Rural Letter Carriers' Association (NRLCA) National Agreement, temporary employees assigned to rural carrier duties.

Note: Transitional employees are not covered by the leave program, but do earn leave as specified in their union's national agreement.

References to A–E Postmasters also apply to Part-Time Postmasters.

511.32 **Not Covered**

Not covered by the leave program are:

- a. Postmaster relief/leave replacements, noncareer officers in charge, and other temporary employees except as described in [511.31d](#).
- b. Casual employees.
- c. Individuals who work on a fee or contract basis, such as job cleaners.

511.4 **Unscheduled Absence**511.41 **Definition**

Unscheduled absences are any absences from work that are not requested and approved in advance.

511.42 **Management Responsibilities**

To control unscheduled absences, postal officials:

- a. Inform employees of leave regulations.
- b. Discuss attendance records with individual employees when warranted.
- c. Maintain and review PS Form 3972, *Absence Analysis*, and PS Form 3971.

511.43 **Employee Responsibilities**

Employees are expected to maintain their assigned schedule and must make every effort to avoid unscheduled absences. In addition, employees must provide acceptable evidence for absences when required.

512 **Annual Leave**512.1 **General**512.11 **Purpose**

Annual leave is provided to employees for rest, for recreation, and for personal and emergency purposes.