**513.36****Sick Leave Documentation Requirements**

**513.361****Three Days or Less**

For employee absences of three consecutive days or less, supervisors may accept the employee’s statement explaining the absence. Medical documentation or other acceptable evidence of incapacity for work or need to care for a family member is required only when the employee is on restricted sick leave (see [513.39](https://about.usps.com/manuals/elm/html/elmc5_003.htm" \l "ep444351)) or when the supervisor deems documentation desirable for the protection of Postal Service interests. Substantiation of the family relationship must be provided if requested.

**513.362****Over Three Days**

For employee absences that exceed 3 consecutive days, employees are required to submit medical documentation or other acceptable evidence of incapacity for work or of need to care for a family member, and, if requested, substantiation of the family relationship.

**513.363****Extended Periods**

Employees who are on sick leave for extended periods are required to submit at appropriate intervals, *but not more frequently than once every 30 days,* satisfactory evidence of continued incapacity for work or need to care for a family member unless a supervisor responsible for the employee knows the employee’s continuing situation.

**513.364****Medical Documentation or Other Acceptable Evidence**

Employees required to submit medical documentation should obtain it from the employee’s attending physician or other attending practitioner who is performing within the scope of his or her practice. The documentation must provide an explanation of the nature of the employee’s illness or injury sufficient to indicate to management that the employee was (or will be) unable to perform his or her normal duties for the period of absence. Typically, medical statements such as “under my care” or “received treatment” are not acceptable evidence of incapacitation to perform duties.

Supervisors may accept substantiation other than medical documentation if they believe it supports approval of the sick-leave request.

**513.365****Failure to Furnish Required Documentation**

If acceptable substantiation of incapacitation is not furnished, the absence may be charged to annual leave, LWOP, or AWOL.

**513.39****Restricted Sick Leave**

**513.391****Reasons for Restriction**

Supervisors or installation heads with evidence indicating that an employee is abusing sick-leave privileges may place the employee on the restricted sick-leave list. In addition, employees may be placed on the restricted sick-leave list after their sick-leave use has been reviewed on an individual basis and the following actions have been taken:

1. An absence file has been established on the employee.
2. The immediate supervisor and higher levels of management have reviewed the absence file.
3. Absences during the past quarter of LWOP and sick leave that the employee used have been reviewed. (No minimum sick-leave balance is established below which the employee’s sick-leave record is automatically considered unsatisfactory.)
4. The employee’s supervisor has discussed the employee’s absence record with the employee.
5. Subsequent quarterly absences have been reviewed. If the absence logs indicate no improvement, the supervisor must discuss the matter with the employee and include in the discussion advice that if there is no improvement during the next quarter, the employee will be placed on restricted sick leave.

**513.392****Notice and Listing**

Supervisors must provide written notice to employees that their names have been added to the restricted sick-leave listing. The notice also explains that, until further notice, the employees must support *all*requests for sick leave by medical documentation or other acceptable evidence (see [513.364](https://about.usps.com/manuals/elm/html/elmc5_003.htm#ep444323)).

**513.393****Rescission of Restriction**

The employee’s supervisor reviews the employee’s PS Form 3972 for each quarter. If the number of absences charged to sickness has substantially decreased, the employee’s name is removed from the restricted sick-leave list and the employee is notified in writing of the removal.

SECTION 9. Election of Shop Stewards shall be held following the election of Branch officers at each associate office, branch, station or section, commencing on December 1st. Each station shall conduct its own election in the following manner:

A. Designation of election committee.

B. Post on Union bulletin board notice of election which shall be five (5) days prior to voting.

C. Nominations shall be made from the floor.

D. Balloting shall begin after the fifth (5th) day and conclude within five (5) days.

E. The new Shop Steward shall take office at the Steward’s Board Meeting in January and shall be installed along with the Officers prior to or during the January General Membership Meeting. Ballots shall be kept for thirty (30) days. Election results shall be posted on the Union bulletin board. If there is no officer or member who will run for election, the President may appoint someone.

F. In the event of a vacancy of a Shop Steward position an election will be held unless such election would have to take place less than ninety (90) days before the regular election for Stewards in the station. In this instance, a Steward may be appointed by the Branch President to serve out the time remaining on the resigned or vacant Stewards term.

SECTION 10. In the event the Branch President deems it necessary, he/she may, if the elected Steward(s) agree with him/her on the individual selected, appoint an alternate Steward(s) in any associate office, branch, station, or section.

**Handbook M-39 sec 115.4**

**115.4 Maintain Mutual Respect Atmosphere The National Agreement sets out the basic rules and rights governing management and employees in their dealings with each other, but it is the front-line manager who controls management’s attempt to maintain an atmosphere between employer and employee which assures mutual respect for each other’s rights and responsibilities.**

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