

# Summary of Changes

The *Employee and Labor Relations Manual*, Issue 24, constitutes a revision of ELM 23, which was published in November 2010. ELM 24 incorporates changes published in the *Postal Bulletin* through January 27, 2011.

## How to Use the Summary of Changes

- Use this summary of changes to find out about changes published in the *Postal Bulletin* from November 18, 2010 through January 27, 2011.
- Find the chapter, subchapter, part, section, or system of records in the first column and read across the other columns to find specific information about that revision.

This chapter, subchapter, part, or section...	titled...	was updated to...	in <i>Postal Bulletin</i> issue number...	with an issue date of ...
<b>Chapter 4, Pay Administration</b>				
471.1	Policy	Change title to "Policy and Scope."	22298	11-18-10
471.11	Scope	Add section to clarify the scope of this subchapter.		
471.12	Policy	Add two new categories: <ul style="list-style-type: none"> <li>■ Other Awards.</li> <li>■ Inspection Service Awards.</li> </ul>		
Exhibit 471.1	Service Recognition and Incentive Awards	Add the following: <ul style="list-style-type: none"> <li>■ Noncash tangible and gift certificate awards to Spot Awards.</li> <li>■ A section for Other Awards.</li> </ul>		
471.31	Noncash	<ul style="list-style-type: none"> <li>■ Change title to Cash Equivalent Awards.</li> <li>■ Expand definition of <i>cash award</i>.</li> </ul>		
471.32	Cash and Cash Equivalent	<ul style="list-style-type: none"> <li>■ Change title to Cash Awards.</li> <li>■ Add definition of <i>cash equivalent award</i>.</li> </ul>		
471.33	Noncash Tangible Awards	Add section to: <ul style="list-style-type: none"> <li>■ Expand definition of a <i>noncash tangible award</i>.</li> <li>■ Clarify taxable income and reporting requirements.</li> </ul>		

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471.34	Gift Certificates	Add section to: <ul style="list-style-type: none"> <li>■ Define <i>gift certificate</i>.</li> <li>■ State that gift certificates may range from \$1 to \$3,000.</li> <li>■ Clarify taxable income and reporting requirements.</li> </ul>	22298	11-18-10
471.4	Budgeting Considerations	Delete section.		
471.5	Privacy Act Considerations	<ul style="list-style-type: none"> <li>■ Renumber as 471.4.</li> <li>■ Update references to Handbook AS-353 and the Postal Service Privacy Act System of Records.</li> </ul>		
471.6	Presentation Ceremonies	<ul style="list-style-type: none"> <li>■ Renumber as 471.5.</li> <li>■ Change reference from “public information personnel” to “communications staff or the area communications program specialist.”</li> </ul>		
471.7	Documenting Awards	Change to 471.6 and update rules for documenting awards in the eOPF system.		
472	Certificate of Appreciation	<ul style="list-style-type: none"> <li>■ Add “suppliers” to those who may receive the Certificate of Appreciation.</li> <li>■ Change “contract employees” to “contractors.”</li> </ul>		
473	Service Awards	Clarify that only career employees are eligible for Service Awards.		
473.23	Responsibility	Update responsibilities for administering the Service Award Pin program.		
473.31	Description	Clarify the definition of and the procedures for awarding the following: <ul style="list-style-type: none"> <li>■ Retirement Service Award Certificate.</li> <li>■ Posthumous Service Award Certificate.</li> </ul>		
473.331	Headquarters	Change responsible official from “the manager of “Corporate Personnel Operations” to “the manager of Corporate Personnel Management.”		
473.351	Retiring Employees	Revise the eligibility criteria and the process for creating Retirement Service Awards.		
473.4	Benjamin Franklin Award	Move to Special Awards and renumber as 476.5.		
474	Informal Award	Change definition of <i>Informal Award</i> .		

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475	Formal Awards	Add the following awards: Spot Cash Equivalent, Spot Noncash Tangible, Spot Gift Certificate, and Noncareer Gift Certificate.	22298	11-18-10
475.22	Description	<ul style="list-style-type: none"> <li>■ Define <i>cash equivalent awards</i>.</li> <li>■ Add descriptions of <i>gift certificates</i> and <i>merchandise item</i>.</li> <li>■ Clarify what is considered “ordinary income for tax purposes.”</li> </ul>		
475.3	Noncareer Gift Certificate Award	Add section to describe award and related policies and procedures.		
475.3	Quality Step Increase Award	Renumber as 475.4.		
475.48	Initiating a Personnel Action	Revise to reflect processing changes required by implementation of the HRSSC.		
476	Special Awards	<ul style="list-style-type: none"> <li>■ Provide more information about the Team Award.</li> <li>■ Move the Benjamin Franklin award from Service Awards to Special Awards.</li> </ul>		
477	Other Awards	Add section to include the following: <ul style="list-style-type: none"> <li>■ Ideas Program Awards.</li> <li>■ Contest Award.</li> <li>■ Safety Award.</li> </ul>		
477.2	Ideas Program Awards	Define and describe the following Ideas Program Awards: <ul style="list-style-type: none"> <li>■ Local Idea Award.</li> <li>■ Operation-wide Idea Award.</li> <li>■ National Level Idea Award.</li> <li>■ Idea Champion Award.</li> <li>■ Idea Team Testing Award.</li> </ul>		
477.3	Contest Award	Define and describe the Contest Award.		
477.4	Safety Award	Define and describe the Safety Award.		
478	Inspection Service Awards	Add section to include the following Inspection Service Awards: <ul style="list-style-type: none"> <li>■ Informal Award.</li> <li>■ Nonexecutive Award.</li> <li>■ Vice President/Chief Postal Inspector Individual Award.</li> </ul>		

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<b>Chapter 5, Employee Benefits</b>				
512.412	Emergencies	Add the following forms and explain how they are to be used: <ul style="list-style-type: none"> <li>■ WH-380-E, <i>FMLA Certification of Health Care Provider for Employee's Serious Health Condition.</i></li> <li>■ WH-380-F, <i>FMLA Certification of Health Care Provider for Family Member's Serious Health Condition.</i></li> <li>■ WH 381, <i>FMLA Notice of Eligibility and Rights and Responsibilities.</i></li> <li>■ WH-384, <i>FMLA Certification for Qualifying Exigency for Military Family Leave.</i></li> <li>■ WH-385, <i>FMLA Certification for Serious Injury or Illness of Covered Servicemember — for Military Family Leave.</i></li> </ul>	22298	11-18-10
513.12	Sick Leave for Dependent Care	Update reference to 515.2.		
513.32	Conditions for Authorization			
513.332	Unexpected Illness or Injury	Add reference to the following forms and explain how they are to be used: <ul style="list-style-type: none"> <li>■ WH-380-E, <i>FMLA Certification of Health Care Provider for Employee's Serious Health Condition.</i></li> <li>■ WH-380-F, <i>FMLA Certification of Health Care Provider for Family Member's Serious Health Condition.</i></li> <li>■ WH 381, <i>FMLA Notice of Eligibility and Rights and Responsibilities.</i></li> </ul>		
514.22	Administrative Discretion	Update reference to 514.41 in item c.		
Exhibit 514.4	Acceptable Reasons and Instructions	Update reference to 514.41 in item f.		
515.1	Purpose	Delete last sentence.		
515.2	Definitions	<ul style="list-style-type: none"> <li>■ Add new definitions.</li> <li>■ Expand existing definitions.</li> </ul>		
515.3	Eligibility	Add statement that employment periods prior to a break in service of 7 years or more are not counted in determining the 12 months of employment.		

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515.41	Conditions	Describe conditions that entitle eligible employees to: <ul style="list-style-type: none"> <li>■ Up to 12 workweeks of FMLA leave within a Postal Service leave year.</li> <li>■ Up to 26 workweeks of leave within a 12-month period to care for a covered service member with a serious injury or illness.</li> </ul>	22298	11-18-10
515.43	Authorized Hours	Add provisions for employees who are eligible to take up to 26 workweeks to care for a covered service member as defined in 515.41.		
515.5	Documentation	Change title to “Notice and Documentation.”		
515.51	General	<ul style="list-style-type: none"> <li>■ Change title to “Notice.”</li> <li>■ Update and clarify how and when employees are required to notify supervisors when they request FMLA leave.</li> </ul>		
515.52	Documentation	Add section that describes employee’s responsibility to provide complete and sufficient medical certification to establish a serious health condition as defined under FMLA.		
515.52	Particular Circumstances	Renumber as 515.53.		
515.521	New Son or Daughter	Renumber as 515.531.		
515.522	Care of Others for Medical Reasons	<ul style="list-style-type: none"> <li>■ Renumber as 515.532.</li> <li>■ Add provisions for employees who are eligible to take up to 26 workweeks to care for a covered service member as defined in 515.41.</li> </ul>		
515.523	Employee Incapacitation	Renumber as 515.533.		
515.524	Return to Work After Employee Incapacitation	Renumber as 515.534. Delete reference to Publication 71, <i>Notice for Employees Requesting Leave for Conditions Covered by the Family and Medical Leave Act</i> , May 2005.		
515.535	Qualifying Exigency	Add a section that describes procedures for employees requesting FMLA time off because of a qualifying exigency arising out of a family member’s call to covered active duty in the Armed Forces.		

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515.53	Additional Medical Opinions	<ul style="list-style-type: none"><li>■ Renumber as 515.54.</li><li>■ Clarify that for any recertification, whether required or not, the employee bears the cost and the time required for a medical opinion obtained off the clock.</li></ul>	22298	11-18-10
515.62	Care of Others for Medical Reasons	State that leave taken under the provisions of 515.2 may be taken intermittently or on a reduced leave schedule.		
515.63	Exigency Leave			
515.63	Temporary Change in Duty Assignment	<ul style="list-style-type: none"><li>■ Renumber as 515.64.</li><li>■ Add the words “that is foreseeable based on planned medical treatment” after “reduced work schedule.”</li></ul>		
515.64	Fair Labor Standards Act	Renumber as 515.65.		
515.9	Family Leave Poster	Update title of poster.		
Chapter 6, Employee Relations				
631	Policy	Include that only ideas that trigger management action and are submitted through the eIDEAS application are eligible for monetary compensation.	22303	1-27-11
32	Eligibility	Add language stating that all career employees automatically have the ability to access the eIDEAS application.		
633	Responsibilities	Add section defining management’s responsibilities for the Ideas Program and the role of program coordinators.		
633	Criteria	Renumber as 634.		
634.1	General	<ul style="list-style-type: none"><li>■ Renumber as 635.1.</li><li>■ Clarify who may adopt and implement ideas and recognize employees.</li></ul>		
634.2	Nonmonetary Awards	<ul style="list-style-type: none"><li>■ Renumber as 635.2.</li><li>■ Clarify use of nonmonetary awards.</li><li>■ Define the value of a nominal gift.</li><li>■ Describe items that cannot be used as nonmonetary recognition for ideas.</li></ul>		
634.3	Cash Awards	Renumber as 635.3		
635.31	Amounts and Description	<ul style="list-style-type: none"><li>■ Define “cash award.”</li><li>■ Clarify that only adopted ideas that trigger management action can receive cash awards.</li><li>■ State that cash awards must be processed via the eAwards system.</li></ul>		

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635.32	Processing Cash Awards	Add section that defines eAwards as the processing method for monetary recognition of adopted ideas.	22303	1-27-11
634.32	Awards for Ideas Adopted at Multiple Levels	Renumber as 635.33.		
634.33	Deductions	Renumber as 635.34		
634.34	Acceptance	Renumber as 635.35.		
635	Records	<ul style="list-style-type: none"> <li>■ Renumber as 636.</li> <li>■ Add language concerning Handbook AS-353, <i>Guide to Privacy, the Freedom of Information Act, and Records Management</i>.</li> </ul>		
636	Processing	<ul style="list-style-type: none"> <li>■ Renumber as 637.</li> <li>■ Rename as “Processing Steps.”</li> </ul>		
636.1	Summary of Steps	Renumber as 637.1		
636.2	Payment	<ul style="list-style-type: none"> <li>■ Renumber as 637.2.</li> <li>■ Clarify that monetary awards are processed through eAwards.</li> </ul>		
636.3	Presentation Ceremonies	<ul style="list-style-type: none"> <li>■ Renumber as 637.3.</li> <li>■ Allow installation head’s designee to present recognition.</li> <li>■ Clarify that recognition should be for ideas that are adopted by the Postal Service.</li> </ul>		
Exhibit 636.1	Idea Proposal Processing Summary	<ul style="list-style-type: none"> <li>■ Renumber as Exhibit 637.1</li> <li>■ Describe in detail the processing steps for idea submitters and evaluators.</li> </ul>		

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<b>Chapter 8, Safety, Health, and Environment</b>				
865.1	Certification Required: All Bargaining Unit Employees and Those Nonbargaining Unit Employees Returning From Non-FMLA Absences	<ul style="list-style-type: none"> <li>■ Change first word of title from “Certification” to “Clearance.”</li> <li>■ Clarify that the decision to clear an employee to return to work rests with management.</li> <li>■ Clarify and expand requirements and procedures for making decisions about an employee’s return to work.</li> </ul>	22298	11-18-10
865.2	Intermittent or Reduced Schedule Leave Under FMLA	Deleted.		
865.3	Nonbargaining Unit Employees Returning After FMLA Absence	Renumber as 865.2.		
865.4	Documentation Required	<ul style="list-style-type: none"> <li>■ Renumber as 865.3.</li> <li>■ Add reference to 865.1.</li> </ul>		
865.5	Assignments	Renumber as 865.4.		
865.6	Fitness-for-Duty Examinations	Renumber as 865.5. Change reference from 865.4 to 865.3.		