

LABOR RELATIONS



January 3, 2001

Mr. William Burrus  
Executive Vice President  
American Postal Workers  
Union, AFL-CIO  
1300 L Street, N.W.  
Washington, DC 20005-4128

JAN 2001  
Received  
Office of the  
Executive  
Vice President

Dear Bill:

This is in response to your October 26, 2000 letter, concerning the Pensacola P&DC documentation requirements for Family Medical Leave Act (FMLA) absences, to care for a family member.

As Vice President Labor Relations, Anthony J. Vegliante stated in his June 26, 1995 letter, the Postal Service does not require a specific format for FMLA documentation. Information provided by an employee is acceptable as long as it is in compliance with Publication 71.

If leave is required to care for a family member with a serious health condition, Publication 71 states that the employee must indicate the care they will provide and an estimate of the time period. The employee can provide this information on any form, including, but not limited to, WH-380, APWU 3, or PS Form 3971, in order to meet the Publication 71 requirement.

Sincerely,

A handwritten signature in cursive script that reads "Doug A. Tulino".

Doug A. Tulino  
Manager  
Labor Relations Policies and Programs