



April 16, 2021

OFFICERS

SUBJECT: Emergency Federal Employee Leave—Enterprise Resource Management Application Changes

This memorandum addresses a new procedure for entry into the Enterprise Resource Management Application (eRMS) relating to employee leave requests for Emergency Federal Employee Leave (EFEL). This leave became available as part of the American Rescue Plan Act (ARPA) effective March 11, 2021.

Previously issued guidance instructed eRMS users to input hours code 086-21 for all EFEL requests beginning on March 11, 2021. Effective April 10 (PP09/Wk01), the eRMS application will have available reason codes to accompany the hours code 086. eRMS users should no longer use the hours/reason code 086-21. The following reason codes have now been made available for input. The selected reason code must relate to the EFEL qualifying reason associated with the employee's leave request:

- 086-01 - Pandemic Isolation Order—Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- 086-02 - Pandemic Quarantine Self—Employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- 086-03 - Pandemic Quarantine Other—Employee is caring for an individual who is subject to such an order as in (1) or has been so advised as in (2).
- 086-04 - Pandemic Seeking Care—Employee is experiencing COVID-19 symptoms and seeking a medical diagnosis.
- 086-05 - Pandemic Child Care—Employee is caring for the employee's son or daughter if the school or place of care of the son or daughter has been closed, requires or makes optional a virtual learning instruction model, requires or makes optional a hybrid of in-person and virtual learning instruction models, or if the child care provider of the son or daughter is unavailable, due to COVID-19 precautions.
- 086-07 - Pandemic Adult Care—Employee is caring for a family member with a mental or physical disability or who is 55 years of age or older and incapable of self-care, without regard to whether another individual other than the employee is available to care for such family member, if the place of care for such family member is closed or the direct care provider is unavailable due to COVID-19.

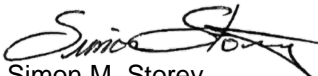
- 086-08 - Pandemic Vaccine—Employee is obtaining immunization (vaccination) related to COVID-19 or is recovering from any injury, disability, illness, or condition related to such immunization.

Entries previously made for hours/reason code 086-21 should be corrected in eRMS to reflect the appropriate new reason code. Payroll adjustments are not necessary; the paid hours code (086) remains the same. Previously used hours/reason codes 079-19 (HQ Authorized Admin Leave-National Emergency), 086-19 (Other Paid Leave-National Emergency), and 086-21 (Other Paid Leave-Pandemic Relief 2021) will no longer be available for input in the eRMS application.

There is a continued expectation for eRMS users to input all leave requests as appropriate. Employee requests for leave relating to EFEL must be input into eRMS. Supervisors and managers should continue to conditionally approve such requests for leave in increments up to two weeks: up to 80 hours for full-time employees and a proportional amount for part-time flexible (PTF) and on-career employees who do not have a 40 hour per week schedule. This guidance can be referenced in the memorandum titled American Rescue Plan Act—Emergency Federal Employee Leave dated April 14, 2021. At this time, EFEL may be entered into eRMS up to April 28, 2021, only. Requests for EFEL beyond that date should not be approved or denied. As a reminder, the employee must be unable to work (including telework) because of one of the qualifying reasons for conditional approval of EFEL leave listed above.

Thank you for your continued adherence to policy and your support throughout the pandemic.

If you have any questions regarding the above, please contact eRMS Questions Team at M5QJ0@usps.gov.


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