



ADVANCED SICK LEAVE REQUESTS GUIDELINES

The following guidelines will be observed for all Advance Sick Leave Requests. With all requests for Advance Sick Leave, please ensure that all of the following information is provided to the Plant Manager at least two weeks PRIOR to the actual leave start date. This will avoid untimely action on the employee's request. Advance Sick Leave will not be granted retroactively to cover past absences.

1. Completed PS Form 1221 (October 2013).
2. Letter from employee requesting advanced sick leave with the following information to be included in the letter:
 - Years of Postal Service
 - Current Annual Leave and Sick Leave Balances
 - Purpose of Advanced Sick Leave, with required supporting acceptable medical documentation
 - Number of hours requested (NOTE: cannot exceed 240 hours)
 - Reason employee has insufficient sick leave earned to cover absence
3. Copy of current and previous year PS Form 3972.
4. Recommendation of approval/disapproval from Supervisor to include likelihood of employee returning to work for sufficient time to repay the advanced leave as well as stating whether the employee has or has not had any sick leave abuse.
5. Recommendation of approval/disapproval from Manager.

If any of the above information is missing or not provided, the request will be returned which can cause a delay in processing an approved request.