

## **Wounded Warrior Leave Act**

On November 5, 2015, President Obama signed the Wounded Warriors Federal Leave Act of 2015 (Pub. L114-75) (Act). The Act requires federal agencies to make leave immediately available to eligible disabled service members to attend medical appointments without loss or reduction to pay.

### *1. What is Wounded Warriors Leave?*

Wounded Warriors Leave (WWL), as designated, is available to eligible veterans to attend medical appointments and receive related treatment for a service-connected disability. Eligible veterans include all Postal Service employees that have a minimum 30 percent combined disability rating. In addition to being available to new employees hired on or after November 5, 2016, WWL is also available to current employees as of November 5, 2016, who otherwise meet the Act's eligibility requirements (including non-career employees on a required break in service), as well as employees who return to the Postal Service on or after November 5, 2016 from military service or leave in which they have suffered a qualifying disability.

WWL is a separate leave category, distinct from annual or sick leave. WWL is only available during the first 12 months of employment, or 12-month period beginning November 5, 2016 for current employees, unless an employee returns from Military Leave (without a break in service) with a new service-connected disability rated at 30 percent or more. WWL is offered to employees as a one-time benefit. Once the leave has been exhausted an employee is not eligible to receive the benefit again. Further, any WWL not used in the 12-month eligibility period is forfeited.

### *2. How do I know if I am eligible for Wounded Warriors Leave?*

It is an employee's responsibility to notify the Postal Service of his or her eligibility before requesting Wounded Warriors Leave. You can verify if you are eligible by viewing your most recent PS Form 50 – *Notification of Personnel Action*. Your most recent PS Form 50 can be found in your e-OPF, which you can access through LiteBlue, if you do not have a hard copy available to you. Locate box number 11- Veterans Preference on the PS Form 50. If box number 11 contains code "6-10pt- Comp over 30%", this indicates that you are already designated as a veteran with a disability rating of 30 percent or more. If box 11 on your PS Form 50 does not denote code "6-10pt- Comp over 30%", you will need to submit the necessary documentation to certify eligibility.

If the Veterans Preference designation of your PS Form 50 does show you are eligible for Wounded Warriors Leave, you will be able view your allocated hours for the Wounded Warriors Leave on your ePayroll Earnings Statement under "Other Leave."

### *3. Where do I send documentation if my SF-50 does not show I'm eligible?*

Employees who have not yet submitted the necessary paperwork must provide documentation from the Department of Veterans Affairs certifying that the employee has a qualifying service-connected disability. Specifically, employees should submit a copy of DD 214 (Member 4), for each period of service, along with rating letter from the VA. Documentation to support WWL eligibility must be sent to:

HR Shared Service Center

*via mail*

*via fax*

Attention:  
RTR HR Shared Service Center  
PO Box 970100  
Greensboro NC 27497-0100

(651) 994-3521

*4. How do I request to use Wounded Warriors Leave?*

Requests for WWL should be made in advance, unless the leave is unforeseeable. Prior to the absence, employees must complete PS Form 3971, designating the reason for the absence as “other” and writing “Wounded Warriors Leave” in the space provided. Within 15 calendar days from their return to work, employees must provide to their supervisor a completed PS Form 5980, *Treatment Verification for Wounded Warriors Leave*, signed by their medical provider.

The use of WWL can be used in combination with other employee accrued leave and may also be used in conjunction with the Family Medical Leave Act (FMLA) provided the employee meets eligibility requirements.

For additional information on the Wounded Warriors Leave program, please see MI EL-510-2016-8, Wounded Warriors Leave, and [PS Form 5980](#), Treatment Verification for Wounded Warriors Leave, on PolicyNet at <http://blue.usps.gov/cpim/>.