

334 Timecard Handling

There are no special timecard handling requirements for employees who request sick leave other than those requirements described in 310.

335 Timecard Recording

Sick leave is to be recorded in the PAID LEAVE SL column of the timecard for each day that sick leave has been taken. [Exhibit 335](#) shows several examples of properly completed timecards for employees who were absent on sick leave.

336 Advance Sick Leave

- 336.1 Sick leave not to exceed 30 days (240 hours) may be advanced to employees in cases of serious disability or ailments if there is reason to believe the employee will return to duty. Sick leave may be advanced whether or not the employee has annual leave to his credit. Every application for advance sick leave must be supported by medical documentation as to illness.
- 336.2 Officials in charge of installations are authorized to approve sick leave advances without reference to higher authority. Form 1221, *Advanced Sick Leave Authorization*, is completed and forwarded to the PDC when advanced sick leave is authorized. However, Form 1221 is to be routed through the appropriate field division or MSC, which will send it to the PDC. [Exhibit 336.2](#) is an example of a properly completed advanced sick leave request.
- 336.3 In order for the employee to be assured of receiving the full benefit of the advance sick leave program, it is essential that the request for the advance sick leave be received by the PDC before the close of the pay period prior to when the employee actually begins to draw the advance sick leave.
- 336.4 At no point in time may the total amount of advance sick leave exceed 30 days (240 hours).
- 336.5 Effective the first full pay period in which the employee is not charged with sick leave, the remaining balance of advanced sick leave is removed from the employee's records and is no longer available, except for adjustments to the prior authorized advanced sick leave period.
- 336.6 Entries on timecards for approved advanced sick leave are made in the same manner as for regular sick leave.

Exhibit 336.2

Form 1221 Advanced Sick Leave Authorization

Form 1221 is to be prepared only by the postmaster or official in charge of the installation. It is important to note that employees cannot be granted "advanced sick leave" for more than 240 hours at any one point in time. This form is to be completed and sent directly to the division or MSC in time to reach the PDC during the pay period before the "advanced sick leave" is to be used.

U.S. POSTAL SERVICE ADVANCED SICK LEAVE AUTHORIZATION			
INSTRUCTIONS: Original to Management Sectional Center; Copy to employee personnel folder after completion of time entries at employee pay location.			
POST OFFICE, STATE AND ZIP CODE <i>Oglesby IL 61348</i>	DATE <i>10/12/86</i>	FINANCE NO.	
EMPLOYEE'S NAME (Last, first, middle initial) <i>Ruggeri P.M.</i>	PAY LOC. <i>005</i>	SOCIAL SECURITY NO. <i>123 456789</i>	DATE ENTERED ON DUTY <i>4/1/65</i>
ADVANCED SICK LEAVE BEGINS (Date) <i>11/1/86</i>	ADVANCED SICK LEAVE ENDS (Date) <i>11/22/86</i>	NO. HOURS AUTHORIZED <i>120</i>	
Advanced sick leave for above employee for dates and hours listed is hereby authorized.	SIGNATURE OF INSTALLATION HEAD AND DATE <i>Keith Miller</i>		
REMARKS			

PS Form 1221
Jan. 1978

Not to exceed 240 hours cumulative at any point in time.



UNITED STATES
POSTAL SERVICE®

Advanced Sick Leave Authorization

INSTRUCTIONS: Original to USPS Scanning and Imaging Center, PO Box 9000, Sioux Falls SD 57117-9000.
Copy to employee's official personnel folder after completion of employee's time entries.

Post Office, State, and ZIP Code

Date

Finance No.

Employee's Name (Last, first, middle initial)

Social Security No.

Date Entered on Duty

Advanced Sick Leave Begins

Advanced Sick Leave Ends

No. Hours Authorized

Date	PPYR	Signature of Installation Head	Date	PPYR	Telephone No.	Date
Advanced sick leave for above employee for dates and hours listed is hereby authorized.						
Remarks (Do not enter medical information)						