We understand that we are living in very uncertain times. You may have questions regarding COVID-19 and how that impacts your life, both personally and professionally. We are here to help. The USPS has adopted a lenient leave policy to assist employees in dealing with the effects of the pandemic. If you find that you need to be absent from work, please remember that the leave submission policies have not changed. Leave slips should still be submitted to management and the leave type specified on your 3971. Documentation may be required, so please follow instructions given to you by your manager in accordance with the regulations established.

Please remember to be safe and to practice good hygiene, sanitization and social distancing. In doing so, you are not just protecting yourself from COVID-19, you are also protecting every one you come into contact with every day. Be kind to yourself during this time, a lot is being asked of you as an essential employee. Please remember to reach out to your steward if you have any questions or need assistance. Remember, we will make it through this together and there are better days coming.

The latest information regarding leave and the Family First Coronavirus Response Act can be found at <u>WWW.NRlca.org</u>.

Wishing you all safety and health,

Bethany Small and Jeff Essick and the Stewards of Mid-Carolinas and Greensboro districts.