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Annual Leave Exchange Program

LifeBlue HR Home

Subjects

Roles

See ELM 512.63 for detailed information.

When you can make an Annual Leave Exchange

ALE occurs only during Open Season. You must take action during Open Season if you want to exchange next year's annual leave for a lump sum payment.

- Open Season Elections *Nov 13 - Dec 11*

Your Eligibility and Choices

Read the letter on Annual Leave Exchange for the most complete information about this program.

EAS Leave Exchange

Full-time and part-time regular career non-bargaining unit employees have the option to exchange for cash up to 128 hours of the annual leave they will earn during the next leave year. To be eligible, an employee must have an annual leave balance of 160 hours at the end of the current leave year.

Bargaining Unit Leave Exchange

Some bargaining unit agreements provide a leave exchange program for **covered full-time and part-time regular employees**. To be eligible, the covered employee must have a balance of 440 hours at the end of the leave year, and must have used less than 75 hours of sick leave during the leave year. Those eligible are permitted to exchange up to 40 hours of the annual leave they would otherwise earn during the next leave year.

Leave Carryover Limit

Internal Revenue Service "constructive receipt" regulations prevent Postal Service employees from exchanging leave already earned that exceeds the Postal Service leave carryover limit.

Making Your ALE Elections

Coming (only to eligible employees) in the mail every Open Season is the **Letter on Annual Leave Exchange** and the **PostalEASE ALE Worksheet**. Prepare by gathering the information you need and the **PostalEASE ALE Worksheet** sent to eligible employees.

→ **Make your election** by using one of the following:

- **PostalEASE Online** (LiteBlue, Blue or at an Employee Kiosk)
- **PostalEASE Self-Service Phone** (1-877-477-3273, option 1)

Remember – When You Make Any Election...

Protect Your Information. Ensure that your USPS Personal Identification Number (PIN) and USPS Password are secure in order to protect your information. See the instructions below for details on how