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File

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Des Moines Processing and Distribution

 **UNITED STATES  
POSTAL SERVICE**  
NOVEMBER 14, 1996  
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**REISSUE DATE: MARCH 24, 1998**

**MEMORANDUM TO: ALL SUPERVISORS, MAIL PROCESSING, MAINTENANCE,  
TRANSPORTATION AND NETWORK, IN-PLANT SUPPORT**

**SUBJECT: REQUESTS FOR ADVANCE SICK LEAVE**

In order to expedite requests for Advance Sick Leave, there are certain basic requirements that have to be met before action can be taken:

1. The employee must submit a signed Form 3971 for the number of hours and dates to his or her immediate supervisor. This request must be accompanied by the proper medical documentation from the employee's physician. This documentation must have a diagnosis and prognosis.

2. The immediate supervisor will recommend approval or disapproval of the request on an attached Form 13 stating the reason for his/her recommendation.

A current Form 3972 (absence analysis) covering the past two years **MUST BE SUBMITTED WITH ALL REQUESTS.**

3. The supervisor must also furnish the current sick leave balance and the number of hours an employee could have earned since beginning Postal employment (number of years x 104 hours).

4. Has the employee used sick leave a day or two at a time, or in one large piece because of extended illnesses? Has the employee been counseled, had job discussions, or disciplined because of attendance related problems?

Advance Sick Leave will not be granted unless the employee can present proper medical certification. Do not contact the doctor. This is the employee's responsibility.

After the immediate supervisor has completed the above actions, he will forward the complete package to his/her Manager. This manager will forward the complete package to the Plant Manager.

Remember that Advance Sick Leave is a cash loan to the employee and requests will not be granted automatically.

  
John Dooley  
Lead Plant Manager