**Sick Leave**

Phone Number: 1-877-477-3273

CCAs DON'T ACCRUE SICK LEAVE. CALL OUTS WILL SHOW UP AS LWOP OR NS DAY

**513.36** **Sick Leave Documentation Requirements**

**513.361** **Three Days or Less**

For periods of absence of 3 days or less, supervisors may accept the employee’s statement explaining the absence. Medical documentation or other acceptable evidence of incapacity for work or need to care for a family member is required only when the employee is on restricted sick leave (see [513.39](https://about.usps.com/manuals/elm/html/elmc5_003.htm%22%20%5Cl%20%22ep444351)) or when the supervisor deems documentation desirable for the protection of the interests of the Postal Service. Substantiation of the family relationship must be provided if requested.

**513.362** **Over Three Days**

For absences in excess of 3 days, employees are required to submit medical documentation or other acceptable evidence of incapacity for work or of need to care for a family member and, if requested, substantiation of the family relationship.