

Sick leave is provided to employees for paid time off from regularly scheduled work hours due to illness, injury, pregnancy, and medical examinations and treatment (including dental and optical). Sick leave is accrued and credited at the end of each bi-weekly pay period in which it is earned.

Category	Sick Leave Time Accrued
Full-Time Employees	4 hours for each full biweekly pay period: 104 hours (13 days per year)
Part-Time Employees	1 hour for each unit of 20 hours in pay status up to 104 hours (13 days year)

For more information about sick leave please consult the Employee and Labor Relations Manual (ELM 17.9) at USPS.com.

Holiday Leave

Observed Holidays

The following 10 days are observed as holidays by the U.S. Postal Service.

- a. New Year's Day - January 1.
- b. Martin Luther King, Jr.'s Birthday - 3rd Monday in January.
- c. Washington's Birthday - 3rd Monday in February.
- d. Memorial Day - Last Monday in May.
- e. Independence Day - July 4.
- f. Labor Day - 1st Monday in September.
- g. Columbus Day - 2nd Monday in October.
- h. Veterans' Day - November 11.
- i. Thanksgiving Day - 4th Thursday in November.
- j. Christmas Day - December 25.

For more information about holiday leave please consult the Employee and Labor Relations Manual (ELM 17.9) at USPS.com.

Leave Year Begins PP-02 Jan.03, 2009 - Ends PP-01 Jan.01, 2010

Annual leave is provided to employees for paid time off from regularly scheduled work hours. The charts below shows how much annual leave is accrued for full-time and part-time employees. Annual leave for full-time employees is credited at the beginning of the leave year, while annual leave for part-time employees is accrued in units of 20, 13, or 10 hours worked. Military service time (in most cases) counts towards USPS service time for determining annual leave per year. (For example: If you served four years in the U.S. military prior to your employment with the USPS your initial annual leave amount would be in the 3-15 year category).

Full-Time Employees	
Service Time	Leave Per Year
Less than 3 years	104 hours (13 days)

3-15 years	160 hours (20 days)	
15 years or more	208 hours (26 days)	
Part-Time Employees		
Service Time	Leave Per Year	Rate of Accrual
Less than 3 years	104 hours, or 13 days per 26-period leave year or 4 hours for each bi-weekly pay period.	1 hour for each unit of 20 hours pay in status.
3-15 years	160 hours, or 20 days per 26-period leave year or 6 hours for each full bi-weekly pay period, plus 4 hours in last pay period in leave year.	1 hour for each unit of 13 hours in pay status.
15 years or more	208 hours, or 26 days per 26-period leave year or 8 hours for each full biweekly pay period.	1 hour for each unit of 10 hours in pay status.
Maximum Leave Carryover Amounts		
<ul style="list-style-type: none"> • Bargaining Unit Employees: 440 hours (55 days) • Postal Career Executive Service (PCES) Employees: Greater of 560 hours or 16 days (128 hours) • EAS Employees: 560 hours (70 days) 		

For more information about annual leave please consult the Employee and Labor Relations Manual (ELM 17.9) at USPS.com