Information and recommendations in regard to COVID-19

The Postal Service, in conjunction with public health officials, assess each situation and applies the recommendations from the CDC as to who may have been at risk with each situation. They then inform those people who may have been at risk to self-quarantine. If either a public health official or a Postal manager tells a Postal employee they should self-quarantine, those employees will be granted Administrative leave.

Employees that have not been told by either a public health official or a Postal manger, and who believe they need to self-quarantine, may ask for, annual leave, sick leave, Sick Leave for Dependent Care, LWOP, or, in the case of CCAs, ask for "other leave" coded 086.

At this point, for those newly converted employees that do not have a bank of either sick leave or annual leave, and still believe they need to self-quarantine, contact your local managers and explain your request for an absence involving COVID-19. While speaking to your manager you may want to request Advanced Sick Leave. If you do not have a leave balance and you call in an absence due to COVID-19, immediately contact your local branch (steward) and let them know.

Anyone requesting leave due to COVID-19 it is recommended you make a comment on the 3971 upon return to work that your absence was due to COVID-19.

We should all try and remain calm but we should also take proper precautions.

We do have an essential job to do for the American public. Please stay safe and come to work if at all possible.