

# Postal Employees

ELM REVISION

## Paid Military Leave Changes

Effective Fiscal Year 2002, *Employee and Labor Relations Manual* (ELM) 517, Paid Military Leave, is revised as follows:

**517.41, General Allowance**, is modified with an addition to allow employees to carry over allotted but unused (not to exceed 15 days) paid military leave from one fiscal year to the next. On rare occasions, two sets of military orders fall in one postal fiscal year, and no orders are received in the preceding or following fiscal year. This change allows employees to use the allotment for each year.

**517.53, Leave Charge for Nonworkdays**, is deleted.

**517.54, Active Duty Extends Into Another Fiscal Year**, is deleted because 517.41 allows limited carryover of paid military leave.

**517.71, Form 3973**, second paragraph, the words "and charges for nonworkdays" are deleted to be consistent with the changes in 517.53.

We will incorporate these revisions into the next printed version of the ELM and into the online version, available on the Postal Service Intranet at <http://blue.usps.gov/cpim>; click on *Manuals*.

### Employee and Labor Relations Manual (ELM)

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**5 Employee Benefits**

**510 Leave**

\* \* \* \* \*

**517 Paid Military Leave**  
\* \* \* \* \*

**517.4 Military Leave Allowances**

**517.41 General Allowance**  
\* \* \* \* \*

*[Add the following new paragraph at the end of 517.41:]*

An employee may carry over up to 1 year's allotted but unused (not to exceed 15 days) military leave from one fiscal year to the next.

\* \* \* \* \*

**517.5 Leave Charge Information**

\* \* \* \* \*

*[Delete 517.53 and 517.54. Renumber existing 517.55 and 517.56 as new 517.53 and 517.54, respectively.]*

\* \* \* \* \*

**517.7 Records Control**

**517.71 Form 3973**

\* \* \* \* \*

*[Revise the first sentence of the second paragraph as follows:]*

Form 3973 is used to monitor paid military leave.\*\*\*

— Compensation,  
*Employee Resource Management, 3-21-02*