

LABOR RELATIONS



January 9, 2008

Myra Warren  
Director of Life Insurance  
National Association of Letter  
Carriers, AFL-CIO  
100 Indiana Avenue, NW  
Washington, DC 20001-2144

Dear Myra:

This is in response to your December 21, 2007 correspondence, concerning management practices in the Capital District relating to the application of Family Medical Leave Act (FMLA) documentation requirements under Employee and Labor Relations Manual (ELM) 515.51.

Your question and the Postal Service response follows:

*Recently we were made aware that in the Capital District, employees are required to mail their FMLA certification to an FMLA coordinator and that supervisor[s] were not accepting employees' FMLA certification. This is not in compliance with ELM 515.51 and the employees are incurring a financial cost to get FMLA certification. What is the Postal Service position on this matter?*

**Response:**

Employees can submit their FMLA information to a supervisor or the FMLA Coordinator. The Postal Service is considering revisions to ELM 515.51. In the interim, the field will be informed that supervisors should be forwarding the employee's FMLA information to the FMLA Coordinator, whenever received.

If you have any questions concerning the foregoing, please contact Anthony Waters at (202) 268-3832.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan S. Moore".

Alan S. Moore  
Manager  
Labor Relations Policy and Programs

A rectangular stamp with the word "RECEIVED" in large, bold, capital letters.

JAN 14 2008

U.S. Letter