**Annual Leave Carryover/Exchange**

Do you know the annual leave carryover limits for 2024?

They are as follows:

▪ Career non-bargaining employees: 640 hours

▪ Career bargaining employees: 520 hours

Annual Leave Exchange (ALE)

What is Annual Leave Exchange?

The ALE program provides an option for eligible career employees to receive a lump sum payment in exchange for a portion of the annual leave that would otherwise be advanced at the beginning of the leave year.

Eligibility and Notification

If you are eligible, you will receive an ALE eligibility notification letter in the mail. To receive a lump

sum payment for Leave Year 2024, you must go into PostalEase® during Open Season 2023 and make a request.

Please read your eligibility letter in its entirety. You may meet eligibility requirements when the letters are generated and lose eligibility if you do not continue to meet all requirements through the last day of the leave year.

If you do not receive an eligibility letter and believe that you may be eligible, you can make an ALE request via PostalEase. Employees that make elections and do not meet ALE eligibility requirements as of the last day of the leave year will receive a notification that the payment will not be made.

Payout

You will see your ALE payout in your February 2024 paycheck.

Note: ALE payments are considered as supplemental wages by the IRS, and taxes will be

withheld at a 22 percent rate.