5 Rural Carrier Procedures

510 Introduction

511 Purpose

511.1 Recording Time and Attendance

The procedures for recording time and attendance for rural carriers are described in this chapter. The elements discussed include the forms to be used (520); designation codes and examples of time certificates (530); the Fair Labor Standards Act (FLSA), including the guarantee period and overtime (540); rural routes (550); computation of compensation (560); equipment maintenance allowance (570); leave types (580); and adjustments (590).

511.2 Instructions

The instructions for recording the official time and attendance for rural carriers at all Postal Service installations are intended to be consistent with the applicable provisions of the collective bargaining agreement between the Postal Service and the National Rural Letter Carriers' Association (NRLCA).

511.3 System Integrity

The rural payroll system ensures that all employees are properly paid. Payment is in compliance with the requirements of the FLSA. The integrity of the system depends upon the degree to which postmasters, supervisors, and timekeepers comply with these instructions in 511.2.

512 System Overview

The rural time certificates are entered into the Rural Time and Attendance Collection System (RTACS). All time and attendance edits are performed online as the data are entered. As the data are edited, the system displays messages and highlights incorrect data. The facility administrator should contact the appropriate office when clarification is needed.

520 Forms Used

The following chart lists timecards and supporting forms that are used for time and attendance and for the collection of rural route data to determine the carrier's salary:

Timecards

Exhibit	PS Form	Title
520a	PS Form 1314	Regular Rural Carrier Time Certificate
520b	PS Form 1314-A	Auxiliary Rural Carrier Time Certificate
520c	PS Form 1314-F	Rural Carrier FMLA Certificate

Supporting Forms

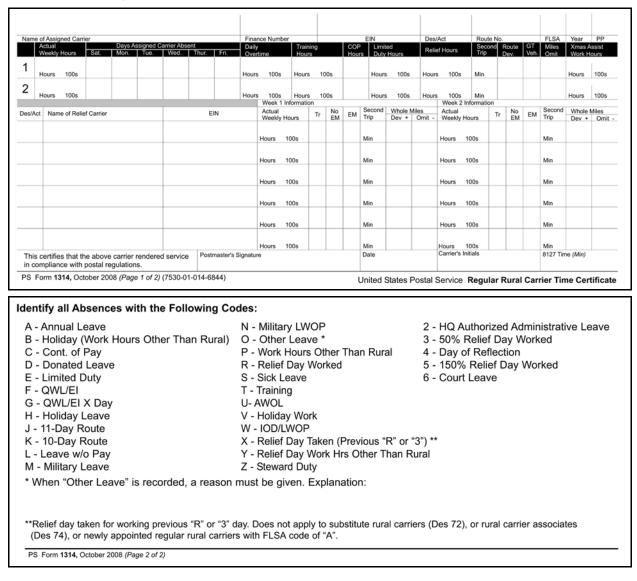
Exhibit	PS Form	Title
520d	PS Form 4240	Rural Carrier Trip Report
520e	PS Form 2240-R	Rural Pay or Leave Adjustment Request – PS Form 1314
520f	PS Form 2240RA	Rural Pay or Leave Adjustment Request – PS Form 1314A
520g	PS Form 4241	Rural Delivery Statistics Report
520h	PS Form 4003	Official Rural Route Description
520i	PS Form 4241-A	Rural Route Evaluation
520j	PS Form 8127	Rural Carrier Supplemental Payment

Additional Supporting Forms

PS Form	Title
PS Form 3971	Request for or Notification of Absence
PS Form 1723	Assignment Order
PS Form 1221	Advanced Sick Leave Authorization
PS Form 1224	Court Leave Duty-Statement of Service
PS Form 3973	Military Leave Control

PS Form 1314, *Regular Rural Carrier Time Certificate*, is preprinted and issued to each regular rural carrier each pay period. Time credits and equipment maintenance information are transferred to this document from PS Form 4240, *Rural Carrier Trip Report*, for both the regular rural carrier and any replacement carriers. The certificate is then submitted to the designated site for processing.

Exhibit 520a



PS Form 1314, Regular Rural Carrier Time Certificate

PS Form 1314-A, *Auxiliary Rural Carrier Time Certificate*, is preprinted each pay period for all auxiliary rural carriers (Designation 77) and rural carrier associates (Designation 79). Substitute rural carriers (Designation 73), rural carrier relief (Designation 75), rural carrier associate (Designation 78), PTF rural carriers (Designation 76) and temporary relief carrier (Designation 70) employees receive a preprinted card only when time has been entered for them the previous pay period. The pay period, year and route number are left blank on the preprinted certificates for Designations 73, 75, 76, 78, and 70 to allow the postmaster or timekeeper to use the certificate for any pay period in which service is performed. Payroll data are transferred to this form from PS Form 4240, *Rural Carrier Trip Report*, or PS Form 1234, *Utility Card*.

Exhibit 520b

			Name	of Assigr	ned Carrie	er					Number				EIN			Des	:/Act	Ro	ute Nun	nber	FLSA		
wк	Actu	ual eklv Hours			Allowance		Cat		N - No S		Thurson	6 -1	Traini		Second	Annual	Ol-I-	Leave	- Whole I	lours		0	Work	K Xm	as Assist
	wes	ekiy Hours	Hours	Ir	Miles	G	Sat.	Mon.	Tue.	wed.	Thur.	Fn.	Hour	s	Inp	Annual	SICK	Other	COP	Donate	MILV	Court	LV Days	8 990	ork Hours
1	Hou	urs 100s				1							Hours	100s	Min									Hou	rs 100s
_	nou	15 1005	<u> </u>	<u> </u>	<u> </u>	+		—	—			 	nours	1005	WIIII	├ ──				<u> </u>		I —	+	nou	15 1005
2						I 1							I								I			L.,	
-	Hou	urs 100s				<u> </u>						L	Hours	100s							L			Hou	irs 100s
-						_	· · · ·					Actual			k 1 Info Equipme	rmation ant Allowar	108	Second	Actual			2 Inform	Allowance	•	Second
Des//	Act		Name of	Relief Ca	rrier				EIN			Weekly	Hours	Hou				Trip	Weekly	Hours	Hours		Miles	GT	
	Т																								
												Hours	100s					Min	Hours	100s					Min
	Т																								
												Hours	100s					Min	Hours	100s					Min
												Hours	100s					Min	Hours	100s					Min
	Т																								
												Hours	100s					Min	Hours	100s					Min
												Hours	100s					Min	Hours	100s					Min
	Т																								
												Hours	100s					Min	Hours	100s					Min
		ifies that Ice with F					vice in	P	ostmaster	's Signatu	re								Date			Carrie Initials			

PS Form 1314-A, Auxiliary Rural Carrier Time Certificate

PS Form 1314-A, October 2008 PSN 7530-01-000-9282 (Page 1 of 2) United States Postal Service® Auxiliary Rural Carrier Time Certificate

Equipment Maintenance Allowance

Hours - 2 digits Trips - 1 digit Miles - 3 digits

Leave Hours

Each hours type = 2 digits. Leave hours are valid only for Des. 76 as well as for auxiliary carriers (Des. 77 and Des. 79) only. (COP hours valid for Des. 73-75-76-78-79.)

Second Trip: 3-Digits (minutes)

Carrier will not receive payment if work hours exceed 40.00 per week.

PS Form 1314-A, October 2008 (Page 2 of 2)

PS Form 1314-F, *Rural Carrier FMLA Certificate*, is used to record FMLA hours. The certificate is processed with the other rural certificates.

Exhibit 520c
PS Form 1314-F, Rural Carrier FMLA Certificate

Nonce of Accienced Corrier		E in		a ha ar	Ossial Ossurity Neuroban	Decident	Davida Ma	<u> </u>	1	
Name of Assigned Carrier		<u> </u>	nance Nun	_	Social Security Number	Des/Act	Route No	_	Year	PP
	Week 1	1	Week 2	2			Wee	ek 1	Wee	∍k 2
FMLA AL Hours	Hours 10	00s	Hours 10)0s	FMLA SL Hours		Hours	100s	Hours	1005
FMLA LWOP Hours	Hours 10	00s	Hours 10)0s	FMLA SL Dependent Care		Hours	100s	Hours	100s
Non-FMLA SL Dependent Care	Hours 10	00s	Hours 10		FMLA Replacement Carrier	Unavailab	le Hours	100s	Hours	100s
FMLA COP Hours	Hours 10	00s	Hours 10)0s	FMLA IOD/OWCP Hours		Hours	100s	Hours	100s
Postmaster's Signature					Date		Carrie	's Initia	als	

PS Form 4240, *Rural Carrier Trip Report*, is the official timekeeping document for rural carriers who do not use a time clock. On the last day of the pay period, the postmaster or designee transfers all payroll information for the regular and replacement carriers from this document to PS Forms 1314 or 1314-A as appropriate. Instructions for completing this form are printed on the reverse side.

Exhibit 520d (page 1)
PS Form 4240, Rural Carrier Trip Report

I.S. P	ostal S	Service®			Post	Office™, Stat	te and ZI	P +4®						Gu	arante	Period			Pay	y Period	(s)	_
Rura	I Car	rier Trip F		n mumo)									F	From		Thru	No	. Fro	m	Th	ru	
100 111	structio		Regular		_				Re	gular Relief (Carrier				_			_	Regula	r Rural	Carrier	-
lame					EIN		Name				EIN			Cumulative Total Work Hours				Ho	urs		Hundre	dth
														τĔ	Beg	nning of PP				7		_
		Official Sche								Number				- Null	-	-	+			—		_
Reports	s	Leaves	Returns	s En	is	Regular Boxe	s Central	Boxes Sto	ps	Auth Dism De	Families	Busin	05505	aj C	C	urrent PP				4		
														P	E	nd of PP				/		
Route I	No.	Length (Miles	s) Classifi	cation		Weekly Route	, 1	Weekly Ho	urs	Daily Hours		oxes Vaca	nt Over	-			DEL	IVERY	DATA			
			0 "L"			Standard Hrs.	/Mins.	(Evaluated)		(Evaluated)	9	0 Days			Re	sidential			Bus	iness		
			□ ^{Non}											Other	Curb	NDCBU	Other entral	Other	Curb 1	NDCBU	Other Centra	1
					s Daily Tin ct hour and	me Record*				ment Daily and	Weekly V	erifications					entral				Centra	ť
			Rptd.	Left	Rtnd.	Comp.	Lunch	Dai	al Actual ly Hours		Regular Carrier	Relief Carrier	Initials		ADKG							-
	ay of	Date	at	Office	to	Work	Period		and dredths	Daily	Weekly	Weekly	Manage	er (Expl	ain any	failure to ser	ve the	entire r	oute; in	clude m	iles actu	ally
	eek		Post Office	to Serve	Post Office	at Post Office	Actual Time		s Lunch)	Overtime	Work Hours	Work Hours	Verifyin Entries	⁹ serve	d. Also	state cause	for any	deviat	ion fron	n schedu	ule. If reg	guĺ
				Route	(4)			Regula					(12)	carne		bsent, give r is form.)	name o	t reliet.	If more	space is	s needeo	Ι, ι
—	Sat.	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)			,						-
	Mon.				<u> </u>			-	-		Weekly	Overtime	<u> </u>	-								-
2	Tues.				\vdash			-	+					-								-
Wee	Wed.																					_
	Thur.										Week 1	Week 1										_
÷	Fri.				<u> </u>			-	-	_			_	_								_
1	Sat.	+		<u> </u>	<u> </u>				-	+			<u> </u>	-								_
2	Mon. Tues.	+		<u> </u>	 			+	+	+	Weekly	Overtime	<u> </u>	+								_
Veek	Wed.	+		<u> </u>	<u> </u>			-	-				-	-								-
5	Thur.			<u> </u>	 			+	+	-	Week 2	Week 2		+								-
	Fri.										THOME	THOUR E										-
Т	Sat.																					
	Mon.										Weekly	Overtime										_
, yas	Tues.				<u> </u>																	_
Š	Wed.	+		<u> </u>	─				+	+			<u> </u>									_
	Thur.	+		<u> </u>	<u> </u>				-	+	Week 1	Week 1	<u> </u>	<u> </u>								_
۱H	Fri. Sat.	+		<u> </u>	<u> </u>				+	+			-	+								_
	Mon.									-	Weekly	Overtime		+								_
¥2	Tues.													-								_
Wee	Wed.																					_
	Thur.										Week 2	Week 2										
	Fri.																					
			prrect, and	I that entrie	s have be	en made prom					t all entries				erified.							_
Carrie	er's Sigr	nature				1	Date (MM	DD/YYYY)		Postmaste	r or Design	ated Supe	rvisor's S	ignature				late (MN	VDD/YY	YY)		
																						_

This side of PS Form 4240 provides instructions for completing the form.

Exhibit 520d (page 2) PS Form 4240, Rural Carrier Trip Report

INSTRUCTIONS

All entries shall be in ink. Complete one copy and retain at Post Office™.

Postmaster or Designated Supervisor shall:

- · Complete all information blocks on the upper portion of the form.
- · Complete Columns 7-12 on a daily or weekly basis, as appropriate.
- See that the carrier makes appropriate entries for each delivery trip in columns 1-6 and the REMARKS column.
 Determine total actual daily workhours and minutes and, using USPS[®] Notice 30, Conversion Table, or facsimile, convert this time to hours and hundreths and enter the time in Columns 7-8. Entries in Columns 9-11 must also be shown in hours and hundreths
- · Record the CUMULATIVE TOTALS for actual hours worked by the regular carrier for the 52-week guarantee period (as specified in the Agreement), and not on the basis of calendar or fiscal year.
- Record daily overtime for all actual time worked in excess of 12 hours a day or 8 hours a day, whichever is appropriate (National Agreement). Authorized overtime hours worked during prescribed Christmas period shall be identified by circling the entry in column 9.
- · Record weekly overtime for all hours and hundreths worked in excess of 56 or 40 in a week, whichever is appropriate (National Agreement), in the open blocks in Columns 10 and 11.
- Enter A/L, S/L, etc., in Column 7 when the regular carrier is on annual leave, sick leave, etc., enter hours worked each day by the relief carrier in Column 8.
- Submit amended PS Form 4003 if unnecessary travel can be eliminated or when otherwise required.
- · During the pay period, if a sufficient number of boxes are added to or subtracted from the route to trigger a change in the route's evaluation, adjust the carrier's compensation as required in Article 9 2.C.10.
- Close out the PS Form 4240 and begin a new sheet of the Guarantee Period.

Carrier Shall:

- · Make daily entries in Columns 1-6 and the REMARKS column.
- · If additional space is required for REMARKS, use the ADDITIONAL INFORMATION space below; precede remarks by date(s) where appropriate.
- Record information regarding the changes (increase or decrease) in the number of boxes, stops, families, official route miles, etc., in the space below as the changes occur.

	of Post Offices	Supplied by Locked Pour										
1.			4.					7.				
2.			5.					8.				
3.			6.					9.				
Use this	s information to	update "DELIVERY DATA	A" when the ne	ext PS For	m 4240 is	prepared.						
		Box #, Street Add			Resid	lential			Bus	iness		
Date	Boxes/Stops (+) or (-)	Apt./Suite # a Customer's Na		Other	Curb	NDCBU	Other Central	Other	Curb	NDCBU	Other Central	Det Box/ NPU

PS Form 2240-R, *Rural Pay or Leave Adjustment Request for Form 1314*, to correct an employee's pay, leave or deductions.

PS Form 2240-R, Rural Pay or Leave Adjustment Request for PS Form 1314
Exhibit 520e

INS last																						_		
wк	Actual Weekly Hours	Name of Sat	Assigne Days Mon.	Assigned Tues.	Carrier A Wed.	bsent	Fri.	Daily Overtime	Number Train Hour		COP	Lin	al Securi nited	_	ter Relief Hou		Des. Second	Route Dev.	Coute N		FLSA Miles Omitt		Xmas A Work H	
1	Weekly Hours	34	MUT.	Tues.	weu.	murs.	FIL.	Overaine	Hour	•	nour		ity Hours				Trip	DQV.		enicie	Omit	.00	THORE	ours
2	Hours 100s										-					-			+			+		
-	Hours 100s										v		nformation						,	Week 2 Ir	formatio			
es/Act	Name	e of Relief	Carrier			Social	Security N	lumber	Actual Weekly	/ Hours	Tr.	NO EM	EM	Second Trip	Whole Dev.	Omit	Actual Weekly	Hours	Tr.	NO EM	EM	Second Trip	Whole Dev.	e Mile Or
									Hours	100s							Hours	100s						
									Hours	100s							Hours	100s						
									Hours	100s							Hours	100s						-
									Hours	100s							Hours	100s						-
									Hours	100s							Hours	100s						
									Hours	100s							Hours	100s						
									Hours	100s							Hours	100s						
									rioura	1003							riours	1008						
		ed)								100s							Hours	100s						
																	Hours	1005						
	ng Office Ma		ddress	4							Emp	loyee	's Sig	nature	è and	Date	Hours	100s						
			ddress	1									's Sign			Date	Hours	100s						
			ddress	1							Autho	orizer	's Prin	ited N	lame		Include		e cod	(e)				
suir		iling A		; /Reas	on Cc	ode	P	rocessed E	Зу		Autho	orizer'	's Prin	nted N	lame e Nun	nber (e cod	(e)				
suir	ng Office Ma essed <i>(PP/Y</i>	iling A	Adj	./Reas	uthor	rizatio	on an	d Receipt	t – AlC	; 554	Autho Autho Autho	orizer' orizer'	's Prin 's Tele	nted N	lame e Nun	nber (e cod	le)				
roce	ng Office Ma essed (<i>PP/Y</i> ergency Sa ary Check	iling A	Adj	./Reas	uthor	r izatio anNet	on an	d Receipt	t – AlC	; 554	Autho Autho Autho	orizer' orizer'	's Prin 's Tele 's Sigr	nted N	lame e Nun	nber (Includ			-	of Adv	vance	¢ for Pl	P
rroce Sala	ng Office Ma essed (<i>PP/Y</i> ergency Sa ary Check	iiling A (ear) Subst	Adj Advar antial	./Reas nce Al	uthor s Tha SS	rizatio anNet N	on and Amou	d Receip unt Due –	t – AlC Exclue	; 554 des E	Autho Autho Autho Only <i>MA</i>) DES	orizer*	's Prin 's Tele 's Sigr	phone phone nature	lame e Nun e and	nber (Date	Includ			-	of Adv	vance	to for Pl	P

PS Form 2240-RA, *Rural Pay or Leave Adjustment Request for Form 1314-A*, to correct an employee's pay, leave or deductions.

Exhibit 520f

PS Form 2240-RA, Rural Pay or Leave Adjustment Request for PS Form 1314-A

POSTAL SER	VICE®			ıral	-			fe	or I	PS F	For	m 1	314	-A	Date				
NSTRUCTIONS: En pu	iter the full S irposes, ente																	oot	
	Name of Assigned upment Allowance	Carrier		N - No 5	Finand	e Number	т	raining S		curity Nu	mber		Des/Act ave - Whole		oute No.	FL	LSA Yes Work		s Assist
WK Actual Eq Weekly Hours Hours	Tr Miles	GT Sat.	Mon.	Tue.	Wed.	Thur. Fri.	H	lours	Tri		nnual	Sick	Other C	OP	Donate N	fil Lv	Days	Work	Hours
1 Hours 100s							Hour	rs 100s										Hours	100
2 Hours 100s							Hour	rs 100s										Hours	100
						Actua	Tiou	Week 1	1 Informa	ation nt Allowanc		Second	Actua		We	ek 2 Info	rmation ent Allowan		Seco
Is/Act Name of Relief C	Carrier	Sc	ocial Secu	urity Numb	HOT .	Week	y Hours	Hours	Tr	Miles	GT	Trip	Week	ly Hours	s Hours	Tr			Trip
						Hours	100s						Hours	100s					
						Hours	100s						Hours	100s					
													10013	1003					-
						Hours	100s						Hours	100s	i	-			-
						Hours	100s						Hours	100s					
						Hours	100s						Hours	100s					
						Hours	100s						Hours	100s	5	-		-	-
						Hours	100s						Hours	100s	5				
						Hours	100s						Hours	100s					
suing Office Mailing Ac	ldress						Em	ployee	's Sig	gnature	e and I	Date							
suing Office Mailing Ac	ldress									gnature inted N		Date							
suing Office Mailing Ac	ldress						Aut	horizer	r's Pri	inted N	lame		nclude	area	code)				
	łdress Adj./Reaso	n Code		Proces	ssed B	y	Aut Aut	horizer	r's Pri 's Tel	inted N	lame e Num	nber (I	nclude	area	code)				
suing Office Mailing Ac rocessed (<i>PP/Year</i>)	Adj./Reaso	ıthorizat		and Re	eceipt	– AIC 5	Aut Aut Aut	horizer horizer horizer	r's Pri 's Tel	inted N	lame e Num	nber (I	nclude	area	code)				
rocessed (<i>PP/Year</i>) mergency Salary <i>F</i> Salary Check Substa	Adj./Reaso	ıthorizat		and Re	eceipt	– AIC 5	Aut Aut Aut	horizer horizer	r's Pri 's Tel	inted N	lame e Num	nber (I		area		unt of <i>i</i>	Advanc	ce for I	PP
rocessed (PP/Year)	Adj./Reaso Advance Au antially Less ve received a o recover this	s ThanNe SSN salary ad amount ry check t	et Am Ivance upon i that re	ount L	eceipt Due –	– AIC 5 Exclude amount. missing ropriate	Aut Aut Aut 54 On 554 On	horizer horizer horizer ly S	r's Pri r's Tel	inted N lephon	lame e Num e and I	nber (/ Date		area		unt of <i>i</i>	Advanc	cce for 1	PP

Use PS Form 4241, *Rural Delivery Statistics Report*, to submit data from the national or special count to determine the standard hours and minutes of the route. The standard hours and minutes are converted to evaluated hours to determine the salary provided the carrier (see exhibit 554.2).

Exhibit 520g

District			Distr	ict ZIP Code™	R		Carrier's Name				
	of Count - Through	Finance N	o.	Route No.		ute Miles ndredths)	Regular Boxes	Centralized Boxes	NDCBU Coll. Comps.	Parcel Lockers	Vehicle Stops
Date	1. Letter Size	2. Sector/ Seg- ment Letters	3. DPS Letters	4. Flats, Ca Magazi	ines,	5. DPS Flats	6. Parcels	7. Boxholders	8. Accountable Mail Signature	9. Customs Due, <u>Rec'd for</u>	10. Postage
				Newspape					Item	<u>Del.</u> , C.O.D.	Due
Total					6						
Date	11. Change of Address	12. PS Form 3982 PARS Label	13. Marked U Mail Pieces	P 14. PS For (Comple		15. Non-Signature Scan Items	16. <u>Load</u> <u>Vehicle</u> *	17. Other Suit- able <u>Allowance</u> (Exp. Req.)	18. Authorized Dismounts (Exp. Req.)	19. Authorized Dismount Distance (Feet)	& Flats
							-				
					_						
											-
Total			-								
Date	21. Carrier Pickup "Requests"	22. Carrier Pickup "Items"	23. Parcel An cepted Ordinar Insured, COD	y, Cortified A		25. Money Order Application Processed	26. Return Receipt ("L" Route Only)	27. Locked Pouch Weight	28. Reserved	Date of Local P Conference	re-Count
					_					High Option?	Yes No
										Leave Commitn Signed?	
					1					Rotating Relief	Day? Yes No
											Yes No
				-					1	Current Detour	Yes No
Total										Detour Miles (A	unareans,
National	Special	Amended	Negated	Vehicle Data	ring Corr	EMA			eligible to elect a hig leave during the guar		
	amilies Served cked Pouch Stop: wal? Y	s (If applicable) es No		Lunch Time fro Reported on F Office Time	om Office PS Form 4	nt (Hrs. & Hund.) and/or Route Tir 4240)	ne as	total actual work hou	rs will not exceed 2,00 e for "Leave Comm	30 during the guarar	
Seasonal Ro In Season?	ute? Y	es No es No		Route Time Net Total Time	r.				ed To Be Correct/A e and Date (MM/D		ount
Seasonal Mil	es (Hundredths) gular Boxes			Auxiliary Assis		Office Route		1.1	ature and Date (M	1993	

PS Form 4241, Rural Delivery Statistics Report

PS Form 4003, *Official Rural Route Description*, records changes to route data other than changes resulting from a mail count. Data to be recorded on this form can include changes to boxes (centralized and regular), stops, weekly dismounts, weekly dismount distance, lock pouch allowances, extension (temporary route deviations for more than 30 days), remeasurements, amended counts, new routes created, and adjustments for seasonal routes and detours.

PS Form 4003 is also used to record the conversion of regular boxes to centralized boxes, weekly dismounts, and weekly dismount distance associated with the conversions. A change to route (other than converted to centralized box data) must amount to 60 minutes (1 hour) to initiate a change in route compensation. The converted centralized box data are stored in the system until a 1-hour change is triggered. At that time, the converted centralized box data are applied to the base route data. If the net change is less than 1 hour, no change in compensation will result. Exercise extreme caution when submitting PS Form 4003 with a base hour change. All stored data accumulated toward the next 1-hour change will be dropped, and in some cases the bank time must be restored.

OST OFFIC		this part. See	instructions for	completio	n on revers		w Base Hour	(Standard Hour) Change Reg	uired	and the second	
OST OFFIC			1000	L	divetment			Coll/Comp) onunge ried		Consolidation	
			-		djustment			-			1000	
			-		Convert to Re	eg.		Discontinued			New Route*	
					xtension			Locked Pouch			Detour*	
State and ZI	P+4 Code		1		Option Election	on		Parcel Locker			Seasonal Rou	te"
1.1.1		Sec. 1	Salar and Salar		Remeasured	-		Vehicle Data			Hardship*	
Finar	nce No.	Route	No.	New Le	ength			ntralized boxes		NDCBU	Parcel	Option
			1			Weekly		Dismount	Converted	Coll/Comp	Locker	
	Same .		Section 1			Dismounts	Dis	stance	Reg Boxes			
	A. States		1. C. C. S.		10.000				1. S. 1. S.			
	ed Pouch	Weekly	Weekly Dism		Regular	Centralized		Base				ctive
No.	Avg dly. wt.	Dismounts	Distance		Boxes	Boxes	Stops	Change	Vehic	e Data	Da	ate
	1 Section 1	12.						1.1.1.1.1.1	al and a star	EMA		
	-	1.0.1.1.1.1				No. Sauce	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	1 Carlos		Govt. Veh.	A State of the second	121.00
lame of Car	rrier			ŕ	Approved By				Date			
				1.2.2.4								
S Form 40	03, August 1993					1.		Section 1		1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 -		
ine			vel from the Post 0	Office and r	eturn.	Miles	Line	Briefly describ	be the line of tra	avel from the l	Post Office and	return.
				a failed	2.1. 24		49	1.1.1	1	1		
			100000000				50			1		-
				-			51					
	-	10-11-11-11-11-11-11-11-11-11-11-11-11-1	100				52		Service -			
				1000			53				2. 1. 1. A.	
					-		54 55					
1							55 56			1. 1. 1.		
2	1 1 1 1 1 1						57			17 V		
10	1 10 10 10 10	Station of the					58		ALC: N		19.25	
11	12	0.5	Contraction of the		The start		59			and the second		
12	1 1 1 1 1 1 1 1 1					1	60	Same and and				
13	See Stand						61			Service Contraction		
14	1.1.1.1.1.1.1.1			221			62			12062		
15							63					
16			25		X		64			20.00		
17							65					
18							66	1				
19							67 68					
20 21			1000 Carlos				69	1200				
22						1 1 1 1 1 1 1	70				100 C 100 C 100	
23			1911	9.31.77	1. 180.16	1000	71			1.18		1.
24				12 m 4			72					
25							73			1990		
26					and the second		74					
27					1000	1.1.2.1.9.2	75	-				
28		13 13 A		APR D			76					
29		1.		1.1.1.1.			77					
30					Carlo and		78					
31 32							79 80					
32 33							80					
33	-					-	82		1. 1. 18 M.			
35			A CARLES	14 July 1			83				Teller Ser	A
36		A States	and the second			Sec. Sec. Star	84				11 11 11	
37							85					
38			9				86					
39			42				87				1	
40		1 Contraction	and the second	Ser Sule			88			No Your		
41	1 7 8 R 1					1	89		Sec. Sec.			
42							90					
43			A CONTRACTOR OF THE			-	91					
44	-		1000				92					
45						-	93 94					
46 47				-			94 95					
47 48	-							TOTAL OF	FICIAL ROUT	EMILEAGE		10 C 10
10								I OTAL OF			10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	

Exhibit 520h PS Form 4003, Official Rural Route Description

The Integrated Business Solutions Services Center (IBSSC) prints and issues Form 4241-A, *Rural Route Evaluation*, to personnel on rural routes as a result of national counts, special counts or a change in route data initiated by the submission of Form 4003. In addition to the route data, the regular carrier's salary, equipment maintenance allowance, and time credits (plus or minus) toward the next 1 hour change are identified.

Exhibit 520i

PS Form 4241-A,	, Rural Route	Evaluation

e, State and Zp-14 Code Letters Sector Segment Faats Facels Booholders CustomoDue Strapping Stampa Stampa Stampa Customo Letters Sector Segment Resonant & Mico Robo Resonant & Robo Resona	DIS			8	RURAL R	S.Postal &	U.S.Postal Service ROUTE EVALUATION	N					DATE PR	DATE PROCESSED
Letters Sector Segment Flats Parcels Bonholderes Cuotors Strapping Stamps	fice, State and Zip+4	t Code					Finar	nce No.			Date of Count			
Month Collected Accountable Mail Concreted Pancels Pentage Pensonal & Miss INO Pensonal & Miss INO Resonal & Miss INO Resonal & Miss INO Resonal & Miss Resonal & Miss Resonal & Miss Fersonal & Miss INO Resonal & Miss Fersonal & Miss Resonal & Miss Fersonal & Miss Resonal & Mins Resonal & Miss Resonal & Miss Resonal & Mins Resonal & Miss Resonal & Miss Resonal & Mins Resonal &		Sector Segment Letters		Parcels	Boxhoi	iders	COD's Customs Due	Strapping	$\left \right $	tamps				
Andrese Markups 3882 PARS Forms 881 Relum Loading Oher Suttable Windrawing Addrese Labels Ecompleted Results DPS Flats Parcels Minors Minors Minors Minors Minors DPS Letters DPS Flats Parcels Miles Boxes Dismount & Dist Reload / Unload Windrawing OPS Letters DPS Flats Parcels Miles Boxes Dismount & Dist Reload / Unload Mindrawing OPS Letters DPS Flats Parcels Accepted Reg & Cert Milowance Parcels Mindrawing Ops Letters DPS Flats Parcels Accepted Reg & Cert Milowance Parcels Minors Goundable Mail CoodD's Milowance Reload / Unload Minors Minors Goundable Mail CoodD's Milowance Reload Centralized Minors Minors Minor Minor Minor Milowance Reload Centralized Minors Minors <tr< td=""><td></td><td>Collected Letters and Flats</td><td></td><td>Accepted Parcels (ordinary/insured)</td><td></td><td></td><td>Personal & Misc</td><td>IMD Scani</td><td></td><td>pavias</td><td></td><td></td><td></td><td></td></tr<>		Collected Letters and Flats		Accepted Parcels (ordinary/insured)			Personal & Misc	IMD Scani		pavias				
DFS Letters DPS Flats Parcels Miles Boxes Dismorit & Dist Reload / Unbad Non-Signature countable Mail COD's Milo. Pancels Accepted Reg & Cert OutBUU Looked Pouch Non-Signature countable Mail Customs Due Applications Roldnary/insured) Accepted Reg & Cert OutBUU Looked Pouch Reiner Pickup countable Mail Customs Due Applications (ordinary/insured) Accepted Reg & Cert OutBUU Looked Pouch Reiner Pickup countable Mail Customs Due Applications (ordinary/insured) Accepted Regular Contable Non-Signature frame (in hours and minutes) Aux Assist Volume Route Length Regular Centraized Total Route Standards Actual Aux Assist Volume Route Length Regular Centraized Total Route Standards Actual Aux Assist Volume Route Length Regular Centraized Velok Mee	Change of Address	Markups	3982 PARS Labels	Forms 3821 Completed	Retu	E pts	Loading	Other Suita		drawing				
Countable Mail COD's M.O. Parceis Accepted Reg & Cert NDCBU Locked Pouch Carrier Pickup Giprature Item Customs Due Applications (ordinary/frisured) Accepted Reg & Cert Stops Locked Pouch Carrier Pickup Time (in hours and mitutes) Volume Route Length Route Length Regular Centralized Total Standards Actual Aux Assist Volume Nules) Boxes Boxes Boxes Boxes Standards Actual Aux Assist Faction Vehicle Stops Families Served Vehicle Used Dismounts Image: Served Mait & Count Vehicle Stops Families Served Vehicle Used Dismounts Dismounts Image: Served Time Image: Served Vehicle Used Standing Standing Meekiy Dismounts Image: Served Time Image: Served Vehicle Used Standing Fisch Image: Served Meekiy Dismounts Image: Served Time Image: Served Vehicle Used Standing Image: Served Image:	DPS Letters	DPS Flats	Parcels	Miles	Box		Dismount & Dist Allowance	Reload / Uni		Signature cans				
Time (in hours and mirutes) Volume Route Length Regular Centralized Total Notal Standards Actual Aux Assist Factor (Miles) Boxes Boxes Boxes Rodate Standards Actual Aux Assist Factor (Miles) Boxes Boxes Boxes Boxes Boxes Polate Mark Mark & Count Vehicle Stops Families Served USPS Weekly Weekly Weekly Dismounts Mark Mark & Count Vehicle Stops Families Served Vehicle Used Dismounts Dismounts Dismounts Dismounts Mark Mark & Count Vehicle Stops Step Salary FLSA Fuel Hours EMA	Accountable Mail Signature Item	COD's Customs Due	M.O. Applications	Parcels Accepted (ordinary/insured)			NDCBU Coll/Comp & Parcel Locker	Locked Pol Stops		sr Pickup s (time)				
Actual Actual Actual Actual Passist Power Fractor Power Fract	Time (in hou	urs and minutes)		Volumo	Doutol	anoth	Docutor	Controlling	+	late l		C		
Math Wait & Count Vehicle Stops Families Served USPS Weekly Disr Math Mait & Count Vehicle Stops Families Served USPS Meekly Disr Disr Math Math Stops Families Served Vehicle Used Disr Disr Disr Math Math Employee ID Desig Step Salary FLSA EMA	Standards	Actual	Aux Assist	Factor	(Mile	infina (se	Boxes	Boxes		lotal	Rotate Relief	Requests (time)	(time)	
Meeting Wait & Count Vehicle Stops Families Served USPS Weekly Weekly Meeting Meeting Meeting Meeting Meeting Meeting Meeting Meeting Meeting Meeting Meeting Meeting Meeting Meeting Meeting Meeting Meeting Meeting<														
Name Employee ID Desig. Step Salary FLSA EMA				Wait & Count	Vehicle		Families Served	USPS Vehicle Us		eekly mounts	Weekly Dismount Distance			
Name Employee ID Desig. Step Salary FLSA Eval Hours EMA														
	No.	Name		Employee ID	Desig.	Step	Salary	\vdash	Eval Hours	EMA	Locked Pouch Monetary	Pouch ary	Protected Salary	Guaranteed Salary
NOTE: The figures shown in Office Time Data and Route Time Data sections represent the number of minutes allowable under the daily time standards for a one week period. These minutes were developed from the mail count data on Forms 4241. If Locked Pouch Monetary allowance is authorized, the time shown for Locked Pouch Stops is not included in the Standard Time shown. Carrier Pickup Requests time, if any, is divided equally between Office and Route time.	The figures shown in Forms 4241. If Loc	in Office Time Dat	a and Route Time f	Data sections repre	esent the nur	mber of mir	utes allowable un	der the daily t	time standard	s for a one wee	k period. Thes	e minutes w quests time,	ere developed If any, is divid	from the mail co

PS Form 8127, *Rural Carrier Supplemental Payment*, was designed to fulfill the requirements in article 9.2.N of the agreement with the National Rural Letter Carriers' Association. Article 9.2.N requires carriers to be paid for viewing training films, slides, or other training presentations not incidental to normal daily rural carrier performance. This training includes events such as the annual Combined Federal Campaign talk, the annual Savings Bond Drive film, and special project films, or other training during the year for which time may not have been included in the route evaluation.

PS Form 8127 has been authorized for the one-time payment for fulfilling the Carrier Label Address Sequence System (CLASS), for the Postal Service employee survey, and for conducting the undeliverable-as-addressed bulk business mail survey. This form is also used to report the completion of work associated with the Federal Home Loan Bank Board survey, Consumer Service Index (CSI) talks, and automation and Corporate Automation Plan talks or meetings that local management requires rural carriers to attend.

Although no exact definition exists, functions that are proper for supplemental payment should meet the following criteria:

- a. An action or task that is not directly related to normal daily work functions (casing and delivering the mail).
- b. An action or task that does not occur on a daily or weekly basis.
- c. An action or task for which no time has been allotted in the rural route standards.

Exhibit 520j **PS Form 8127, Rural Carrier Supplemental Payment**

	S UNITED STATES POSTAL SERVICE	Rural Carrier Supple	emental Payment
		Instructions	
Lo	cal Postmaster		
1.	Complete this form for a Regular Rural time must be recorded on Form 1314-A,	Carrier (Designation 71) serving a regular route. Auxiliary Rural Carrier Time Certificate.)	(Replacement carrier's
2	Record the carrier's name, Social Secu block.)	ty number, and finance number. (Issuing office n	nust complete return to
3.	Record the date and the time in minutes.	(Do not enter any hours on form.)	
4.	Indicate the pay period, year, and week.		
5.	The carrier, postmaster, and District MUS	T sign this form.	
6.	Record reason for payment in justification processed.	n. If no reason is given, or the form is incomplete,	, it will be returned, un-
7.	Submit form to District for approval by O	erations Program Support.	
Dis	strict		
	Confirm proper completion and suitability	for payment, then complete signature block below.	
Carrie	er Name (Last, first, middle initial)	Social Security Number	Finance Number
	Date of Service	Pay Period/Year	
	Time in Minutes (e.g. Record 1.58 hours as 95	Week	
	Pay period processed:	Initials:	
		Justification	
Retur	n to: (Issuing office must complete)	Employee's Signature and Date Postmaster's Signature and Date	
00.5	orm 8127, July 1994	District Approval - Operations Program	Support and Date

530 Designation Codes and Time Certificates

531 **Designation Codes**

The following payroll designation codes (with the exception of Designation 99) are used on all PS Forms 50, *Notification of Personnel Action*, and on all payroll documents to identify employment status of an individual rural carrier.

Des/Act Code	Title
70 - 0	Temporary Relief Carrier (359 day appointment)
70 - 1	Temporary Relief Carrier (359 day appointment, not to exceed 180 days worked in a calendar year)
71 - 0	Regular rural carrier
72 - 0	Substitute rural carrier serving a vacant route, or serving the route in the absence of the regular carrier in excess of 90 calendar days
73 - 0	Substitute rural carrier
74 - 0	Rural carrier associate serving vacant route, or serving the route in the absence of the regular carrier in excess of 90 calendar days
75 - 0	Rural carrier relief
76 - 0	Part-time flexible
77 - 0	Auxiliary rural carrier
78 - 0	Rural carrier associate
79 - 0	Rural carrier associate assigned to an auxiliary route in excess of 90 calendar days
99 - 0	City employee serving as emergency replacement carrier (due equipment maintenance allowance only)

531.1 Temporary Relief Carrier

531.11 Designation/Activity Code 70 – 0

This is a nonbargaining employee who provides service on a regular or auxiliary route. His or her appointment may not exceed 359 days. The employee must have at least a 6-day break in service before he or she can be appointed to another 359 days.

531.12 Designation/Activity Code 70 – 1

These employees are hired from the annuitant ranks, and the appointment may not exceed 359 days. The employee is limited to 180 workdays within each calendar year. When the employee reaches his or her 180 workday limit, process SF 50, *Notification of Personnel Action*, to terminate employment. The employee may be rehired at the beginning of the next calendar year (pay period 01-XX) to begin another 359-day appointment with a limit of 180 workdays.

When completing PS Form 1314-A for temporary relief carrier (TRC) annuitants who work auxiliary assistance on a route, the office must indicate the number of days to be counted toward the 180 days worked. If the carrier works on a regular route H001 on Monday and performs auxiliary assistance for route J006 for 2 hours on Monday, you must indicate on PS Form 1314-A

that "0" days is added toward the 180 days worked. The day was captured on the regular route and should not be counted as another day worked because the work was performed on the same day (see Exhibits 531.12aand <u>b</u>).

The earnings statement (PS Form 1223) will reflect the number of days worked to assist the carrier in keeping track of days for that calendar year.



WILSON A Name of Assigned Carrier	2 Fina	4-01	45		E 3	345	678	90	Des	710	Rout	HO	01		B	08 Year	03
Actual Days Assigned Carrier Absent Weekly Hours Sat. Mon. Tue. Wed. Thur	Dail	y	Train			COP	Limit	ted Hours		ef Hours	Seco	nd F	Route Dev.	GT Veh.	Miles Omit	Xmas A Work H	ssist
1 3500 H	Hour	s 100s	Hours	10	Os		Hours	s 100s	Hour	s 100s	Min					Hours	100s
2 2 8 9 8 A	Hour	s 100s Week 1 l	Hours		Os		Hours	s 100s	Hour		Min					Hours	100s
Des/Act Name of Relief Carrier	EIN	Actual	ntormatio		No		Second	Whole N	tiles	Week 2 In Actual	formatio		No		Second	Whole I	files
eszaci Name of Relief Camer	EIN	Weekly H	lours	Tr	EM	EM	Trip	Dev +	Omit -	Weekly Ho		Tr	No EM	EM	Trip		Omit -
0-1 Murphy J 0124.	5679	Hours	100s				Min			081	0 00s	1			Min		
01		Hours	100s				Min			Hours 1	00s				Min		
		Hours	100s				Min			Hours 1	00s				Min		
		Hours	100s				Min			Hours 1	00s				Min		
		Hours	100s	_			Min			Hours 1	00s				Min		
			100s				Min				00s				Min		
This certifies that the above carrier rendered service in compliance with postal regulations.	stmaster's Signatur	re	\sim		_		Date 02	Izli	80	Carrier's Init		u	1		8127 Tim	ne (Min)	

Exhibit 531.12b

PS Form 1314-A, Auxiliary Rural Carrier Time Certificate

ì	Mur		of Assign	<u> </u>				2	H-4-	214	5	0	12	4 :	56	79				00		P	08	03
14	letual.			winment		100			N - No			Train		Second				Act		Route N	0.	FLSA		PP
VK V	Actual Meekly Hours	Hours	Tr	Miles	GT		Mon.	Tue.	Wed.		Fri,	Hou			Annual	Sick	Other			Milly	Court	Ly Days	Work	Assist Hours
4																						T		
1,	Hours 100s											Hours	100s	Min									Hours	100s
2 Ç	2.00 Hours 100s											Hours	100s	Min								0	Hours	100s
194494	t (2000 total with the	The second second	P.P.S.Mark		2. 100	のないないない	14 34 1420	Ideala an	CONTRACTOR ON AN	C/254/128	2.1			k 1 Infor							2 Inform			
es/Ad	t	Name of	Relief Car	nier		2.1		EIN			Actual Weekly	House			nt Allowan		Second	Actual				Allowance		econd
	+										weekly	nours	Hou	rs Tr	Miles	GT	Trip	Weekty	Hours	Hours	Tr	Miles	GT T	ip
											Hours	100s					Min	Hours	100s				м	n
													-		-	-	1				+		+	
	1									12.1	Hours	100s					Min	Hours	100s				м	n
																	Min							
											Hours	100s		+		+	MIN	Hours	100s		$ \rightarrow $		м	n
											Hours	100s					Min	Hours	100s				м	n
											Hours	100s					Min	Hours	100s				м	n
											Hours	100s					Min	Hours	100s				м	,
	ertifies that that the ance with Pe				ed ser	vice in	Po	ostmaster	s Signatur	$\overline{\boldsymbol{\Lambda}}$						-		Date O 2	Ja	108	Carrier	° Ø	M	

531.2 Regular Rural Carrier (Career) – Designation 71

The regular rural carrier (career) is the only full-time regular rural employee entitled to benefits such as retirement, leave, and life insurance. Regular rural carriers serve on routes with pay route types H, J, K, and M.

531.3 Substitute Rural Carrier

531.31 Designation 72

A substitute rural carrier (Designation 73) can be appointed via SF 50 to serve full time on a vacant regular route or in the absence of a regular carrier for more than 90 days. The substitute rural carrier earns annual and sick leave on the assigned route only and is compensated for the balance of his or her annual leave upon return to the Designation 73 position. Sick leave is handled in accordance with *Employee and Labor Relations Manual* (ELM) 513.712. Designation 72 employees have FICA deductions withheld and earn step increases (see 581.2 for additional information).

A substitute rural carrier (Designation 72) may work as a substitute (Designation 73) on a regular rural route other than the assigned route. However, the substitute rural carrier (Designation 72) may not work on an auxiliary route or provide auxiliary assistance on a regular route.

Work performed as a Designation 73 must be recorded on the assigned regular carrier's PS Form 1314. Leave Without Pay (LWOP) must be charged to the assigned route.

531.32 Designation 73

Entered on duty date must be before July 21, 1981. Designation 73 employees have bidding privileges on regular rural carrier positions, have FICA deductions, and earn step increases, but do not earn leave.

531.4 Rural Carrier Relief – Designation 75

Entered on duty date must be on or after July 21, 1981. Employees hired between July 21, 1981, and November 12, 1986, are without time limitation. After November 12, 1986, employees not hired from a competitive register of eligibles as a result of an open competitive examination have a limited time appointment. Designation 75 employees are not entitled to step increases, leave, or cost of living allowance (COLA), nor are they eligible for life insurance, Civil Service Retirement System (CSRS), or Federal Employees Retirement System (FERS).

531.5 Part-Time Flexible Carrier – Designation 76

This is a career employee and the entered on duty date must be on or after September 9, 2000. All qualified substitute rural carriers and rural carrier associates (RCAs) that have completed their probationary period are eligible to bid on PTF assignments. PTFs are only assigned to K routes. Designation 76 employees have bidding privileges on regular rural carrier positions, have FICA deductions, earn step increases, and leave.

531.6 Auxiliary Rural Carrier – Designation 77

Entered on duty date must be before July 21, 1981. An auxiliary rural carrier may perform service on an auxiliary route only. Designation 77 employees earn step increases and leave, and have FICA deductions. When the auxiliary route is converted to a regular route or is consolidated with another route, the auxiliary rural carrier (Designation 77) should be terminated. Any auxiliary rural carrier that becomes a multi-employee Designation 77/78 will be hired at the current RCA hourly rate.

531.7 Rural Carrier Associate

531.71 Designation 78

Entered on duty date must be on or after April 11, 1987. Designation 78 employees have bidding privileges on regular rural carrier positions under the USPS/NRLCA national agreement, Article 12, section 3B. Rural carrier associates (RCA) are not entitled to step increases, leave, or COLA. In addition, they are not eligible for life insurance, CSRS, or FERS. RCAs hired beginning 8/24/1991 are paid under Schedule 1 and carriers hired prior to 8/24/1991 are paid under Schedule 2.

531.72 Designation 74

An RCA (Designation 78) can be appointed via SF 50 to serve full time on a vacant route or in the absence of the regular carrier for more than 90 days. Effective January 21, 1988, Designation 74 employees began earning annual and sick leave on their assigned routes only and will be compensated for the annual leave balance on return to their Designation 78 position. Sick leave is handled in accordance with ELM 513.712. Designation 74 employees have FICA deductions withheld, do not earn step increases, and are not entitled to COLA.

A Designation 74 employee may work as a replacement carrier on a regular route and on an auxiliary route. Leave will be earned at a maximum of 4 hours per pay period only on the route assigned as a Designation 74.

Work performed on a regular route as a Designation 78 must be recorded on the assigned regular carrier's PS Form 1314, *Regular Rural Carrier Time Certificate*. LWOP must be charged to the assigned route. All work performed on an auxiliary route must be recorded on PS Form 1314-A, *Auxiliary Rural Carrier Time Certificate*.

531.8 Designation 79

An RCA (Designation 78) can be appointed, via SF 50, after being assigned to the auxiliary route for more than 90 calendar days. Leave is earned only on the assigned auxiliary route. The carrier is in leave category 4, earning 1 hour of sick leave and annual leave for every 20 hours worked on the assigned auxiliary route.

531.9 Miscellaneous

531.91 Multipositions

Appointments to the position of substitute rural carrier (Designation 73) or auxiliary rural carrier (Designation 77) were made on or before July 21, 1981. All rural appointments after this date are restricted to regular rural carrier (Designation 71), rural carrier relief (Designation 75), or rural carrier associate (Designations 78, 79, or 74).

When an employee's current designation is 73, a Designation 77 may be added, creating a dual Designation 77/73. However, when an employee's current designation is 77, a Designation 73 cannot be added.

Under the conditions of the Memorandum of Understanding between the Postal Service and the NRLCA, certain auxiliary rural carriers (Designation 77) may also be established as rural carrier associates (Designation 78). These employees will be compensated at their attained step of the Designation 77 position and earn leave for providing service on auxiliary routes only. All other service is compensated as a rural carrier associate (Designation 78).

Rural carrier associates (Designation 78) assigned to an auxiliary route will be a multi Designation 79/78.

531.92 Dual Employees

Dual employees are those employees appointed to positions as Designations 3X, 4X, or 6X (city), and 7X (rural), where X = any number. An example would be 41/73. This is a city part-time flexible clerk and a rural substitute carrier. New appointments to substitute rural carrier (Designation 73) or auxiliary rural carrier (Designation 77) have been discontinued since implementation of the 1981 Postal Service/NRLCA agreement. Therefore, only current Designations 73 and/or 77 are permitted additional appointments of 3X, 4X, or 6X.

Designation/Act 75 - 0, 78 - 0, and 70 - 0 employees may have a dual appointment as a 58 (postmaster relief) or 6X (city).

All service as a Designation 3X, 4X, 58 (postmaster relief), or 6X must be recorded on PS Form 1230-A, *Time Card — Week 1*, or PS Form 1230-B, *Time Card — Week 2*. All service as a Designation 7X must be recorded on PS Form 1314-A, *Auxiliary Rural Carrier Time Certificate*, or as the replacement carrier on PS Form 1314, *Regular Rural Carrier Time Certificate*.

When the combined weekly workhours are greater than 40, all hour credits and remuneration are combined, and a FLSA overtime calculation is generated. The FLSA overtime payment due (if any) is made the following pay period, and a message is printed on the employee's earnings statement. The FLSA calculation formula is provided in Handbook F-18, *Payroll Journal Guide*.

531.93 Nonrural Postal Employee

Designation 99 employees do not require a SF 50. Designation 99 is used by the payroll system when making payment for Equipment Maintenance Allowance (EMA) to employees other than rural carriers. Therefore, no employees are carried on the rolls as Designation 99. The workhours of postal employees other than rural carriers are reported on PS Forms 1230.

532 Time Certificates

When transcribing data onto PS Form 1314, *Regular Rural Carrier Time Certificate*, and PS Form 1314-A, *Auxiliary Rural Carrier Time Certificate*, all fields used must be zero-filled. For example, when recording 8½ hours in a 4-digit field such as Actual Weekly Work Hours, enter it as 0850; when recording 3 miles in a 3-digit field such as Miles Omitted, enter it as 003. Exhibits <u>532a</u> and <u>532c</u> use Xs to show the size of each field on PS Forms 1314 and 1314-A, respectively, and then show how the forms look with actual data entered in Exhibits <u>532b</u> and <u>532d</u>, respectively.

Exhibit 532a
PS Form 1314, Regular Rural Carrier Time Certificate

Nam	e of Assigned Carri	er				254		Finan	ce Num	iber	100		1.20.20	EIN	201 - 201 V	Des	Act	Rout		-		FLSA	Year	PP
	Actual Weekly Hours	Sat.	Days A: Mon.	ssigned C Tue.	Wed.	nt Thur.	Fri,	Daily Overti			aining		COF Hou		ted / Hours	Reli	ef Hours	Seco Trip	nd F	loute lev.	GT Veh.	Miles	Xmas A Work H	
1	HOOT X TOOS							Hours		XX	X Y	(¥	X	XX	XXXX	X Hour	X X	X XX	_	XX	Х	XXX	XV	1005
2	XX XX Hours 1001		1					Hours	(X)	4 7	X .	X.Y	×	XX	* **	1.	XXX	(X)	()	xx	X	XXX	XX	1005
1993	PARTING A REAL	19521023	100			STATISTICS.			Actual	1 Inform	ation	La	-	Second	Whole N	1000	Week 2	Informatio	n		-	Second		
Des/A	ct Name of Relie	f Carrier			123	E	IN		Weekh	Hours	Tr	No EM	EM	Trip		Omit -	Actual Weekly	Hours	Tr	No EM	EM	Trip	Whole I	Miles Omit
					1				XX	XX	X	X	X	XX	XXX	XXX			x	X	X	XX	XXX	XX
				4.2					Hours	100s				Min			Hours	100s				Min		
			<u> </u>	14		2.3		-	Hours	100s	-			Min			Hours	100s				Min		
								-	Hours	100s	-			Min			Hours	100s				Min		
_					1	1		-	Hours	100s	-			Min			Hours	100s				Min		
			1.1			1			Hours	100s				Min			Hours	100s				Min		
	certifies that th				service	Post	master's S			100s				Min Date			Hours Carrier's				_	Min 8127 Tin	ne (N(in)/	

Exhibit 532b PS Form 1314 with Data Filled In

Brown CF	05 - 333	3 E 7			K001	B 08	04
Name of Assigned Carrier Actual Days Assigned Carrier Absent Weekly Hours Sat. Mon. Tue. Wed. Thur. Fri.	Finance Number Daily Train Overtime House		EIN DP Limited burs Duty Hours	Des/Act Relief Hours	Route No. Second Route GT Trip Dev. Vel	FLSA Year Miles Xmas b. Omit Work	PP Assist Hours
1 2716 RXX	Hours 100s Hours	·	Hours 100s	Hours 100s	Min	Hours	100s
2 38 94 K	Hours 100s Hours		Hours 100s	Hours 100s	Min	Hours	1
	Week 1 Information	on		Week 2 Inf	ormation		1.000
Des/Act Name of Relief Carrier EIN	Actual Weekty Hours	Tr EM EN	A Second Whole M Trip Dev +	Omit - Weekly Ho			e Miles + Omit -
760 Jones JJ 1122333	3 0922 Hours 100s	1	Min	bggg	91	Min	
760 Black LT 5421123	4 D9 41	1	Min	Hours 10	los	Min	
	Hours 100s		Min	Hours 10	lOs	Min	
	Hours 100s		Min	Hours 10	lOs	Min	
	Hours 100s		Min	Hours 10	los	Min	
	Hours 100s		Min		lOs	Min	
This certifies that the above carrier rendered service Postmaster's s in compliance with postal regulations.	gnature	1.1.1	Z116	Carrier's Init	ials	8127 Time (Min)	_

In the top form, the Xs show the size of each field on the form; the bottom form shows actual data entered.

			Name	of Assign	ned Carrie	r				Finance	Number		 		EIN			Des	/Act		Route No	b .	FLSA	Yea	r Pi
ΝK	Actual Weekly He		Hours		quipment /		Sat	Mon	Tue	N - No Wed.	Service	Eri	Traini		acond Trip	Annual	Sick	Leave	- Whole H		Milly	Court	Work Davs		as Assis rk Hours
1	HOURSX	8	XХ	χ	XXX	X	Gar	11011	109.				XX Hours	XX 1005	ί×.	XX	XX	XX	XX	XX	XX	XX)	X	X	/ Y
2	XX X	Ľ,	XХ	Х	XXX	X							XX	£₩)	SH	ХХ	ХХ	XX	XX	XX	XX	Ххх	Х	X	×χ
\$1520	rinds. Except ploa	6439296	No. of Concession, Name	A CONTRACTOR OF	MUCLOR DIVE	difficult	ARAD REPAIR	Candidata		NO. CON	14-124 J.Y	Actual			1 Infon	mation nt Allowan	ce	Second	Actual	- 1		2 Information		_	Second
Des/	Act		Name of	Relief Ca	rrier				EIN		_	Weekly	Hours	Hours				Trip	Weekly	Hours	Hours		Miles		Trip
												Hoors	XX	XX	X	XXX	X	ХX	XX Hours	XX	ХХ	X	XX	X,	ЖX
												Hours	100s					Min	Hours	100s				_	Min
											-	Hours	100s					Min	Hours	100s					Min
		_										Hours	100s			_		Min	Hours	100s				_	Min
												Hours	100s					Min	Hours	100s				_	Min
												Hours	100s					Min	Hours	100s					Vlin
	certifies to					ed se	rvice in	P	ostmaster	's Signatu	re					200			Date			Carrier Initials	5		

Exhibit 532c PS Form 1314-A, *Auxiliary Rural Carrier Time Certificate*

Exhibit 532d PS Form 1314-A with Data Filled In

١	Nee	mi	th	, ,	_)	W		23	2-3	333	3	E	2	24	146	666		10		00	•	P	0	8 15
		Name		ed Carrie						 Number Service 		Train	-	EIN				/Act - Whole H		Route No).	FLSA	Ye	ar PP as Assis
νĸ	Actual Weekly Hou	rs Hours	Tr	Miles	GT	ce Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	Hou		Trip	Annual	Sick			Donate	MiLv	Court			rk Hours
1	125	106	6	120								Hours	100s	Min						1.			Hou	rs 100s
2	10 02	\$ 05	5	100		N						Hours	100s	Min									Hou	rs 100
1-Chill	HE PROPERTY	CYGIPPINE LS	ALTER DATE	a the state	1922012	ALC ALC MU	PROFILED.	and the second	Margaretter	1.11111-128				k 1 Infor							2 Inform		_	
es/A	ct	Name of	Relief Ca	rrier				EIN			Actual Weekly	Hours	Hour		nt Allowan Miles		Second Trip	Actual Weekly	Hours	Hours		Allowance Miles	GT	Second Trip
18	03	awy	er.	کریا	2	11	33	55	55	5	Hours	100s		Τ			Min	62 Hours	25	01	1	020		Min
		8									Hours	100s					Min	Hours	100s					Min
					1°						Hours	100s					Min	Hours	100s					Min
											Hours	100s					Min	Hours	100s					Min
											Hours	100s					Min	Hours	100s				_	Min
											Hours	100s					Min	Hours	100s					Min
		at the abor Postal re			ed ser	vice in	P	ostmaster	's Signatu		~				_			Date 7	119	108	Carrie	ີ ၂	N	

In the top form, the Xs show the size of each field on the form; the bottom form shows actual data entered.

533 Days Assigned Carrier Absent Codes

PS Form 1314

- A Annual Leave
- B Holiday Work Nonrural
- **C** Continuation of Pay
- **D** Donated Leave
- **E** Limited Duty
- H Holiday Leave
- J 11-Day Route
- K 10-Day Route
- L Leave without Pay
- M Military Leave
- N Military LWOP
- O Other Leave
- P Work Hours other than rural
- R Relief Day Worked (No relief available)
- S Sick Leave
- T Training
- **U** AWOL (Absent without leave)
- V Holiday Work
- W IOD/LWOP
- X Relief Day Taken (Worked an "R" or "3" day)
- Y Relief Day Worked on non rural assignment
- Z Steward Duty
- 2 HQ Authorized Administrative Leave
- 3 Carrier works relief day paid additional 50%
- 4 Day of Reflection
- 5 Carrier works relief day paid additional 150%
- 6 Court Leave

PS Form 1314-A

- 2 HQ Authorized Administrative Leave
- H Holiday
- N No Service

540 Fair Labor Standards Act

541 Application

Sections 7(a) and 7(b)(2) of the Fair Labor Standards Act (FLSA) apply to rural carrier compensation.

541.1 Compensation Under FLSA, Section 7(a)

The following employees are compensated in accordance with FLSA, section 7(a):

- Regular rural carriers assigned to evaluated routes having less than 35 hours of required service per week or mileage routes having less than 31 paid miles per week.
- b. Employees appointed as regular rural carriers to routes covered under 7(b)(2) after the beginning of the guarantee period who do not agree in writing to terminate the guarantee agreement at the end of the guarantee period. At the beginning of the next guarantee period, the carrier shall be compensated under the provisions of section 7(b)(2) of the Fair Labor Standards Act.
- c. Substitute rural carriers (Designation 72) serving a vacant route or route where the regular carrier is on extended leave, who do not agree in writing to terminate the guarantee agreement at the end of the guarantee period.
- d. Substitute rural carriers (Designation 73), relief rural carriers (Designation 75), rural carrier associates (Designations 74 and 78), part time flexible (Designation 76) auxiliary rural carriers (Designation 77), rural carrier associates assigned to an auxiliary route (Designation 79), and temporary replacement carriers (Designation 70).
- e. A regular rural carrier compensated pursuant to FLSA section 7(b)(2) who actually works more than 2,240 hours within the guarantee period.

541.2 Compensation Under FLSA, Section 7(b)(2)

The following employees are compensated in accordance with FLSA, section 7(b)(2):

- Regular rural carriers assigned to evaluated routes having 35 or more standard hours or mileage routes having 31 or more paid miles per week.
- Substitute rural carriers (Designation 72) serving a vacant route or route where the regular carrier is on extended leave. The substitute must be assigned to a route that qualifies for compensation under section 7(b)(2) of the FLSA and must agree in writing to terminate the guarantee agreement at the end of the guarantee period.
- c. An employee appointed as a regular rural carrier during the guarantee period, as set forth in paragraph (a), and who agrees in writing at the time of appointment to terminate the guarantee agreement on the last day of the guarantee period.

Regular rural carriers receiving evaluated compensation receive a guaranteed annual wage for 2,080 hours of actual work. The following rules apply to Guarantee — Evaluated Compensation Schedule:

- a. The guaranteed salary for the respective routes is the annual salary, attained step, in effect at the beginning of the guarantee period. The period continues for 52 consecutive weeks beginning and ending with pay periods. This salary must not be for less than 35 hours and cannot exceed the salary for 40 hours. The guarantee of compensation differs for each route evaluation between 35 and 40 hours.
- b. The salary cannot be reduced below the guaranteed salary set forth at the beginning of the guarantee period. The employee's step is locked and step increases earned after the guarantee salary does not affect the guaranteed salary. The salary may be adjusted upward, except that any compensation paid above 40 hours is not considered guaranteed annual wages. Adjustments in compensation may be made upward or downward, between 40- and 48-hour levels, without affecting the annual guarantee. However, the salary cannot be reduced below the 40-hour compensation level during the guarantee period.
- c. Seasonal Routes The last mail count is used to determine the guarantee salary for the new guarantee year. The seasonal data from the last mail count is used to compute the evaluated hours when the route is not in season to establish the guarantee salary. Routes evaluated less than 35 hours do not have a guarantee salary. Routes evaluated between 35 and 39 when not in season will be guarantee at evaluation of the route at the employee's step during the establishment of the guarantee at 40 hours. The guarantee salary does not change once it's established at the beginning of the guarantee year.

543 Guarantee — Nonevaluated Compensation -Mileage Schedule

Regular rural carriers receiving nonevaluated compensation receive a guaranteed annual wage for 2,080 hours of actual work. The following rules apply to Guarantee — Nonevaluated Compensation:

- a. The guaranteed salary for the respective routes is the annual salary, attained step, in effect at the beginning of the guarantee period. The period continues for 52 consecutive weeks beginning and ending with pay periods. This salary must not be for less than 31 miles and cannot exceed the salary for 42 miles. The guarantee of compensation differs for each route length between 31 and 42 miles.
- b. The salary cannot be reduced below the guaranteed salary set forth at the beginning of the guarantee period. It may be adjusted upward, except that any compensation paid above the 42-mile level is not considered guaranteed annual wages. Adjustments in compensation may be made upward or downward without affecting the annual guarantee. However, the salary cannot be reduced below that of a

233

42-mile route during the guarantee period. Most carriers would qualify for salary protection above the 42-mile level unless the carrier failed to sign an agreement to use sufficient annual leave earned during the guarantee period to ensure that the actual workhours will not exceed 2,080. In this situation, the saved salary for the rural carrier is limited to the salary guarantee.

544 Maximum Actual Workhours

During the guarantee period, the assigned regular carrier receives compensation based on the route evaluation (evaluated or mileage rate, as appropriate) for all hours actually worked through 2,080.

For all hours actually worked over 2,080 to 2,240, the assigned carrier will be compensated at the FLSA overtime rate. Leave will continue to be paid at the daily evaluated rate. If the rural carrier exceeds 2,240 hours of actual work, section 7(b)(2) is void, and the carrier will receive pay in accordance with section 7(a), which requires overtime to be paid for all workhours in excess of 8 hours per day or 40 hours per week, less any bona fide overtime already paid during the guarantee period.

To recompute the pay, notify the Eagan Accounting Service Center (ASC) that the carrier went over 2,240 hours in the guarantee year.

545 Bona Fide Overtime

545.1 **Definition**

Bona fide overtime is not subject to additional pay if the carrier exceeds 2,240 hours of actual work during the guarantee period. Overtime compensation is paid to rural carriers covered under FLSA section 7(b)(2) for hours actually worked in excess of:

- a. 12 hours per day.
- b. 56 hours per week.
- c. 2,080 hours in the 52 consecutive week guarantee period.

545.2 Recording Overtime in Excess of 12 Hours a Day

Any hours over 12 a day must be listed under the Daily Overtime block for that particular week (see <u>Exhibit 545a</u>). <u>Exhibit 545b</u> is an example of a PS Form 1314 reflecting that the carrier worked the relief day the first week. It also shows the hours for the first week.

Exhibit 545a Recording Daily Overtime

Days of the Week Worked	Hours	OT Hours
Saturday	12.12	00.12
Monday	Relief day taken	
Tuesday	12.05	00.05
Wednesday	10.80	
Thursday	10.52	
Friday	10.45	
Total hours	55.94	00.17

	MITH of Assigned Carr	EK							3-56		+	E	597	849	99	Des	/10 Act	Route	001		B FLSA		18 PP
P	Actual Weekly Hours		Days As Mon.	signed Ca Tue.	Wed.	nt Thur.	Fri.	Daily Over	/ time	Train			COP Hours	Limite Duty			Hours	Secon Trip		e GT Vet	Miles	Xmas A Work H	ssist
1	5594 Hours 100s	R	Х					O	017	Hours	10	0s		Hours	100s	Hours	100s	Min				Hours	100s
2	47 41 Hours 100s	K						Hours		Hours		Øs		Hours	100s	Hours		Min				Hours	100s
Des/Act	Name of Relie	f Carrier	4.9 X -	et granges	12010679629	EI	N		Week 1 Actual Weekly	Informatio	n Tr	No EM		Second Trip	Whole M Dev +	iles Omit -	Week 2 In Actual Weekly He	1	- 1		Second Trip		Miles Omit
750	Waa	ner	H	M	98	784	199	4	Hours	80	1			Min			109 Hours	7	1		Min		
		3							Hours	100s				Min			Hours 1	00s			Min		
									Hours	100s				Min			Hours 1	00s			Min		
									Hours	100s				Min			Hours 1	00s			Min		
									Hours	100s				Min			Hours 1	00s			Min		
									Hours	100s				Min				00s			Min		
	certifies that the the the the termination of terminat				service	Postn	haster's t	Signatu	re	\nearrow				Date 8	1301	08	Carrier's Ini		2		8127 Ti	ne (Min)	

Exhibit 545b PS Form 1314, Regular Rural Carrier Time Certificate

For Saturday and Tuesday, the carrier is entitled to overtime. PS Form 1314 must be completed with a 17 in the hundredths section of the Daily Overtime block for the first week. A comparison is made between Actual Weekly Work Hours (over 56) and Daily Overtime (over 12 in a day). Payment is made on the greater of the two.

545.3 Payment of FLSA Overtime Compensation

Overtime compensation is payable at 150 percent of the carrier's regular rate of pay. The regular rate is the total amount of compensation earned, divided by the total hours actually worked since the beginning of the guarantee period (FLSA overtime).

Note: Previous overtime and leave hours as well as compensation for these hours are excluded from this computation.

546 FLSA Codes

546.1 Purpose

FLSA codes are used to determine payroll calculations for rural carriers. In most cases, this code is automatically determined and included on the preprinted PS Form 1314. Code B is the only code used to identify coverage under section 7(b)(2) of FLSA. All other codes (A, N, L, and P) identify coverage under section 7(a) of FLSA (see Exhibit 546).

	Rural Carrier Salary and Overtime	e	Salary =RSC B Overtime = 150% RSC B Rate	RSC B = 150% Rate	Salary = F Overtime Reg Hr	Salary = Evaluation Overtime = FLSA Reg Hrly Rate	Salary = Eval OT = 50%	Salar (Evalı	Salary = under 40.01 (Evaluation)	40.01	Sala	Salary = Evaluation at contractual hourly rate if under 40.01 hrs	uation 6 under 4	contrac 0.01 hrs
Route Criteria	Carrier On Rolls at the Beginning Guar Year	Commit- ment Signed	Daily OT – Over 8 Wkly OT – Over 40	- Over 8 • Over 40	Daily OT Wkly OT Yrly OT - (Daily OT – Over 12 Wkly OT – Over 56 Yrly OT – Over 2080	Reg Wkly Rate Wkly OT-Over 40	Over OT=1 Wkly	Over 40=RSC B OT=150% RSC B Wkly OT – Over 40	в В г 40	Over OT = Wkly	Over 40 = Contractual Hrly Rate OT = 150% Contractual Hrly Rate Wkly OT – Over 40	ntractu ontractu er 40	l Hrly Re al Hrly F
			A		E	В	N		L	Р			Р	
Mileage	Routes		71	72	71	72	71	72	73 7	76 7	77 74	75	78	79
Under 31 miles	N/A	N/A					x		x x					
Over 30 miles	yes	N/A			×	×			x x					
Over 30 miles	ou	ves			x	x			F					
Over 30 miles	ou	no	×	×					T					
Evaluated	Rou								1					
Under 35 hours	\vdash	N/A		1000			x	×	x x					
35 hrs or over	yes	N/A		1	x	×								
35 hrs or over	ou	ves			x	×								
35 hrs or over	ou	no	x	×										
Aux Service	N/A	N/A							T	×				×
RCA, RCR, TRC	N/A	N/A								t			×	×
why appointed re minate the guara	gular rural carrier	s (Des. 71) and s	ubstitute rura	ll carriers (De employees v	s. 72) appoint vill be converte	ed after the be ed automatical	RCA, RCR, TRC N/A N/A N/A X X X X X X FLSA Code A Newly appointed regular rural carriers (Des. 71) and substitute rural carriers (Des. 72) appointed after the beginning of the guarantee period to a route 35 hours or over who do not agree in writing to Newly appointed regular rural carriers (Des. 71) and substitute rural carriers (Des. 72) appointed after the beginning of the guarantee period. These employees will be converted automatically to FLSA Code B at the beginning of the next guarantee period. These employees will be converted automatically to FLSA Code B at the beginning of the next guarantee period.	se period he begin	to a route ning of the	35 hour next gu	s or over wh arantee peri	to do not od.	agree in	writing to
why appointed re- minate the guara SA Code B Newly appointed All regular rural ving 35 hours or SA Code N so Code N	gular rural carrier intee at the end o a regular rural car carriers (Des. 71) more.	s (Des. 71) and s s (Des. 71) and s f the guarantee F riers (Des. 71) ar and substitute n utes with less tha	ubstitute rura eriod. These id substitute r ural carriers (I n 35 evaluate	l carriers (De employees v ural carriers (Des. 72) who d hours or 31	. 72) appoints vill be converts (Des. 72) who were on the ro miles.	ed after the bei ed automaticall agree in writin olls at the begin	XCA, RCR, TRC N/A N/A N/A X X X X X X X X X X X X X X X X X X X	se period he beginr rantee at period ar	to a route iing of the the end of ssigned to	35 hour next gu the gus mileage	s or over wt arantee perid routes over	d. 31 miles	agree in or to ev:	vriting to luated ro
wily appointed re minate the guara Newly appointed All regular rural. ving 35 hours or searcode L SA Code L Substitute rural. SA Code P	gular rural carrier gular rural carrier intee at the end o intee at the end o rearriers (Des. 71) more. ins assigned to rou bistitute (Des. 72)	s (Des. 71) and s f the guarantee F f the guarantee F riers (Des. 71) at and substitute r. utes with less tha utes with less tha and part time fle	ubstitute rura eriod. These ed substitute r iral carriers (C n 35 evaluate es having les: kible (Des. 76	l carriers (De employees v ural carriers (Jes. 72) who d hours or 31 s than 35 eva)) rural carrier	s. 72) appoints vill be converts Des. 72) who were on the ro were on the ro urated hours. s.	ed after the be ed automaticall agree in writin bils at the begir	I to FLSA Code B at the guarante	e period he beginr rantee at period a:	to a route iing of the the end of ssigned to	35 hour next gu mileage	s or over wt arantee peri rantee peri routes ovei	d. 31 miles	agree in or to evi	vriting to luated ro
with appointed re- minate the guara Newly appointed re- Newly appointed All regular rural to wing 35 hours or SA Code N Substitute rural. SA Code L SA Code L SA Code C Auxiliary rural c Auxili	gular rural carrier aular rural carrier a regular rural car carriers (Des. 71) more. ris assigned to rou ris assigned to rou rural rous of service and rous of service	s (Des. 71) and s f the guarantee p riers (Des. 71) ar and substitute n utes with less tha utes with less tha assigned to rout and part time fle and rural carrier a ler is compensati ler is compensati ler numer of da urs of service in t	ubstitute rura eriod. These eriod. These ad substitute r riral carriers (C n 35 evaluate se having lesi kible (Des. 76 at the RSC se (Des. 78) a n 1314-A (au n 1314-A (au s eriorice is r he week on a	I carriers (De employees w ural carriers (bes. 72) who de hours or 31 ad hours or 31 at han 35 eva) rural carrier as 79) perfor as 79) perfor as 79) perfor as 79) perfor as 71 berformed in 1 l timecards e	 x 72) appointe vill be converte x 72) appointe x 72) who x 72) who x 72) who x 72) who x 100 x 100<	ed after the bee ed automaticall agree in writin, alls at the begin all hours over rs (Des. 70) ha allated at this ra allated at the begin allated at this ra allated at this ra allat this ra allated at this ra allat this ra allated at this r	RCA, RCA, TRC N/A	L se period he beginr rantee at period at period at the evalu the evalu the of the evalu ted in ex	to a route ing of the ing of the end of signed to isigned to the station of the attion of the case of 40. Case of 40. Case of 40. Case of 40. Could be at the paid at the could be case of the case of	35 hour next gu mileage mileage a route o without without of mithout of a hourly	x s or over wt rrantee peric rantee peric routes over routes over routes over routes over rate peric rate for all l	 x o do not: od. od.<td>agree in agree in or to ev: AS perio AS perio tion 566 this rate oute tim</td><td>vriting to vriting to luated roi</td>	agree in agree in or to ev: AS perio AS perio tion 566 this rate oute tim	vriting to vriting to luated roi
Wy appointed re- minate the guara New appointed re- New appointed All regular rural to aving 35 hours or All regular rural to aving 35 hours or SA Code L SUbstitute rural to Auxiliary rural carrier a All actua b. Servicel Muttipy rural carrier reli c. When to c. When to	gular rural carrier gular rural carrier a regular rural carr carriers (Des. 71) more. ris assigned to rou ris assigned to rou ratific (Des. 73) a rura riter (Des. 73) a rura a rural rout rura assigned to rou rura as rura assigned to rura a ta a duali rura te times t	s (Des. 71) and s f the guarantee p riers (Des. 71) ar and substitute in utes with less tha utes with less tha assigned to rout and part time fle and rural carrier a lear is compensativ t reported on Fom enumber of da urs of service in t	ubstitute rura eriod. These id substitute r n 35 evaluate n 35 evaluate se having less kible (Des. 76 sociates (De a the RSC as (Des. 79) a serorted or is reported or is r	I carriers (De employees w ural carriers (bes. 72) who hours or 31 d hours or 31 d hours or 31 s than 35 eva) rural carrier B hourly rate failiary assista Ailiary assista failiary	* 72) appoints vill be converts vere on the ro were of the ming service (and 150% foi y Relief carrie the compens the compens the were. Foll	ed after the bee ed automaticall agree in writin, alls at the begin all hours over rs (Des. 70) ha llated at this ra allated at this ra same 1 then 2.b. abow 1	jinning of the guarante by to FLSA Code B at th g to terminate the guarantee ning of the guarantee are compensated 40. ave hourly rate of comp te. Actual hours report te. Actual hours report te Actual hours report te actual hours report te actual hours report the actual	Tantee at period at period at period at period at period at period at the evalu sensation evaluter and in exact of the the other at the the other at	to a route ing of the ing of the end of isigned to isigned to the ation of the ation of the at RSC B cess of 40. How and any evalutorous is a paid at the	35 hour next gu mileage mileage e route i without of are i a hourly	s or over what arantee perior antee perior rantee perior routes over durin except durin except durin except durin and at 150 gurs on the prate for all l	o do not. od. ad. d. al. al. miles al. miles fer to sec fer to sec ercent of articular r	agree in agree in AS perio tion 566. tibis rate oute tim	vriting to vriting to iuated roi if carrié 5 and 56ƙ s the abc
why appointed re- why appointed re- minate the guara SA Code B All regular rural - All regular rural - SA Code L Substitute rural - Substitute rural - Auxiliary rural ca Auxiliary rura	gular rural carrier gular rural carrier intee at the end o integular rural car carriers (Des. 71) more. Irs assigned to rou irs assigned to rou irs assigned to rou arriers (Des. 72) bstitute (Des. 73) arriers (Des. 73) arriers (Des. 73), rural if ours of service performed on a re performed on a re tal actual workhoi	f the guarantee p f the guarantee p riers (Des. 71) and s and substitute ru and substitute ru assigned to rout and part time fle and rural carrier a fer is compensatit lear is compensatit lear is compensativ the number of da the number of da urs of service in t	ubstitute rura eriod. These eriod. These al substitute r iral carriers (C a) 35 evaluate es having less dible (Des. 76) es (Des. 78) a an 1314A (au an 1314A (au s reported or is reported or is reported	L carriers (De employees w ural carriers (Des. 72) who Jes. 72) who a hours or 31 d hours or 31 trural carrier is. 79) perfor nal an enorat milary assista o Form 1314.	 s. 72) appointe vill be converte vere on the ro were on the ro were on the ro were on the ro were on the ro vere on the ro vere of to vere compens the week. Foll xceed 40.00, 1 	ed after the bee ad automaticall agree in writin als at the begin als the begin on auxiliary rou on auxiliary rou of the cost after at this astion on a reg ow this same I then 2.b. abow	ginning of the guarante by to FLSA Code B at th g to terminate the guarantee nning of the guarantee 40. Ad0. Ad0. tes are compensated 1 40. tes Actual hours report tes Actual hours report tes Actual hours report ular route is determine procedure when more 1 e does not apply. The	the beginn antree at period as period as period as the evalu the evalu the an evalu ted in exor	to a route ing of the ing of the end of isigned to i attion of the attion of the attion with evalution to the is see of 40.	35 hour next gu mileage a route i without 00 are 1 00 are 1 ated ho	s or over wh trantee perio routes over routes over routes over routes over routes over routes over routes perio routes over routes over ro	 A o do not. od. od. ad. 31 miles 31 miles after to sec fer to sec fer to sec nercent of articular r iours worf 	agree in a agree in a AS perior AS perior this rate this rate this rate the and	vriting to vriting to luated roi
wy appointed re- minate the guara LSA Code B LSA Code All regular rural aving 35 hours or LSA Code L Substitute rural Substitute rural c Substitute rural c Auxiliary rural c ver 40.00 hours in Rural carrier reli a. All actua b. Service Muttiply this c. When to	gular rural carrier gular rural carrier intee at the end o rariers (Des. 71) more. ris assigned to rou ris assigned to rou rariers (Des. 72) bistitute (Des. 73) arriers (Des. 75), rura if ours of service performed on a re performed on a re tal actual workhoi	s (Des. 71) and s f the guarantee p riers (Des. 71) ar and substitute ru and substitute ru are with less tha assigned to route and rural carrier a firs compensativ reported on Fon gular rural route fine number of da turs of service in t urs of service in t	ubstitute rura eriod. These al substitute rura iral carriers (C as baving less tible (Des. 76 tible (Des. 76 tible (Des. 76 tible Scortates (De at the RSC at at the RSC at at the RSC as (Des. 78) tible sociates (De tible (Des. 78) tible (I carriers (De employees w bes. 72) who bes. 72) who a thours or 31 bourty rate at Tamporat ind Temporat form 1314. Performed in t it timecards e	 s. 72) appointe vill be converte bes. 72) who were on the ro were on the ro uated hours. s. s. and 150% foi and 150% foi rore are carcie nce bet carcie nce carcarcie nce carcie nce carcie	ed after the bee ed automaticall agree in writin, alls at the begin an auxiliary rou r all hours over rs (Des. 70) ha llated at this ra sation on a reg sation on a reg then 2.b. abow	Justical and the guarantee by to FLSA Code B at the guarantee g to terminate the guarantee ining of the guarantee of the guarantee are compensated 140. A0. A0. A0. A0. A0. A0. A0. A0. A0. A	the beginn antree at period as period as period as the evalu version the in exx	to a route ing of the end of isigned to i at RSC B as S of 40. Paald at the paid at the	35 hour next gu mileage route (without 00 are i noriced.	s or over wh irantee perio routes over routes over routes over add at 150 f urs on the p rate for all t	d. ad not. ad. 31 miles 31 miles 31 miles fer to sec ercent of iours worf	AS perior or to evi AS perior tion 566. this rate oute tim	ritting to rutated ro If carrie 566 5 and 566 5 the abc
 Newly appointed regular rural carriers (Des. 71) and substitute rural carriers (Des. 72) appointed the guarantee at the end of the guarantee period. These employees will be convert ELSA Code B Newly appointed regular rural carriers (Des. 71) and substitute rural carriers (Des. 72) who were on the rhaving 35 hours or more. All regular rural carriers (Des. 71) and substitute rural carriers (Des. 72) who were on the rhaving 35 hours or more. ELSA Code N Substitute rural carriers (Des. 71) and substitute rural carriers (Des. 72) who were on the rhaving 35 hours or more. List Code N Substitute rural carriers (Des. 77) and nucles having less than 35 evaluated hours. FLSA Code L Substitute rural carriers (Des. 77) and rural carrier associates (Des. 79) performing service over 40.00 hours in a week, the carrier associates (Des. 79) and Temporate and 150% for a large over 40.00 hours in a week, the carrier associates (Des. 79) and Temporate and 150% for a large over 40.00 hours in a week, the carrier associates (Des. 79) and Temporate and 150% for a large and 150% for a large	Just rural carrier gular rural carrier arriers (Des. 71) more. carriers (Des. 72) bstitute (Des. 72) bstitute (Des. 72), rural arriers (Des. 72), rural la Nors of Service performed on a r s daily rate times t tal actual workhor	s (Des. 71) and s f the guarantee p riers (Des. 71) ar and substitute n utes with less tha assigned to rout and part time fle and rural carrier a recompensate i carrier associati reported on For gular rural route the number of da urs of service in t	ubstitute rura endod. These el substitute rura a carriers (C as baving less asociates (Des. 76 as the RSC of d at the RSC of a the RSC of a the RSC of a the RSC of the week on al	I carriers (De employees v bes. 72) who bes. 72) who of hours or 31 a than 35 eva berfor at a than 35 eva ind Temporar hourly rate and Temporar ind	 s. 72) appointe vill be converte Des. 72) who were on the ro were on the ro miles. s. s. and 150% foi ro ard to of read of carriei the week. Foll xceed 40.00, 1 	ed after the bee ed automaticall agree in writin, als at the begin at the begin rs (Des. 70) ha allated at this ra allated at the begin	Juning of the guarante ginning of the guarante g to FLSA Code B at th g to terminate the guarantee ning of the guarantee tes are compensated 1 -40. We hourly rate of comp the Actual hours report ular route is determine procedure when more 1 e does not apply. The	L beniod the beginn antee at period at period at period at the evalu the in ext than one than one than one carrier is	to a route ing of the ing of the ation of the signed to isigned to at RSC B at RSC B at RSC B and at RSC B and at the paid at the	35 hour next gu mileage route (without ow without ated are 1 ated are 1 ated are 1 ated are 1 ated are 1 ated are 1	x x as or over wt arantee perio rantee perio routes over vccept durin COLA. (Re ard at 150 r urs on the p rate for all t	a o do not. 2d. 31 miles 31 miles 31 miles articular or ours worl	AS perior this rate oute time	vriting to vriting to luated rol and 566 s the abc

Exhibit 546 FLSA Code Guide

546.2 Types of Codes

546.21 FLSA Code B

FLSA code B applies to newly appointed regular rural carriers (Designation 71) and substitute rural carriers (Designation 72) who agree in writing to terminate the guarantee agreement at the end of the guarantee period. In addition, this code applies to all regular rural carriers (Designation 71) who were on the rolls at the beginning of the guarantee period assigned to rural carrier schedule (RCS) (mileage) routes having 31 or more paid miles or to evaluated routes having 35 or more standard hours.

546.22 Designation 72 FLSA Code B

A substitute rural carrier (Designation 72) is compensated on the RCS (mileage) or evaluated schedule, whichever is appropriate. The carrier must agree in writing to terminate the guarantee agreement on the last day of the guarantee period, upon the filling of the vacancy, or upon the return of the regular rural carrier to the route, whichever occurs first. This signed document is irrevocable; if the substitute is still assigned to such a route at the end of a guarantee period, the agreement to terminate is renewed automatically. These carriers will be compensated under FLSA section 7(b)(2).

546.23 FLSA Code A

FLSA code A applies to newly appointed regular and substitute rural carriers (Designation 72) appointed after the beginning of the guarantee period to a route having 35 or more standard hours per week who do not agree in writing to terminate the guarantee at the end of the guarantee period. The regular rural carrier will automatically be converted to FLSA code B at the beginning of the next guarantee period.

546.24 Designation 72 FLSA Code A

When the substitute carrier (Designation 72) does not agree in writing to terminate the guarantee agreement on the last day of the guarantee period, the carrier will be compensated under section 7(a) of FLSA. The substitute carrier (Designation 72) is provided the opportunity to sign the agreement at the beginning of each guarantee period.

546.25 FLSA Code N

FLSA code N applies to regular rural carriers (Designation 71) only, assigned to routes having less than 35 standard hours per week, or RCS (mileage) routes having less than 31 paid miles per week.

546.26 FLSA Code L

FLSA code L applies to substitute rural carriers (Designation 72) assigned to routes where the assigned regular carrier (Designation 71) on the route has a FLSA code N (less than 35 standard hours or 31 paid miles). This code also applies to all substitute (Designation 73) and part-time flexible (Designation 76) rural carriers performing service on all types of regular rural routes.

546.27 FLSA Code P

FLSA code P applies to auxiliary rural carriers (Designation 77), part-time flexible rural carriers (Designation 76), substitute rural carriers (Designation 73), rural carrier reliefs (Designation 75), rural carrier associates (Designations 74, 78, and 79), and temporary replacement carriers (Designation 70 - 0).

550 Route Types

Rural route types (classifications) are determined by the route evaluation as developed from the national mail count or interim adjustment.

551 Regular Rural Routes

551.1 M – Mileage (Rate Schedule Code – RSC) Route

The regular carrier's salary is based upon 12 days per pay period, 312 days per year, or 2,496 hours per year. Mileage routes were established when the compensation for the route miles on the mileage chart was greater than the evaluated hours method of compensation. However, mileage routes can no longer be established. When they become vacant, they are automatically converted and posted under the evaluated hours method.

551.2 H – Evaluated Hour Route

The regular carrier's salary is based on 12 days per pay period, 312 days per year, or 2,496 hours per year. Evaluated pay hours on an H type route may vary from 12 to 46 hours per week.

551.3 J – Evaluated Hour Route

The regular carrier's salary is based on 5 days during 1 week and 6 days the other week, for a total of 11 days per pay period, 286 days a year, or 2,288 hours per year. One relief day per pay period is authorized. Evaluated pay hours vary from 41 to 46 hours per week.

551.4 K – Evaluated Hour Route

The regular carrier's salary is based upon 5 days each week, 260 days per year, or 2,080 hours per year. One relief day is authorized each week. Evaluated pay hours vary from 40 to 48 hours per week.

552 Auxiliary Route

An auxiliary route has insufficient evaluated hours to become a regular route, usually less than 39 evaluated hours. A rural carrier associate (Designation 79) or auxiliary carrier (Designation 77) is assigned to this type of route.

553 L Route Classification

L routes have a density of 12 or more boxes per mile. Effective with the 1981 National Agreement, any route type H, J, K, M, or A that meets this

criterion, as determined by the 1980 mail count or any future mail count will be converted to an L route. The L classification on a mileage route does not affect the compensation provided the carriers on those routes. An L route may convert back if the density falls below 12 boxes per mile as indicated by an official national or special mail count.

554 Route Classifications/Option

554.1 Determining Classification

Route classification is based on the standard hours and minutes of the route. When the standard hours and minutes are 44:11 or higher, but less than 50.43, the rural carrier has the opportunity to choose high or low option. If high option is elected, the carrier must work an additional day in the pay period. For example, if the standard hours and minutes of a route are 46:42, the carrier can elect to work 11 days (low option) or 12 days (high option) in the pay period. Any rural carrier whose route may be classified in more than one evaluated classification may elect the higher route classification if the following requirements are met:

- a. It must be demonstrated that the rural carrier's actual workhours will not exceed 2,080 during the guarantee period. Such determination should be based on, but not be limited to, the rural carrier's performance during the previous year.
- b. The rural carrier agrees in writing to use sufficient annual leave to assure that the total actual hours worked will not exceed the 2,080 annual guarantee.
- c. The rural carrier must be in a 6 or 8-hour (20- or 26-day) leave category.

554.2 Comparison

This comparison applies only to routes that are eligible to be a mileage route. In those instances when the standard hours and minutes of a route fall into a high/low option category, the RSC (mileage) salary is compared to the evaluated hour salary to determine the proper option, if any. The basic salary (salary without COLA) is used for comparison purposes. The following example illustrates the steps in making a comparison:

Example:

 a. If the evaluated hours and minutes are 48:08 and the pay miles are 111, the evaluated hours of 48:08 fall between 47:28 and 48:32 on the Classification Chart (see Exhibit 554).

47.28 48.32 RCS More than 44 hrs. HD J-44 Less than 44 hrs. HD K-40 J-44

 b. To determine the proper option, the salary for 44 evaluated hours (appropriate evaluated schedule) is compared with the salary for 111 pay miles (appropriate RCS - mileage schedule) at the employee's attained step.

44 evaluated hrs. Step 12 = \$56,518 (basic salary) 111 pay miles Step 12 = \$51,552 (basic salary) c. Since RCS pays less than 44 evaluated hours, the low option is K-40 and the high option is J-44.

Exhibit 554 (page 1) Regular Classification Chart

From	То	Evaluated Hours and Minutes (Reported on PS Form 4241-A, <i>Rural Route Evaluation</i>)	Pay	Option
00:01	24:29	Blank	RCS	blank
24:30	25:29	RCS More than 25 hrs. HD	RCS	blank
		Less than 25 hrs. HD	H-25	
25:30	26:29	RCS More than 26 hrs. HD	RCS	blank
		Less than 26 hrs. HD	H-26	
26:30	27:29	RCS More than 27 hrs. HD	RCS	blank
		Less than 27 hrs. HD	H-27	
27:30	28:29	RCS More than 28 hrs. HD	RCS	blank
		Less than 28 hrs. HD	H-28	
28:30	29:29	RCS More than 29 hrs. HD	RCS	blank
		Less than 29 hrs. HD	H-29	
29:30	30:29	RCS More than 30 hrs. HD	RCS	blank
		Less than 30 hrs. HD	H-30	
30:30	31:29	RCS More than 31 hrs. HD	RCS	blank
		Less than 31 hrs. HD	H-31	
31:30	32:29	RCS More than 32 hrs. HD	RCS	blank
		Less than 32 hrs. HD	H-32	
32:30	33:29	RCS More than 33 hrs. HD Less than 33 hrs. HD	RCS H-33	blank
00-00	0.4-00			bleels
33:30	34:29	RCS More than 34 hrs. HD Less than 34 hrs. HD	RCS H-34	blank
34:30	35:29	RCS More than 35 hrs. HD	RCS	blank
34.30	30.29	Less than 35 hrs. HD	H-35	Dialik
35:30	36:29	RCS More than 36 hrs. HD	RCS	blank
00.00	00.20	Less than 36 hrs. HD	H-36	biant
36:30	37:29	RCS More than 37 hrs. HD	RCS	blank
00.00	0	Less than 37 hrs. HD	H-37	
37:30	38:29	RCS More than 38 hrs. HD	RCS	blank
		Less than 38 hrs. HD	H-38	
38:30	39:29	RCS More than 39 hrs. HD	RCS	blank
		Less than 39 hrs. HD	H-39	
39:30	40:29	RCS More than 40 hrs. HD	RCS	blank
		Less than 40 hrs. HD	H-40	
40:30	41:29	RCS More than 41 hrs. HD	RCS	blank
	40.55	Less than 41 hrs. HD	H-41	L
41:30	42:29	RCS More than 42 hrs. HD Less than 42 hrs. HD	RCS H-42	blank
42:30	43:29	RCS More than 43 hrs. HD	RCS	blank
42.30	40.29	Less than 43 hrs. HD	H-43	Dial IK

From	То	Evaluated Hours and Minutes (Reported on PS Form 4241-A, <i>Rural Route Evaluation</i>)	Pay	Option
43:30	44:10	RCS More than 44 hrs. HD	RCS	blank
		Less than 44 hrs. HD	H-44	
44:11	44:29	RCS More than 44 hrs. HD	RCS	
		Less than 44 hrs. HD	J-41	H-44
44:30	45:15	RCS More than 45 hrs. HD	RCS	
		Less than 45 hrs. HD	J-41	H-45
45:16	45:29	RCS More than 45 hrs. HD	RCS	
		Less than 45 hrs. HD	J-42	H-45
45:30	46:21	RCS More than 46 hrs. HD	RCS	
		Less than 46 hrs. HD	J-42	H-46
46:22	46:29	RCS More than 46 hrs. HD	RCS	
		Less than 46 hrs. HD	J-43	H-46
46:30	47:23	RCS More than 43 hrs. HD	J-43	
		Less than 43 hrs. HD	J-43	
47:24	47:27	RCS More than 43 hrs. HD	J-43	
		Less than 43 hrs. HD	K-40	J-43
47:28	48:32	RCS More than 44 hrs. HD	J-44	
		Less than 44 hrs. HD	K-40	J-44
48:33	48:35		K-40	J-45
48:36	49:37		K-41	J-45
49:38 49:48	49:47 50:43		K-41 K-42	J-46 J-46
50:44	50:59	RCS More than 42 hrs. HD	K-42	
	00.00	Less than 42 hrs. HD	K-42	
51:00	52:11	RCS More than 43 hrs. HD	K-43	
		Less than 43 hrs. HD	K-43	
52:12	52:54	RCS More than 44 hrs. HD	K-44	
		Less than 44 hrs. HD	K-44	
52:55	53:23		K-44	blank
53:24	54:35		K-45	
54:36	55:47		K-46	
55:48	56:59		K-47	
57:00	OVER		K-48	

Exhibit 554 (page 2) Regular Classification Chart

Compare evaluated to mileage salary when a route has not been vacant after PP 26-78.

Exhibit 554 (page 3) Auxiliary Classification Chart

From	То	Evaluated Hours
11:30	12:29	12
12:30	13:29	13
13:30	14:29	14
14:30	15:29	15
15:30	16:29	16
16:30	17:29	17
17:30	18:29	18
18:30	19:29	19
19:30	20:29	20
20:30	21:29	21
21:30	22:29	22
22:30	23:29	23
23:30	24:29	24
24:30	25:29	25
25:30	26:29	26
26:30	27:29	27
27:30	28:29	28
28:30	29:29	29
29:30	30:29	30
30:30	31:29	31
31:30	32:29	32
32:30	33:29	33
33:30	34:29	34
34:30	35:29	35
35:30	36:29	36
36:30	37:29	37
37:30	38:29	38
38:30	39:29	39
39:30	40:29	40
40:30	41:29	41
41:30	42:29	42
42:30	43:29	43
43:30	44:29	44
44:30	45:29	45
45:30	46:29	46
46:30	47:29	47
47:30	48:29	48
48:30	49:29	49
49:30	50:29	50
50:30	51:29	51
51:30	52:29	52
52:30	53:29	53
53:30	54:29	54

From	То	Evaluated Hours
54:30	55:29	55
55:30	56:29	56
56:30	AND OVER	57

Exhibit 554 (page 3)	
Auxiliary Classification	Chart

554.3 **Option Election**

Option elections are available only at the time of the national count, special count, or interim adjustment. A high/low option may be elected on an interim adjustment, PS Form 4003, *Official Rural Route Description*, when a 1-hour change to standard hours and minutes is in effect. The postmaster must have a written leave commitment signed by the regular carrier when checking the High Option block.

554.4 Submission Procedures

The national count or special count is submitted to the district on PS Form 4241, or PS Form 4241-X as appropriate, *Rural Delivery Statistics Report*. The Leave Commitment and High Option blocks must be checked Yes, and the carrier must sign the leave commitment provided on this form. This procedure applies to Designation 71 only. Designation 72 employees have no options. However, Designation 72 employees may serve a vacant route within a high option classification until the national count, special count, or interim adjustment. Beginning with the effective date of the route change or the beginning of the new guarantee period, the vacant route being serviced by a Designation 72 employee will convert to a low option classification.

554.5 Vacant Mileage Routes

All vacant mileage routes are posted and awarded on the basis of evaluated time.

554.6 Vacant Evaluated Routes

All evaluated routes are posted at the option the route was when it was vacated. If the route was posted at high option, the newly assigned carrier must meet the criteria set in 554.1.

554.7 New Route

All new routes are posted as low option and awarded on the basis of evaluated time.

555 **Phantom Routes**

555.1 Establishment

Phantom routes are created to hold a regular carrier on a route but no payment is made to the carrier. When the regular rural carrier is unable to perform all the duties of her or his assigned rural route for a period of 2 years as a result of a job-related illness or injury, the employee must relinquish the route and such route will be posted for bid. The bid is in accordance with Article 12, Section 3, of the National Agreement Between the USPS and the NRLCA.

555.2 Routes 980–989

Effective PP 20-93, September 18, 1993, rural routes 980–989 may be created for the assignment of regular rural carriers who have relinquished their routes and continue to be in an injured on duty/leave without pay (IOD/ LWOP) status. An office may establish a maximum of 10 rural routes. The rural route master (AAQ300) will display this route, but summary totals do not include any route data. Do not place any employee on a phantom route that is working on limited duty or is working in any capacity and being paid from PS Form 1314.

555.3 **PS Form 4003, Official Rural Route Description**

To create this route, submit PS Form 4003, *Official Rural Route Description*, for processing. Enter X for the new route and the route data at the time when the employee was injured. Do not enter the current data. Information on PS Form 4003 should contain the route number (starting with 980 for the first route in the office), route length, regular and/or centralized boxes, stops, base hours, high or low option, if applicable, and vehicle data.

555.4 PS Form 1314, Regular Rural Carrier Time Certificate

After creating the route, process SF 50 to transfer the IOD/LWOP carrier to this route. The Eagan Integrated Business Systems Solutions Center (IBSSC) will issue PS Form 1314 under the new route number. Offices must enter leave without pay in the Days Assigned Absent Code and a replacement carrier with Social Security number 999-99-9999. Enter the correct number of trips to crossfoot the certificate.

556 Injured On Duty/Leave Without Pay Routes

556.1 Establishment

When a rural carrier relinquishes her or his route as a result of a job-related illness or injury, and has not yet been placed in a modified job assignment, and is working a limited duty assignment, the employee will become an unassigned regular rural carrier.

556.2 Routes 960–979

Rural route numbers 960–979 may be created as needed, and the carrier will be assigned to one of these routes. The employee will continue to perform the current limited duty assignment until the appropriate action is taken to have the carrier reassigned to a modified job. Rural carriers are not eligible for a light duty assignment. See Article 13, Section 3 of the National Rural Letter Carriers' Association Agreement.

556.3 PS Form 4003, Official Rural Route Description

To create this route, submit PS Form 4003, *Official Rural Route Description*, for processing. Enter X for the new route and the route data at the time when

the employee was injured. Do not enter the current data. Information on PS Form 4003 should contain the route number (starting with 960 for the first route in the office), route length, regular and/or centralized boxes, stops, base hours, high or low option, if applicable, and vehicle data.

556.4 PS Form 1314, Regular Rural Carrier Time Certificate

After creating the route, process SF 50, *Notification of Personnel Action*, to transfer the IOD/LWOP carrier to this route. The Eagan (IBSSC) will issue PS Form 1314 under the new route number. Offices must enter the workhours in limited duty block and "E" in the DACA block. If actual weekly workhours are entered, the DACA block should be blank. The replacement carrier must have a Social Security number of 999-99-9999. Enter the correct number of trips to crossfoot the certificate.

560 Compensation

561 Rates of Pay

561.1 Basic Rate

The basic rate is the annual, daily, or hourly salary, excluding COLA.

561.2 Base Rate

The base rate is the annual, daily, or hourly rate, including COLA.

561.3 Calculating the Rate

561.31 Base or Basic Daily and Hourly Rates

Base or basic daily and hourly rates are determined by dividing the base Annual Rate (BAR) as indicated in Exhibit 561.

Exhibit 561 Daily and Hourly Rate Regular Carrier

Route Type	Evaluated Daily Rate	Evaluated Hourly Rate
H or M (6-day workweek)	BAR ÷ 312	BAR ÷ 2,496
J (5.5-day workweek)	BAR ÷ 286	BAR ÷ 2,288
K (5-day workweek)	BAR ÷ 260	BAR ÷ 2,080

Substitute Carrier

Route Type	Evaluated Daily Rate	Evaluated Hourly Rate
H or M (6-day workweek)	BAR ÷ 302	BAR ÷ 2,416
J (5.5-day workweek)	BAR ÷ 276	BAR ÷ 2,208
K (5-day workweek)	BAR ÷ 250	BAR ÷ 2,000

561.32 Rounding Up

The daily or hourly rate is calculated from the annual rate to four decimal places. The fourth place is rounded up to the next higher figure if the fifth place is 5 or more.

562 FLSA Code A Calculation

Employees assigned to FLSA code A are compensated for actual weekly workhours on an hourly basis. Compensation is the annual salary attained step of a 40-hour evaluated route divided by 2,080 for the regular carrier (Designation 71) and 2,000 for the substitute carrier (Designation 72). This hourly rate is applied to the first 40.00 hours, and 150 percent of the hourly rate is used for overtime. Overtime for FLSA code A carriers is paid for hours worked in excess of 8 hours per day or 40 hours per week (see Exhibit 562).

Exhibit 562 FLSA Code A

	RENTO e of Assigned		D	ь						0-4	567	-	<u> </u>	40		000	0	Des/	710	Route	100	<u>J</u> 1_		A FLSA	08 Year	18 PP
	Actual Weekly Hour					arrier Abs		Fri	Daily		Tr	aining			COP	Limite			f Hours	Secor		loute lev.	GT Veh.	Miles	Xmas A Work H	ssist
1	31 5 Hours 10	0	out						Hours				100s		Hours	Hours		Hours	: 100s	Min				Onit	Hours	100s
2		5							Hours	100s	s Ho	urs	100s			Hours		Hours	100s	Min					Hours	100s
tert is	The same	the same		1 to Take	101 mary		A D LO R R	the state	the list	Week	1 Informa	tion								nformation	1					
Des/A	ct Name of	Relief	Carrier				E	IN		Actual Weekh	Hours	Т	N E	lo M		Second Trip	Whole M Dev +		Actual Weekly H	lours	Tr	No EM	EM	Second Trip	Whole I Dev +	
										Hours	100s					Min			Hours	100s				Min		
										Hours	100s					Vlin			Hours	100s				Min		
										Hours	100s				_	Min			Hours	100s				Min		
										Hours	100s					Min			Hours	100s				Min		
										Hours	100s					Min			Hours	100s				Min		
										Hours	100s					Min				100s				Min		
	s certifies th ompliance v					d service	Post	master's S	Signatur	~					1	Date 8	301	08	Carrier's I	P	B			8127 Tin	ne (Min)	

The assigned carrier is compensated as follows:

- Week 1 31.50 hours at RSC R, attained step, and six trips EMA.
- Week 2 40 hours at RSC R, attained step, plus 1.25 overtime hours over 40 at 150 percent of the same rate, and six trips EMA.

562.1 Regular Rural Carrier

562.11 Pay

Regular rural carriers are compensated at the base annual rate, attained step for a 40-hour evaluated route divided by 2,080. The annual rate for RSC B is also the same salary. Overtime is calculated at 150 percent of this hourly rate.

Example:

Base Annual Rate (AR) for 40 hours at step 12 = \$49,142 \$49,142 ÷ 2,080 = \$23.63 (hourly rate) \$23.6260 × 150% = \$35.4390 (OT rate)

562.12 **Leave**

Compensation for leave is at the daily evaluated rate as determined in 561.3.

562.13 Relief Day Worked - X Days

Regular rural carriers under FLSA code A assigned to J or K routes are not granted days off (X days) for working their assigned relief day (J or K day). Compensation is computed on actual hours worked. Therefore, work performed on the relief days is paid at that time.

562.2 Substitute Rural Carrier (Designation 72)

562.21 Pay

Compensation is made at the base annual rate, attained step of a 40-hour evaluated route divided by 2,000. Add to this rate the annual COLA rate and divide by 2,080 to determine the base hourly rate. RSC B is the same rate. Overtime is calculated at 150 percent of the base annual hourly rate (base annual rate divided by 2,080).

Base AR for 40 hours at step 12 = \$49,142

\$49,142 ÷ 2,000 = \$24.58

Hourly rate = \$24.58

Base AR for 40 hours at step 12 = \$49,142

 $49,142 \div 2,080 = 23.6260$ (hourly rate)

\$23.6260 × 150% = \$35.4390 (OT rate)

562.22 Leave

Compensation for leave is the daily evaluated rate as determined in 561.3.

562.23 Relief Day Worked - X Days

Substitute rural carriers (Designation 72) under FLSA code A assigned to J or K routes are not granted days off (X days) for working their assigned relief day (J or K day). Compensation is computed on actual hours worked. Therefore, work performed on the relief days is paid at that time.

562.24 562.24 Combining Service

When the substitute rural carrier (Designation 72) works an assigned route and provides service on another regular rural route, compensation is as follows:

- a. Compensation for combined workhours under 40.
 - (1) For service on the carrier's assigned route, compensation is RSC B, attained step for actual workhours.
 - (2) For service on a regular rural route, other than the assigned route, compensation is payable at the daily evaluation.
- b. Compensation for combined workhours over 40.
 - (1) For the first 40.00 hours, compensation is at RSC B, attained step.
 - (2) For all hours in excess of 40 hours, compensation is at 150 percent of the annual hourly rate.

563 FLSA Code B Calculation

The majority of all regular rural carriers are compensated under FLSA code B, which is the only FLSA code pertaining to FLSA section 7(b)(2).

563.1 Regular Rural Carriers

563.11 Compensation

Compensation is the evaluated daily rate, as determined in 561.3, times the number of work and/or leave days (see Exhibit 563).

	of Assigned Car		A						600	r	5 0	110	0000	U	Des	10 Act	Rout	00	Ζ		B	08 Year	18 PP
	Actual Weekly Hours		Days Assigned C Mon. Tue.	arrier Abse Wed.		Fri.	Daily Over	/	Train			COP Hours	Limit Duty			of Hours		nd R	loute lev.	GT Veh.	Miles Omit	Xmas A Work H	ssist
1	5712 Hours 100s	K					Hour	s 100s	Hour	s 10	00s		Hours	a 100s	Hour	100s	Min					Hours	100s
2	5800 Hours 100s	R					Da	25	5 Hour		00s		Hours	a 100s	Hours	100s	Min					Hours	100s
ALC: N	Carl Sector	Antestation	State of the state	STATISTICS.	and permitted	王 法公司	and the	Week 1	1 Informati	on						Week 2	Informatio	'n					
Des/Ac	t Name of Rel	ef Carrier			EI	N		Actual Weekly	Hours	Tr	No EM	EM	Second Trip		iles Omit -	Actual Weekly	Hours	Tr	No EM	EM	Second Trip	Whole Dev +	
50	Ha	gerti	S	46	03	465	54	09 Hours	222	1			Min			Hours	100s				Min		
		1	1					Hours	100s				Min			Hours	100s				Min		
								Hours	100s				Min			Hours	100s				Min		
								Hours	100s		-		Min			Hours	100s				Min		
								Hours	100s	_			Min			Hours	100s			-	Min		
								Hours	100s				Min			Hours	100s				Min		
	certifies that to mpliance with			d service	Postm	haster's S	Signatu	re					Date Q	1201	08	Carrier's	D d	1	-		8127 Tin	ne (Min)	

Exhibit 563 Rural Carrier Compensation

The assigned carrier is compensated as follows:

- Week 1 5 days at evaluation of the route plus 1.12 hours at the carrier's regular FLSA hourly overtime rate and five trips EMA. All hours in excess of 56 per week are paid at the FLSA hourly overtime rate and are compensated in that pay period.
- Week 2 6 days at evaluation of the route plus 2.55 hours at the carrier's regular FLSA hourly overtime rate and six trips EMA. Hours in excess of 12 in 1 day are compensated in that pay period. Combine all hours over 12 in a day for the entire week, and enter the time in the Daily Overtime block.

Note: Comparison is made between actual weekly workhours (over 56) and daily overtime hours (over 12). Payment is made for the greater of the two.

The replacement carrier is compensated as follows:

Week 1 1 day at the appropriate daily rate and one trip EMA.

563.12 Computation

To compute evaluated rate:

- Example: H or M Type Route
- Base AR (40 hours or 42 miles) at step 12 = \$49,142
- \$49,142 ÷ 312 days = \$157.5064 (evaluated daily rate)
- \$49,142 ÷ 2,496 hours = \$19.6883 (evaluated hourly rate)

Example: J Type Route

Base AR (41 hours) at step 12 = \$50,982

\$50,982 ÷ 286 days = \$178.2587 (evaluated daily rate)

\$50,982 ÷ 2,288 hours = \$22.2823 (evaluated hourly rate)

Example: K Type Route

Base AR (42 hrs) at step 12 = \$52,826

\$52,826 ÷ 260 days = \$203.1769 (evaluated daily rate)

\$52,826 ÷ 2,080 hours = \$25.3971 (evaluated hourly rate)

563.13 Calculating the Overtime Rate

Overtime for employees covered under FLSA code B (hours over 12 a day, 56 a week, or 2,080 per year) is paid at 150 percent of FLSA regular hourly rate. To determine the FLSA regular hourly rate, the YTD (year to date) base dollars and YTD base hours must be obtained. Authorized personnel at the district may obtain this information via the DDE/DR System using the Rural Hours History Display. Otherwise, the information must be obtained from the Eagan Accounting Service Center.

Example:

YTD base dollars = \$9,749.20 (includes current pay period data)

YTD base hours = 1,136.60 (includes current pay period data)

\$9,749.20 ÷ 1,136.60 = \$8.5775 (regular FLSA hourly rate)

\$8.5775 × 150% = \$12.8663 (FLSA OT rate)

Note: The base hours and base dollars do not include previous overtime and leave hours or the remuneration for these hours.

563.2 Substitute Rural Carriers (Designation 72)

563.21 Compensation

Substitute rural carriers (Designation 72) are compensated the same as regular rural carriers under FLSA code B except that the number of days and hours are reduced by 10 and 80, respectively, when calculating the evaluated daily rate and the evaluated hourly rate.

Example: H or M Type Route

Base AR (40 hours or 42 miles) at step 12 = \$49,142

\$49,142 ÷ 302 days = \$162.7219 (evaluated daily rate)

\$49,142 ÷ 2,416 hours = \$20.3402 (evaluated hourly rate)

Example: J Type Route

Base AR (41 hours) at step 12 = \$50,982

\$50,982 ÷ 276 days = \$184.7174 (evaluated daily rate)

\$50,982 ÷ 2,208 hours = \$23.0897 (evaluated hourly rate)

Example: K Type Route

Base AR (42 hours) at step 12 = \$52,826

\$52,826 ÷ 250 days = \$211.3040 (evaluated daily rate)

\$52,826 ÷ 2,000 hours = \$26.4130 (evaluated hourly rate)

563.22 Overtime

Overtime is compensated at 150 percent of the regular FLSA hourly rate as illustrated in 563.13.

563.23 Holidays

Substitute rural carriers are not paid for holiday leave. Compensation for holiday leave is built into the evaluated daily and hourly rate.

563.24 Relief Days

Substitutes (Designation 72) who work assigned relief days on J or K type routes are compensated at that time and are not entitled to a day off (X day) for working the relief day (J or K day).

563.25 Combined Service

When the substitute rural carrier (Designation 72) works the assigned route and provides service on another regular rural route, the carrier receives compensation based on the daily route evaluation for each route. FLSA overtime is paid on all workhours in excess of 56 in the service week.

563.26 Computation of Overtime Rate

Workhours and compensation for the workhours reported as a Designation 72, on the assigned route only, are added to the previous pay period workhours and remuneration to compute the FLSA overtime rate.

563.3 Second Trip Rate

An additional trip(s) is when management authorizes/requires a carrier to make deliveries after returning from their standard street duties. This is a three digit field on the rural certificates. The carriers (regular and leave replacements) will be compensated at 2 minutes per mile for each mile involved in the additional trip(s). This compensation factor for leave replacements is valid when a leave replacement is compensated based on the evaluation of the regular or auxiliary route served, and when actual work hours do not exceed 40 hours per week. See Exhibit 563.3.

The carrier is authorized to complete a second trip. The carrier is required to travel 10 miles an takes 8 minutes to load the vehicle. The regular route is 38 miles per day.

Computation of second trip time for the regular carrier:

10 miles X 2 minutes = 20 minutes + 8 minutes loading time = 28 minutes.

EMA miles for the second trip must be calculated and entered in route deviation. If the miles for the assigned route are less than 40 per day, add the

miles traveled for the second trip to the route miles and subtract 40. This route is 38 miles + 10 miles for the second trip = 48 miles – 40 miles = 8 miles of route deviation for the second trip.

Computation of second trip time for the replacement carrier:

6 miles X 2 minutes = 12 minutes + 12 minutes loading time = 24 minutes

EMA miles is 38 miles +6 miles = 44 miles -40 = 4 miles of route deviation.

Exhibit 563.3 Second Trip Rate and 8127 Time

MALONE C R)-45		I	3 1	23	0000)0	Des	/10	Route		01		B FLSA	08 Year	18 PP
Actual Days Assigned Carrier Absent Weekly Hours Sat. Mon. Tue. Wed. Thur. Fri.	Daily Over		Train			COP	Limit			Hours	Seco			GT Veh.	Miles	Xmas A Work H	ssist
1 4525 K	Hours		Hours	s 10)0s		Hour	s 100s	Hours	s 100s	022	30	08			Hours	100s
2 4832 K	Hours		Hours		XOs		Hour	s 100s	Hours		Min					Hours	100s
Des/Act Name of Relief Carrier EIN	10034215	Actual Weekly		Tr	No EM	EM	Second Trip	Whole M Dev +	Viles Omit -	Actual Weekly		Tr	No EM	EM	Second Trip	Whole Dev +	
80 Jones DE 456000	00	08 Hours	42	1			024 Min	004		08 Hours	75	Ì			Min		
		Hours	100s				Min			Hours	100s				Min		
		Hours	100s				Min			Hours	100s				Min		-
		Hours	100s		_	_	Min			Hours	100s				Min		-
		Hours	100s	_	-	_	Min			Hours	100s				Min		-
		Hours	100s				Min			Hours	100s				Min		
This certifies that the above carrier rendered service Postmaster's	s Signatur	re					Date	1 . 1	-	Carrier's	in a a				8127 Ta	ne (Min)	-

563.4 PS Form 8127 Rural Carrier Supplemental Payment

The rural certificate was modified in March 2006 to allow PS Form 8127 minutes on the certificate. The payroll system will accept up to 60 minutes in a pay period. This field is only valid for FLSA code B employees.

The carrier completed an employee survey for 15 minutes. See Exhibit 563.3

564 **FLSA Code N Calculation**

564.1 **Description**

FLSA code N identifies compensation coverage under section 7(a) of the Fair Labor Standards Act. FLSA code N pertains only to regular rural carriers assigned to evaluated routes having less than 35 hours of required service per week or mileage routes that have less than 31 paid miles.

564.2 Compensation

Compensation is the route evaluation (evaluated or mileage rate) plus overtime for hours worked over 40 hours per week at 50 percent of the FLSA regular weekly rate. This rate is calculated by dividing the regular (evaluated) weekly pay by the hours actually worked (includes hours over 40). Therefore, this rate will fluctuate from week to week depending on the total weekly hours (see Exhibit 564). Compensation is the evaluated daily rate, as determined in 561.3, times the number of workdays.

Exhibit 564
FLSA Code N Compensation

Nam	e of Assigned Can		L		· · · · · · · · · · · · · · · · · · ·				4-6		+'	6 4	980	EIN	00	Des	10	Route	IOC	/4	-	N FLSA	08 Year	19 PP
Vall	Actual Weekly Hours	Sat.	Days As Mon.	ssigned Ca	Wed.	nt Thur,	Fri.	Daily Over	1	Train			COP Hours	Limit			of Hours	Seco		oute	GT Veh.	Miles	Xmas A Work H	ssist
1	4075 Hours 100s							Hours	1.0)0s	10013	Hours	8.00.0	Hours	s 100s	Min		ev.		CHIN	Hours	100s
2	Hours 100s	A	Pi	A	A	A	A	Hours		Hours)0s		Hours	s 100s	Hours		Min					Hours	100s
1000	C. Deter and C. S.		1000				C2452.42.9	CRACKS	Actual	Information	on	No	<u> </u>	Second	Whole Mi	10.0	Week 2 Actual	Informatio		No		Second	Whole	171
)es/A	ct Name of Reli	ef Carrier				E	N		Weekh	Hours	Tr	No EM		Trip		Omit -	Weekly	Hours	Tr	No	EM	Trip	Dev +	
78	o Tho	itch	فم	I	44	8 a	38'	76	Hours	100s				Min			Hours	1 8 100s	6			Min		
									Hours	100s		-		Min			Hours	100s		_		Min		
		•							Hours	100s		_		Min			Hours	100s				Min		
									Hours	100s				Min			Hours	100s	_		_	Min		
									Hours	100s				Min			Hours	100s				Min		
						-		2.4	Hours	100s				Min			Hours	100s				Min		
	s certifies that to ompliance with				d service	Postr	naster's S	Signatu	ne la	-	/	-	1	Date	1310		Carrier's	7-A	_			8127 Tin	ne (Min)	

The assigned carrier takes 6 days of annual leave in the second week, but only 5 days are charged with 1 free Saturday. The first day of pay period 20-08 is also a free Saturday if leave is recorded on that day. The assigned carrier is compensated as follows:

- Week 1 Compensation is due at the evaluation of the route plus 50 percent of the FLSA regular weekly rate for the .75 hours of service over 40.00 hours in a week — computed automatically from the actual weekly workhours — and 6 trips EMA.
- Week 2 5 days of annual leave are charged, and compensation is due for 6 days (including 1 free Saturday) at the evaluation of the route and no EMA.

The replacement carrier is compensated as follows:

Week 2 40 hours at appropriate RSC B, plus 7.18 hours at 150 percent and 6 trips EMA.

Example: H Type Route

Base AR (27 hours) at step 12 = \$33,173

\$33,173 ÷ 312 days = \$106.3237 (evaluated daily rate)

\$33,173 ÷ 2,496 hours = \$13.2905 (evaluated hourly rate)

Example: M Type Route

Base AR (28 miles) at step 12 = \$48,382

\$48,382 ÷ 312 days = \$155.0705 (evaluated daily rate)

\$48,382 ÷ 2,496 hours = \$19.3838 (evaluated hourly rate)

564.3 **Overtime**

Overtime is paid for hours worked in excess of 40 per week. The overtime rate is determined by dividing the normal weekly compensation for evaluated hours by hours actually worked. The resulting rate is multiplied by 50 percent, times all hours in excess of 40 per week.

Example: Using previous H Type Route example Annual salary \$33,173 (heavy duty - 27 hours) Employee works 41.67 hours at evaluated daily rate of \$106.3237 106.3237×6 days = \$637.94 $637.94 \div 41.67 = 15.3093$ $15.3093 \times 50\% = 7.6547$ (OT rate) 7.6547×1.67 (hours over 40) = \$12.78 12.78 due for 1.67 hours

565 FLSA Code L Calculation

565.1 Description

FLSA code L pertains to substitute rural carriers (Designation 72) assigned to routes where the assigned regular carrier (Designation 71) on the route has a FLSA code N. It applies to all substitute (Designation 73) and part time flexible (Designation 76) rural carriers performing service on any regular rural route. FLSA code L does not apply to auxiliary routes.

565.2 Compensation

565.21 Basis for Compensation

Compensation is based on the route evaluation, provided the carrier does not work in excess of 40 hours per week. Such substitutes (Designations 72, 73 and 76) who work more than 40 hours within the week will be compensated at RSC B, attained step for the 40 hours and at 150 percent of the annual hourly rate for those workhours in excess of 40.

565.22 Computing Evaluated Rate

Compensation is the evaluated daily rate as determined in 561.3, times the number of workdays, provided that actual weekly workhours do not exceed 40.

Example: H Type Route

Base AR (24 hours) at step 12 = \$29,482 $$29,482 \div 302$ days = \$97.6225 (evaluated daily rate) $$29,482 \div 2,416$ hours = \$12.2028 **Example:** J Type Route Base AR (46 hours) at step 12 = \$60,194 $$60,194 \div 276$ days = \$218.0942 (evaluated daily rate) $$60,194 \div 2,208$ hours = \$27.2618 (evaluated hourly rate) **Example:** K Type Route Base AR (48 hours) at step 12 = \$63,885 $$63,885 \div 250$ days = \$255.5400 (evaluated daily rate) $$63,885 \div 2,000$ hours = \$31.9425 (evaluated hourly rate)

Example: M Type Route

Base AR (116 miles) at step 12 = \$51,726\$51,726 \div 302 = \$171.2781 (evaluated daily rate) \$51,726 \div 2,416 = \$21.4098 (evaluated hourly rate)

565.3 Overtime

When actual weekly workhours exceed 40 per week, compensation is RSC B, attained step for the 40 hours and at 150 percent of the annual hourly rate for those workhours in excess of 40.

Example:

Base AR (RSC B) at step 12 = \$49,142 \$49,142 ÷ 2,000 hours = \$24.5815 \$24.5815 (Substitute Rate 40 hours) Base AR (RSC B) at step 12 = \$49,142 \$49,142 ÷ 2,080 hours = \$23.6260 \$23.6260 ×150% = \$35.44 (substitute OT rate)

565.4 **Combined Service**

When the substitute rural carrier (Designation 72 - FLSA code L) works the assigned route and provides service on another regular rural route, the carrier receives compensation based on the daily route evaluation for each route, provided that the carrier does not exceed 40 hours per week. If the total combined workhours exceeds 40 within the week, compensation is RSC B, attained step for the first 40 hours and 150 percent of the annual hourly rate for those workhours in excess of 40.

566 FLSA Code P Calculation

566.1 Description

FLSA code P applies to auxiliary rural carriers (Designation 77), rural carrier relief (Designation 75), and rural carrier associates (Designations 74, 78, and 79). It applies to substitutes (Designation 73) and part-time flexible (Designation 76) rural carriers when service is recorded on PS Form 1314-A, *Auxiliary Rural Carrier Time Certificate*.

566.2 Compensation

566.21 Auxiliary Rural Carriers and Part Time Flexibles

Compensation for auxiliary rural carriers (Designation 77) and PTFs (Designation 76) is RSC B attained step. Overtime is compensated at 150 percent of the annual hourly rate for hours worked in excess of 40 per week.

566.22 Rural Carrier Relief, Rural Carrier Associate

Compensation for rural carrier reliefs and rural carrier associates is based on an hourly rate. Overtime is compensated at 150 percent of this hourly rate for hours worked in excess of 40 per week.

566.3 Auxiliary Rural Carriers (Designation 77)

566.31 Compensation

566.311 Auxiliary Route

Auxiliary rural carriers working on a valid auxiliary route are compensated at the daily evaluated hours of the route at their attained step, times the number of workdays. If workhours for the week exceed 40, the carrier will be paid under 566.312.

566.312 Auxiliary Assistance

Compensation for auxiliary rural carriers is the substitute hourly rate, RSC B, attained step. Overtime is 150 percent of the annual hourly rate for hours worked in excess of 40 per week.

Example:

Base AR (RSC B) at step 12 = \$49,142 \$49,142 ÷ 2,000 hours = \$24.5815 \$24.5815 (auxiliary rate) Base AR (RSC B) at step 12 = \$49,142 \$49,142 ÷ 2,080 hours = \$23.6260 \$23.6260 × 150% = \$35.44 (auxiliary OT rate)

566.32 **Leave**

Auxiliary rural carriers (Designation 77), part-time flexible rural carriers (Designation 76) and rural carrier associates (Designation 79) may take leave in increments of whole hours only and cannot exceed 40 hours per week or 8 hours per day. Leave cannot be recorded when workhours for the week exceed 40.00. However, a combination of work and leave may be taken up to 48 hours per week. This does not constitute overtime payment.

566.4 Substitute (Designation 73) and Part-Time Flexible (Designation 76) Rural Carriers

All hours recorded for a substitute and part-time flexible rural carrier on PS Form 1314-A are calculated as explained in 565 and 566.

566.5 **Rural Carrier Relief (Designation 75) and Rural Carrier** Associate (Designations 74, 78, and 79)

566.51 Compensation

Rural carrier relief (RCR) and rural carrier associate (RCA) employees are compensated on a unique hourly rate: If carrier was hired on or after August 24, 1991, the rate is \$17.98 per hour. If the carrier was hired prior to August 24, 1991, the rate is \$21.40 per hour.

The hourly rate remains the same until the basic salary changes — for example, because of contractual increases determined by collective bargaining.

566.52 Calculation

To calculate payment for a rural carrier relief or rural carrier associate who performs service on a route, first determine the daily evaluated hours for the routes serviced each week. The weekly evaluated pay hours of each route

are divided by 6 days (H, M, or A type route), 5.5 days (J type route), or 5	
days (K route). Some examples are:	

Evaluated Hours	Route Type	Daily Evaluated Hours
33	A	5.50
46	H, M, or A	7.67
46	J	8.36
46	К	9.20
41	H, M, or A	6.83
41	J	7.45
41	К	8.20

The daily evaluated hours are then multiplied by the number of days the employee served the route for a particular week.

Example:

9.20 daily evaluated hours × 3 days = 27.60

8.20 daily evaluated hours × 3 days = 24.60

Total evaluated hours for the week = 52.20

The total of evaluated hours each week is multiplied by the hourly rate to determine gross wages.

52.20 × \$17.98 (hourly rate) = \$938.56

\$938.56 is the total weekly compensation when the actual weekly workhours do not exceed 40 hours.

566.53 Overtime

When a rural carrier relief or rural carrier associate exceeds 40 actual workhours in the week from all certificates combined, compensation for the first 40 hours is at the straight time rate as explained above. For all hours in excess of 40, the overtime rate will apply.

Example:

Actual weekly workhours reported on PS Form 1314 = 29.73Actual weekly workhours reported on PS Form 1314-A = 27.04 Total weekly hours = 56.77 40 hours × \$17.98 = \$719.20 \$17.98 × 150% = \$26.97 (OT rate) 16.77 OT hours × \$26.97 (OT rate) = \$452.29 Total weekly compensation = \$1171.49

566.6 **Temporary Relief Carrier (Designation 70)**

566.61 Compensation

A temporary relief carrier's (TRC) salary is based on a salary range of \$9.55 to \$13.05 an hour.

566.62 Calculation

TRC calculation is the same as an RCA. See <u>566.52</u>.

567 Christmas Overtime Calculation

567.1 General

The Christmas period begins on the first Saturday of December and terminates as specified in the Postal Bulletin. The following provisions will apply, provided that the regular rural carrier (Designation 71) or substitute rural carrier Designation 72) does not have a FLSA code A.

567.2 Mileage Carriers

567.21 Routes of Less Than 35 Hours per Week

A rural carrier schedule (RCS) carrier whose route evaluates less than 35 hours per week does not receive Christmas overtime. Sufficient auxiliary assistance is provided to limit the carrier's workweek to 56 hours.

567.22 Routes of 35 to 39 Hours per Week

An RCS carrier whose route evaluates at least 35 hours, but less than 40 hours, per week receives Christmas overtime for hours worked in excess of 48 through 56, less any daily overtime (hours over 12 per day).

To determine workhours when workdays are less than 6, add the appropriate daily evaluation, times the number of paid leave days, to the actual workhours, as reported on PS Form 1314 for that week.

Example:

Mileage route with evaluated hours of 39

39 hours \div 6 days = 6.50 evaluated daily hours

42.83 hours reported for 5 workdays and 1 paid leave day

42.83 actual workhours

+6.50 evaluated hours for 1 paid leave day

49.33 weekly total

-48.00 subtract from weekly total

1.33 Christmas OT hours

567.23 Routes With 40 Hours or More per Week

For an RCS carrier whose route evaluates 40 hours or more per week, a comparison is made between the employee's regular weekly compensation and RSC B annual hourly rate for hours worked up to 40. Overtime will be 150 percent of the RSC B rate for hours worked over 40 up to 56, less any daily overtime (hours over 12 per day).

Example:

Annual base salary 64-mile route at step 12 = \$49,910Regular weekly compensation = \$959.81 Annual rate RSC B, step 12 = \$49,142Annual hourly rate (\$49,142 ÷ 2,080) = \$23.63 OT rate RSC B, step 12 = \$35.44Employee worked 39.76 hours in 5 days and 1 day of AL Weekly evaluated hours = $42 \div 6 = 6.83$ evaluated daily hours Hours worked 39.76 + 1 day's evaluation of 6.83 = 46.59 40.00 hours \times \$23.63 = \$945.20 6.59 OT \times \$35.44 = \$233.55 Total RSC B compensation \$1,178.75 Less regular weekly compensation of \$959.81 Christmas OT = \$218.94 To arrive at OT hours, divide the overtime dollars by the RSC B OT rate. \$218.94 \div \$35.44 = 6.18 Christmas OT hours

567.24 Routes With 40 Hours or More per Week – Designation 72 Only

To determine the computed overtime hours for an RCS carrier, Designation 72, whose route evaluates at 40 hours or more per week, compute the RSC B annual hourly rate for hours worked up to 40. Overtime is 150 percent of the RSC B rate for hours worked per week over 40 up to 56, Less any daily overtime (hours over 12 per day). The total amount computed at the RSC B rate is compared with the regular weekly compensation. The difference is divided by the RSC B overtime rate to determine the computed overtime hours.

Example:

Annual salary 116-mile route, step 6 = \$49,454 Regular weekly compensation = \$951.04 Annual rate RSC B, step 6 = \$46,869 To compute the RSC B annual hourly rate: Basic rate of RSC B = \$46.869 $46,869 \div 2,000 = 23.43$ RSC B annual hourly rate = \$23.43 RSC B OT rate = \$23.43 × 150% = \$35.15 Total amount computed at RSC B 40.00 hours × 23.43 = \$937.20 56 - 40 = 16 OT hours 16 OT hours × \$33.79 = \$540.64 Total RSC B compensation = \$1,477.84 To calculate computed overtime: Total RSC B compensation of \$1,477.84 Minus regular weekly compensation of \$937.20 = \$540.64 \$540.64 ÷ \$33.79 (RSC B OT rate) = 16.00 hours computed OT To determine the calculated hours for the pay period, take all hours up to 56 for each week and subtract the pay period computed overtime hours. When determining overtime dollars, substitute rural carriers (Designation 72) are not entitled to the "built-in" postal holidays, so a special factor is computed by taking 2,000 hours and dividing by 2,080 hours. Take the result to 5 decimal places, 0.96154. Compute the evaluated rate for the pay period and multiply

this by 0.96154. Divide this rate by the calculated hours to determine the hourly rate. Multiply the hourly rate by 150 percent to determine the

developed OT rate. Multiply this rate by the computed overtime hours to determine the amount to be paid for Christmas overtime.

Example:

Actual workhours up to 56 hours for both weeks = 112 hours 112 hours - 26.64 (computed OT for the PP) = 85.36 calculated hours 951.04 (regular weekly compensation) X 2 weeks = 1,902.08 $1,902.08 \times 0.96154$ (holiday factor) = 1,828.926 $1,828.926 \div 85.36$ (calculated hours) = 21.4260 per hour $21.4260 \times 150\% = 32.139$ (developed OT) 32.139×13.97 hours = 577.54To determine the overtime dollars from 56 to 80 hours 80 - 56 hours = 24 OT hours $21.4260 \times 150\% = 32.139$

\$32.139 × 24 OT hours = \$771.34

567.3 Evaluated Carriers

567.31 Routes of Less Than 35 Standard Hours

Weekly workhours over the evaluation up to 40.00 are used to calculate Christmas overtime hours. All hours reported on PS Form 1314 over 40 per week are paid the appropriate FLSA overtime in the current pay period.

To determine workhours when workdays are less than 6, add the appropriate daily evaluation times the number of paid leave days to the actual workhours, as reported on PS Form 1314 for that week.

Example:

28-hour route ÷ 6 days = 4.67 daily evaluated hours

20.73 workhours reported for 4 workdays

+9.34 hours for 2 paid leave days

30.07

-28.00 weekly evaluated hours

2.07 hours

The 2.07 hours are straight time hours (hours under 40). To determine overtime hours, divide the 2.07 by 3 and multiply by 2.

 $(2.07 \div 3) \times 2 = 1.38$ OT hours

567.32 Routes of 35 to 39 Hours

All hours of required service in excess of the evaluated hours of the route shall be paid as additional compensation for those hours within the 40-hour workweek, and at the appropriate overtime rate for those hours in excess of 40 up to 56 (less any daily overtime hours over 12 a day).

To determine workhours when workdays are less than 6, add the appropriate daily evaluation, times paid leave days to actual work, as reported on PS Form 1314 for that week.

Example:

37-hour route \div 6 = 6.17 daily evaluated hours

41.33 actual workhours reported for 5 workdays

+6.17 evaluated hours for 1 leave day

47.50

To convert the 3 hours between the weekly evaluated and 40 OT hours, use the following formula: \div 3 and then \times 2.

 $3.00 \div 3 \times 2 = 2.00$ OT hours

OT hours over 40 = +7.50

Total Christmas OT hours = 9.50

567.33 Routes of 40 to 48 Hours

Carriers assigned to J and K type routes may be required to give assistance to their replacements on their scheduled relief day (J or K day). These hours are reported in the Christmas Assistant's Work Hours block on PS Form 1314 for the appropriate week and computed as Christmas OT hours.

Normally, only the hours entered in the Actual Weekly Work Hours block would be considered for weekly OT, but during the Christmas period, the Actual Weekly Work Hours and the Christmas Assistant's Work Hours blocks are added together to determine FLSA weekly OT (hours over 56).

Hours worked over 12 a day or 56 per week are not calculated toward Christmas OT hours. These hours are paid as FLSA OT in the current pay period.

To determine workhours when workdays are less than the required days of service, take the appropriate daily evaluation, multiply by the number of paid leave days, and add to actual workhours, as reported on PS Form 1314 for that week.

To determine the daily evaluation, use the following divisors:

H type route = 6

J type route = 5.5

K type route = 5

To determine the FLSA overtime and the total Christmas overtime, follow the examples below:

Example: J Route — 46-Hour Route

46 hour route ÷ 5.5 = 8.36 (daily evaluation)

47.25 actual workhours reported for 4 days' work

+9.16 Christmas assistant workhours performed on J day

-56.00

.41 FLSA OT

- 47.25 actual workhours reported for 4 days' work
- +8.36 evaluated hours for 1 paid leave day
- 55.61
- -41.82 (46 evaluated hrs ÷ 5.5 x. 5 days)

```
13.79
```

+8.75 (9.16 Christmas assistant hours minus .41 FLSA OT)

22.54 Total Christmas OT

568 Salary Protection

568.1 Entitlement

If a carrier's route is reduced and the carrier is entitled to the guaranteed salary established at the beginning of the guarantee year based upon the national agreement, the carrier may also be entitled to salary protection for the remainder of the 2 calendar years. The guaranteed salary is set at the employee's step at the beginning of the guarantee year and is entitled to all Contractual Increases. If the route was reduced for the benefit of the Postal Service and if the carrier qualifies for salary protection, refer to ELM 421.51 and 421.511.

568.2 How It Works

As an example, the route is a 44H route, and the annual salary is \$38,889. The route is reduced to a 38H route in pay period 14 because the Postal Service added the territory to another route. The carrier is entitled to the guaranteed salary and COLA of a 40-hour route until the end of the guarantee period. If at the end of the guarantee period the carrier is entitled to salary protection for the remainder of the 2 years, the salary protection would expire in pay period 13, two years later. The protected salary would be the basic salary of a 40-hour route and the COLA of a 38-hour route. The carrier is entitled to all salary increases related to the 40-hour route. If the route exceeds 40 hours during the 2-year protection period, the protected salary will terminate automatically.

569 Protected/Salary Code E

569.1 Entitlement

A carrier who was injured on duty and returns to work on limited duty for an extended period of time is entitled to the salary at the date of injury/disability evaluation. To ensure the salary will be correct, personnel must process a SF 50 with a special salary code E and the evaluated hours or miles. The employee's salary will not be affected by changes in route evaluation. When the carrier returns to full duty, process an SF 50 to remove special salary code E.

569.2 How It Works

As an example, the route is a 42-hour evaluated route. The route had territory added to it and is now a 44-hour evaluated route. The local office must prepare paperwork to have the personnel office process a special salary code E and to lock the evaluated hours to 42. The carrier is not entitled to be paid as a 44-hour evaluated route until he or she returns to full duty status. Another SF 50 must be initiated to remove the protected salary code.

570 Equipment Maintenance Allowance

The rural carrier is responsible for furnishing all vehicle equipment needed to handle the mail safely and promptly unless a Postal Service owned or leased vehicle is assigned to the route. Any regular rural carrier or replacement carrier assigned to serve a rural route, who is required by management to furnish a vehicle for that route shall be paid the Equipment Maintenance (EMA) for the route served. The following provisions will determine the payment of EMA.

571 PS Form 1314, Regular Rural Carrier Time Certificate

Preceding the regular rural carrier's Employee Identification Number on the preprinted PS Form 1314 is an EMA code of E, or G (see Exhibits <u>571a</u> and <u>571b</u>).

	ONES of Assigned Car	MC		 			Financ	e Num	her	+	_		000		Des/	Act	Route	No			FLSA	08 Year	PP
	Actual Weekly Hours	Sat.		Wed.		Fri.	Daily Overti		Train	ing s		COP	Limit	ed Hours		f Hours	Secon		oute ev.	GT Veh.	Miles	Xmas A Work He	ssist
1	Hours 100s						Hours	100s	Hours	10	0s		Hours	100s	Hours	100s	Min					Hours	100s
2	Hours 100s						Hours	100s			Øs		Hours	i 100s	Hours		Min					Hours	100s
Des/A	ct Name of Reli	ef Carrier	10 A.		E	IN		Actual	Information Hours	n Tr	No EM	EM	Second Trip	Whole N Dev +	tiles Omit -	Week 2 Actual Weekly I	Information Iours	Tr	No EM	EM	Second Trip	Whole M Dev +	
						-	,	lours	100s				Min			Hours	100s				Min		
							,	lours	100s				Min			Hours	100s				Min		
							,	lours	100s				Min			Hours	100s				Min		
								lours	100s				Min			Hours	100s				Min		
							,	lours	100s				Min			Hours	100s	_			Min		
					-			lours	100s				Min Date			Hours Carrier's I	100s				Min 8127 Tin		
	certifies that t ompliance with			service	Post	master's	Signature					!'	Date			Camers	nuais				0127 Tin	ne (Min)	

Exhibit 571a EMA Code E — Rural Carrier Furnishes Own Vehicle

_			G							4-3		-+-	0 4		0000		Des/	10	Route	00 No.	-		B	08 Year	PP
	Actual Weekly		Sat.	Days As Mon.	ssigned C Tue.	Wed.		Fri.	Daily Over	ime	Tra Ho	ining urs		COP Hours	Limit Duty		Relie	f Hours	Secon Trip	d Ro De	oute ev.	GT Veh.	Miles Omit	Xmas A Work H	ssist ours
1	Hours	100s							Hours	100s	Hou	rs 1	00s		Hours	100s	Hours	100s	Min					Hours	100s
2	Hours	100s							Hours				00s		Hours	100s	Hours		Min					Hours	100s
64025	A THREE A	Property.	100000000	- q. (Q.)	CARGARY C	1000700	North Color	NO PERSONAL OF	114.34	Week 1 Actual	Informa	T	No		Second	Whole M	loc	Week 2 Actual	nformation	-	Ma		Second	Whole	liles
Des/A	ct Nam	e of Relie	f Carrier				E	IN		Weekly	Hours	Tr	No EM	EM	Trip	Dev +	Omit -	Weekly H	lours	Tr	No	EM	Trip	Dev +	Omit
-	-									Hours	100s	-	-		Min				100s	_			Min		
_										Hours	100s				Min Min				100s				Min		
			1							Hours	100s	_	-		Min			Hours	100s	_			Min		
	-		2						1	Hours	100s	-	-		Min			Hours	100s		_		Min		
_								-		Hours	100s				Min				100s				Min		
	s certifie					d service	Post	master's \$	Signatur	e					Date			Carrier's I	nitials			11	8127 Tim	ne (Min)	

571.1 EMA Code E

571.11 Description

The EMA code represents the standard method of computing equipment maintenance allowance. A daily EMA rate is developed for each rural route based on the number of stops in relation to the number of route miles. This rate cannot fall below the minimum daily trip rate in effect for 260 stops and 8 miles.

571.12 Compensation

The EMA rate is paid to the regular assigned carrier for all days considered workdays, or to the relief carrier(s) for the number of trips recorded in the Trip block on PS Form 1314 (see Exhibit 571.1).

	Assigned Carrie						1-80			6 4	000	0000	0	Des	710	Route	001		B FLSA	Year	15 PP
Ac	ctual eekly Hours	Days Assigned		t Thur,	Fri,	Daily	/		ining		COP	Limit			of Hours	Secon		te G	T Miles	Xmas A Work H	ssist
14	215	K				Hours				00s	TIOUS	Hours	1.19	Hour	s 100s	Min			Unit.	Hours	100s
	36 10 ours 100s	KX				Hours				00s		Hours	100s	Hours		Min				Hours	100s
10.246	ALC CARGE			a decisión	SCALE NO.	1.1.1		1 Informa	T	1.11	- T	Second	Whole M	2	Week 2 In	formation	- 1		Second	1	
Des/Act	Name of Relie	f Carrier		EI	N	1	Actual Weekly	Hours	Tr	No EM		Trip		omit -	Actual Weekly He	ours	Tr	NO E	M Trip	Whole Dev +	
180	Bar	nide P	33	3 22	244	12	DL	90	1			Min			HOUTS O	8	2		Min		
							Hours	100s				Min			Hours 1	00s			Min		
							Hours	100s				Min			Hours 1	00s			Min		
					1		Hours	100s				Min			Hours 1	00s			Min		
		101110					Hours	100s		-		Min			Hours 1	00s			Min		
			-	_			Hours	100s				Min			Hours 1 Carrier's In	00s			Min		
		e above carrier render postal regulations.	ed service	Postn	naster's	Signatu	re		/	-		Date 7	1 al		Camer's In	DP			8127 T	me (Min)	

Exhibit 571.1 PS Form 1314, Compensation EMA Code E

The assigned carrier worked 5 days the first week and 4 days the second week. The carrier is entitled to 10 days' evaluation of the route and 9 trips EMA.

The replacement carrier is entitled to 3 days at the appropriate daily rate and 3 trips EMA.

571.13 Government Vehicle Used

Whenever an assigned carrier uses a government vehicle, enter the number of trips in the Government Vehicle Used (GT Veh. Used) block for the appropriate week on PS Form 1314. This will reduce the number of trips for the week, and EMA will be reduced at the appropriate rate. For a relief carrier, record the appropriate weekly trips in the No EM block whenever a government vehicle is used. (See <u>573</u> for more information on the GT Veh. Used block.)

571.14 Auxiliary Route

On PS Form 1314-A, Auxiliary Rural Carrier Time Certificate, when the carrier uses a government vehicle, enter the trips in the GT block. No EMA will be paid.

571.2 **EMA Code G**

571.21 Description

Code G indicates a Postal Service owned or leased vehicle is assigned to the route. The regular assigned carrier and any relief carriers do not receive EMA (see Exhibit 571.2).

Exhibit 571.2

PS Form 1314, Compensation EMA Code G

	UNG A	E							4-5			G	987	000	00	7	10		00	3		B	08	16
A	ctual keekly Hours	sat.	Days A: Mon.	ssigned C. Tue.	Wed.		Fri.	Daily	/		aining		COP		ed Hours		Act of Hours	Rout Seco Trip		Route Dev.	GT Veh.	FLSA Miles Omit	Year Xmas A Work H	
1	892	K		A	A	A		Hours				XOs		Hours		Hours	s 100s	Min					Hours	100s
	1532	K				1.0		Hours				XOs		Hours				Min	T					1005
ALC: NO.	Nasiantana		CHARLES P	AT SHIELD	14 3 1 1 K 1	ALL ALL		_	Week 1	Informa							Week 2	Informatio	n			1		
Des/Act	Name of Relie	f Carrier				E	IN		Actual Weekty	Hours	Tr	No EM	EM	Second Trip	Whole Dev +	Miles Omit -	Actual Weekly	Hours	Tr	No EM	EM	Second Trip	Whole I Dev +	
780	Che	ú.	R		95	321	42:	3	30 Hours		4			Min				4,2	۱			Min		01111
									Hours	100s				Min			Hours	100s				Min		
									Hours	100s				Min			Hours	100s				Min		
								_	Hours	100s	_			Min			Hours	100s		_		Min		
									Hours	100s	-			Min			Hours	100s				Min		
									Hours	100s				Min			Hours	100s				Min		
	ertifies that the pliance with				d service	Postr	master's 3	Signatu	re V	~	>			Date 8	OZ		Carrier's	Initials				8127 Tin	ne (Min)	
PS Fo	rm 1314, Oct	ober 200	08 <i>(Page</i>	a 1 of 2)	(7530-0	1-014-68	344)							Inited	Chattan	Dentel	Condoo		1.		~	rier Tir		

The assigned carrier worked 2 days the first week and 5 days the second week. The carrier is entitled to 10 days' evaluation of the route and no EMA. The replacement carrier is entitled to 5 days at the appropriate daily rate and no EMA.

571.22 Employee Vehicle Used

When circumstances require the regular or relief carrier to provide a vehicle, EMA will be payable at the daily rate. To pay the regular carrier EMA, record the number of payable trips in the GT Veh. Used block for that week on PS Form 1314.

To pay the relief carrier providing a vehicle on the assigned government vehicle route, record the number of payable trips in the appropriate weekly EM Only block. See 573 for more details on the GT Veh. Used block.

571.23 Auxiliary Route

On PS Form 1314-A, *Auxiliary Rural Carrier Time Certificate*, when the carrier furnishes his or her own vehicle because the government vehicle was unavailable, enter the hours, trips, and miles on the certificate. The appropriate EMA will be calculated.

572 **Temporary Route Deviation**

572.1 Recording Temporary Route Deviation

When a temporary deviation is necessary, an increase in the EMA will be authorized if the total daily miles traveled, including deviations, exceeds 40 miles per day. Miles recorded in the Route Deviation (Route Dev.) block must be in whole miles (3-digit field). Payment is at the current mileage rate (see Exhibits <u>572a</u> and <u>572b</u>).

572.2 Recording Temporary Route Deviation in Excess of 30 Calendar Days

Any temporary route deviation of more than 30 calendar days shall be added via PS Form 4003 to the evaluation, and the salary shall be adjusted accordingly. Discontinue reporting the route deviation on PS Form 1314. Upon termination of the deviation, the route evaluation shall be adjusted to its former status. No special count shall be made at either the beginning or ending of the deviation. All salary changes become effective at the beginning of the first pay period following completion of the first 30 days of the deviation and at the beginning of the first pay period after the deviation is terminated.

572.2

	AGARTY of Assigned Carri	-	 					+1-2		1	1	E	231	.000	000	Des	710	Route	00	5		B	08	
Nall	Actual Weekly Hours	Sat.		Wed.		Fri.	Daily		Т	irainin łours	9		COP	Limit	ed	_	of Hours	Secon		oute	GT Veh.	FLSA Miles Omit	Year Xmas A Work H	
1	4562						Hours			ours	10	0s	Hoors	Hours		Hours	100s	Min	1	30	Velle	Oma	Hours	100s
2	4730 Hours 100s						Hours	100s Week		ours	10	0s		Hours	s 100s	Hours		Min		30			Hours	100s
Des/A	ct Name of Relie	f Carrier			E	IN		Actual Weekh		T	Tr	No EM	ЕМ	Second Trip	Whole I Dev +	Miles Omit -	Actual Weekly H	1	Tr	No EM	EM	Second Trip	Whole I Dev +	
								Hours	100s					Min			Hours	100s				Min		
								Hours	100s					Min			Hours	100s				Min		
								Hours	100s					Min			Hours	100s				Min		
								Hours	100s					Min			Hours	100s				Min		
								Hours	100s					Min			Hours	100s				Min		
					_			Hours	100s					Min				100s				Min		
	certifies that th ompliance with			service	Post	master's S	Signatur	•	/	-				Date	21	08	Carrier's Ir	H	_	-		8127 Tim	ne (Min)	

Exhibit 572a **PS Form 1314, Route Deviation – Under 40 Miles**

Because of construction in the area, the regular carrier must take a detour. This is a 38-mile route, and the assigned carrier must make a 7-mile detour every day (miles over 40 is 5 miles x 6 days = 30 miles a week). Enter 030 miles under Route Dev. for the first and second week. This procedure is the same for the replacement carriers. Enter the number of miles under Whole Miles, Dev. (+).

Exhibit 572b PS Form 1314, Route Deviation — Over 40 Miles

			5 F							-25			E	326	5000	00		10		00	4		В		16
Nam	Actu Wee	kly Hours	er Sat.	Days As Mon.	ssigned C Tue.	arrier Abse Wed.	ent Thur.	Fri.	Daily Overt	ce Numi	Trai Hou			COP Hour			Des/ Relia	Act of Hours	Route Secor Trip	d R	toute lev.	GT Veh.	FLSA Miles Omit	Year Xmas A Work H	
1	30								Hours	100s	Hour	s 10	10s		Hours	100s	Hours	s 100s	Min	0	10			Hours	100s
2	12 Hou	5 0 % 100s	2			A	A	A	Hours		Hour		Øs		Hours	100s	Hours		Min		19			Hours	100s
Des/A	Act M	Name of Relie	f Carrier				EI	N		Actual Weekly		Tr	No EM	ЕМ	Second Trip	Whole N Dev +	liles Omit -	Week 2 In Actual Weekly H	T	Tr	No EM	EM	Second Trip		Miles Omit -
78	0	Stu	art	ω	L	42	54	197	2	Hours	100s				Min			259 Hours	2	4			Min	010	
_										Hours	100s				Min			Hours 1	00s				Min		
										Hours	100s				Min	· .		Hours 1	00s				Min		
	\downarrow									Hours	100s	-			Min			Hours 1	00s				Min		
										Hours	100s	_			Min			Hours 1	00s				Min		
		tifies that th				d service	Postr	master's S		Hours	100s				Min Date	1.1		Hours 1 Carrier's In	itials	-			Min 8127 Tir	me (Min)	
		liance with n 1314, Oct		-		(7530-01	1-014-68	344)	_	_		_			8 Jnited	States F	ostal :	Service	Regula	ar R	lura	Car	rier Tir	ne Cer	tificat

Because of a bridge closing, the carrier must take a detour starting the first Friday and ending the second Tuesday. This is a 58-mile, 46-hour J route. The carrier must travel an extra 9.6 miles for 4 days.

- Week 1 The regular carrier is compensated for 6 days worked, 6 trips EMA, and 010 miles deviation.
- Week 2 The regular carrier is compensated for 2 days worked, 3 days' annual leave, plus 2 trips EMA, and a route deviation of 019 miles.

The replacement carrier is compensated for 4 days and 4 trips, plus 010 miles deviation for the second week.

Note: All route deviation is paid at the current rural carrier mileage rate.

573 Government Vehicle Used Block

The Government Vehicle Used (GT Veh. Used) block on the PS Form 1314 has two uses.

573.1 EMA Code E

When a government vehicle is provided on a route to a carrier with an EMA code of E on PS Form 1314, the number of times will be noted in the weekly GT Veh. Used block. The carrier's EMA is reduced by the number of trips, times the current daily EMA rate for the route (see <u>Exhibit 573.1</u>). If the relief carrier uses a government vehicle, the appropriate trips are recorded in the No EM block.

Exhibit 573.1 PS Form 1314, Use of Government Vehicle

SMITH E		24-4]	E		000	00	-	10		01		B		16
Name of Assigned Carrier Actual Weekly Hours Sat. Mon. Tue. Wed. Thur,		Finance Numbe Daily Overtime	Train Hour			COP Hours	EIN Limite Duty		Des/ Relic	Act of Hours	Route N Second Trip	Rou Dev	ute GT	FLSA Miles	Year Xmas A Work H	
1 4892 Hours 100s		Hours 100s	Hours)s	10013	Hours		Hours	s 100s	Min		á		Hours	100s
2 4038 J		Hours 100s	Hours)s		Hours	100s	Hours		Min		}		Hours	100s
Des/Act Name of Relief Carrier EIN	4	Actual Weekty	nformatio		No EM	EM	Second	Whole M Dev +		Week 2 In Actual Weekly H	lours	Tr		Second	Whole I Dev +	
780 Jones 6 42162	95	Hours	100s				Min			090) 2 100s	1		Min		
1		Hours	100s				Min			Hours 1	100s			Min		
		Hours	100s				Min			Hours 1	100s			Min		
		Hours	100s		_	-	Min			Hours 1	100s	_		Min		
		Hours	100s	_	_		Min		_	Hours 1	100s	_	_	Min		
			100s				Vin			Hours 1 Carrier's In	100s			Min		
This certifies that the above carrier rendered service in compliance with postal regulations.	aster's Sig	nature	~		_	1	ate	1210	20	Camers In	55			8127 Ta	me (Min)	

The assigned carrier furnishes his or her own vehicle. For 2 days during Week 1 and 1 day during Week 2, a government vehicle was provided. The regular carrier is compensated for 11 days' evaluation of the route and 8 trips EMA. The replacement carrier is compensated for 1 day at the appropriate rate of pay and 1 trip EMA.

573.2 EMA Code G

When a carrier provides his or her own vehicle on a route with an EMA code of G, record the number of occurrences in the weekly GT Veh. Used block. Equipment maintenance allowance is paid by the number of trips, times the current daily EMA rate for the route. If the replacement carrier provides a vehicle in this situation, record the appropriate trips in the EM Only block (see Exhibit 573.2).

HANG J Name of Assigned Carrier	FI	35-4		G	124	0000	00	7 Des//	10	Route N	(00)	L	B	08 Year	16
Actual Days Assigned Carrier Absent Weekly Hours Sat. Mon. Tue. Wed. T		aily vertime	Trainin	9	COP Hours	Limited Duty H		Relie	Hours	Second Trip	Route Dev.	GT Veh.	Miles	Xmas A Work He	
1 3768 K		urs 100s	Hours	100s		Hours	100s	Hours	100s	Min					100s
2 11 42 K A A A	но	urs 100s	Hours	100s		Hours	100s	Hours	100s	Min		2		Hours	100s
Des/Act Name of Relief Carrier	EIN	Actual	nformation	Tr No		Second Trip	Whole Mile	5	Week 2 Inf Actual	Ι.	ir No	EM	Second Trip	Whole M	
50 Conway T 241	62958	Hours		1		Min	Dev + 0	mit -	22.5 Hours 10			2		Dev +	Omit
			100s			Min			Hours 10	Os			Min		
		Hours	100s			Min			Hours 10	Os			Min		
		Hours	100s	_		Min			Hours 10	0s		_	Min		
		Hours	100s	-		Min		_	Hours 10	0s	_	-	Min		
		Hours	100s			Min				Os			Min		
This certifies that the above carrier rendered service	Postmaster's Signa	ature				Date 8	2/02		Carrier's Init	als 11	_		8127 Tir	ne (Min)	

Exhibit 573.2 **PS Form 1314, Use of Employee Vehicle**

Route K001 is assigned a government vehicle. Because of an emergency, the government vehicle is not available for 4 days during week 2 (2 days covered by the regular carrier and 2 days covered by the replacement carrier). To pay the regular carrier EMA, enter the two trips under GT Veh. Used. This allows EMA to be paid at the current daily rate.

Relief Replacement carrier:

- Week 1 One day's evaluation, no EMA.
- Week 2 Four days' evaluation and 2 trips EMA. (Two trips entered in the EM block will reimburse the carrier EMA.)

573.21 Auxiliary Routes

If an auxiliary route is assigned a government vehicle, the GT block must be completed so the carrier will not be paid EMA. Trips are entered in the GT block for an Auxiliary route. (See Exhibit 573.21)

	HARF	RIS D	Α					65	5-93	45	-	G	942	000	000		79	0	A	045		P	08	3 1 5
		Name		ed Carrie			,		Finance				1	EIN				/Act		Route No	D .	FLSA		
νĸ	Actual Weekly H	ours Hours	E	uipment/	GT	ce Sat	Mon	Tue	N - No Wed.		Eri	Traini Hou		Second Trip	Annual	Sick		- Whole H	lours Donate	Miller	Court	Work Davs		as Assist k Hours
1	256				6							Hours	100s	Min									Hour	s 100s
2	203				4			N	a	N		Hours	100s	Min									Hour	s 100s
10.50	of Personal State	(single second of the	None and	Despitatyte	Annual Section	and the second second	198.086.9859	asaanin ko	Statistic Ineri	and and the				k 1 Infor				1.			2 Inform		· .	
)es//	Act	Name of	Relief Ca	rrier			1.00	EIN			Actual Weekly	Hours	Hou		nt Allowan Milos	GT	Second Trip	Actual Weekly	Hours			Allowance Miles		Second Trip
78	08	lias	I		1	6	100	000	00		Hours	100s	100				Min	08 Hours	_	02		010	1	Min
											Hours	100s					Min	Hours	100s					Min
											Hours	100s					Min	Hours	100s					Min
				1.4	_						Hours	100s	-	+	_		Min	Hours	100s			_	_	Min
						-					Hours	100s	_	_	-		Min	Hours	100s			_	_	Min
							I.P.	ostmaster	's Signatu	10.0	Hours	100s					Min	Hours	100s	_	Carrie			Min
		that the above ith Postal re-			ed ser	vice in	ľ	ooundstor			~		-					07	119	08	Initials		ᢧ	\vdash

Exhibit 573.21 Auxiliary Route with Assigned Government Vehicle

Route A045 is assigned a government vehicle. The carrier worked 6 trips the first week and 4 trips the second week. The carrier is not entitled to EMA. The trips are entered in the GT field to indicate carrier used a government vehicle. The replacement carrier (Elias) worked on Tuesday and used the government vehicle. One trip is entered in the GT block. On Thursday, the government vehicle was unavailable and the replacement carrier used his own vehicle. Enter the hours, trip and miles so the carrier will be compensated EMA.

574 Miles Omitted

In completing the route, if a carrier does not serve any portion of the route because of lack of proper endeavor, proper equipment, or other failure for which the carrier is responsible, appropriate deductions from the EMA are made based on the number of miles omitted. No miles are omitted when auxiliary assistance is given to a route. The following formula is used to reduce the EMA for the regular carrier or the relief carrier:

a. The weekly miles omitted that are recorded on PS Form 1314 are divided by the route's daily pay miles to determine a percentage rate.

Example:

Miles omitted = 49

Pay miles = 61

49 ÷ 61 = .8033

b. The route's daily EMA rate is then multiplied by the percentage rate to determine the amount of EMA to be reduced.

Example:

Daily EMA rate = \$19.22 \$19.22 × .8033 = \$15.44 \$15.44 = amount to be reduced c. No miles are omitted from the regular carrier when auxiliary assistance is given to a route.

575 EMA for Nonrural Postal Employee

When a nonrural postal employee services the regular rural route, enter the employee's name and Employee Identification Number in the Relief Carrier block. Enter the number of trips in the appropriate weekly Trips block (see <u>Exhibit 575a</u>). If the employee uses a government vehicle and no EMA is due, enter the number of trips in the appropriate weekly No EM block (see <u>Exhibit 575b</u>).

	ERS J	J							DI-	<u>2432</u>	+	ES	984(0000	00	Des	710	Route	00	1		B		16
Name	Actual Weekly Hours	Sat.	Days As Mon.	signed Ca	arrier Abs	ent Thur,	Fri.	Daily	1	Train			COP Hours	Limit	ted Hours		of Hours	Secon		oute	GT Veh.	Miles	Xmas A Work H	ssist
1	4243	V									8		HOUTS		Hours					ev.	Ven	Omit	WORK H	l
-+	Hours toos	D						Hours	1001	Hour	s 10	00s		Hours	s 100s	Hour	s 100s	Min	+		-		Hours	100s
2	4448 Hours 1005	K						Hours	s 100:	Hour	s 10	00s		Hours	s 100s	Houn	100s	Min					Hours	100s
SNO SE	TRAIPLES AMALIS	TREAM	TAL STREET	The Make	THE FORT		CEO CROS	OF ALLE		1 Informati	on							nformation						
Des/A	ct Name of Relie	of Carrier				E	N		Actual Weekh	Hours	Tr	No EM		Second Trip	Whole M Dev +	tiles Omit -	Actual Weekly H	lours	Tr	No	EM	Second Trip	Whole I Dev +	
90	Jon	es	M		24	38,	194	3	Hours	100s	1			Min			Hours	100s	1			Min		
									Hours	100s				Min			Hours	100s				Min		
					-				Hours	100s				Min			Hours	100s				Min		
									Hours	100s				Min			Hours	100s				Min		
									Hours	100s				Min			Hours	100s	_		-	Min		
									Hours	100s				Min				100s				Min		
	certifies that the certifies the certi				d service	Post	naster's S	Signatu	re	~	~		1	Date	2/2	8	Carrier's la	+m				8127 Tin	ne (Min)	

Exhibit 575a **PS Form 1314, EMA for Nonrural Employee**

The employee's workhours are reported on PS Form 1230-A, *Time Card* — *Week 1*, or PS Form 1230-B, *Time Card* — *Week 2*. A separate check will be issued for the EMA payment.

Exhibit 575b

PS Form 1314, EMA for Nonrural Employee Using Government Vehicle

JONES R R			1-23			Е	784	4000	000		710		K0(01		В	08	
Name of Assigned Carrier Actual Days Assigned Carrier Ab	ent	Finan Daily	nce Numb	Trair			COP	EIN	ed.	Des		Rout		Route	GT	FLSA	Year Xmas A	PP
Weekly Hours Sat. Mon. Tue. Wed.	Thur. Fri.	Over	time	Hou				Duty		Relie	fHours	Trip		Dev.	Veh.	Omit	Work He	
1 4952 0																		1
Hours 100s		Hours	100s	Hours	s 10	0s	L	Hours	100s	Hour	100s	Min					Hours	100s
2 4350 K																		I
Hours 100s		Hours		Hours		Os		Hours	100s	Hours		Min					Hours	100s
Des/Act Name of Relief Carrier	EIN	-	Actual		Tr	No		Second	Whole N		Actual		Tr	No EM	EM	Second		
			Weekly	Hours	"	EM	EM	Trip	Dev +	Omit -	Weekly	Hours	"	EM	EM	Trip	Dev +	Omit
90 Smith 2 98	76510	2	Hours	100s				Min			Hours	100s		1		Min		
			Hours	100s				Min			Hours	100s				Min		
			nours	1005	-	-	\vdash	Min			Hours	1005	-			Min		
			Hours	100s				Min			Hours	100s				Min		
			Hours	100s			$\left \right $	Min			Hours	100s		-	-	Min		
			Hours	100s				Min	1. S		Hours	100s				Min		
			Hours	100s	1.1			Min			Hours	100s				Min		
This certifies that the above carrier rendered servic in compliance with postal regulations.	e Postmaster's S		And in case of the local division of the	/				Date 8	210	21	Carriers		-			8127 Tir	ne (Min)	

576 Auxiliary Rural Certificate

576.1 Compensation

A rural carrier craft employee, Designations 70, 73, 75, 76, 77, 78, 79, or a nonrural carrier employee required to provide a vehicle is paid equipment maintenance allowance (EMA) on a per mile or per hour basis, whichever is greater, but not to exceed the amount provided for in the current special chart for the route stops and miles published in the *Postal Bulletin* whenever the EMA rates are changed.

576.2 Recording EMA

All three weekly EMA fields of (hours), (trips), and (miles) must be recorded on all PS Forms 1314-A regardless of route type (except route numbers A990 (leave for a Designation 76), A995 (Training), A996 (FMLA), and A999 (Training)) to calculate EMA correctly. The lesser of the calculated hours or trips is compared with the calculated miles. EMA is paid on whichever is greater (see Exhibit 576.2). The fields are abbreviated as follows:

Hrs. - Total route hours used delivering mail (2-digit field).

Tr — Total route trips per week (1-digit field).

Miles — Total miles traveled for the week, including any deviation (3-digit field).

Example:

EMA hours = \$6.30 per hour

EMA trips = \$22.80 per trip

EMA miles = \$ 0.57 per mile

EMA will be paid per hour, trip, or mile, not to exceed the amount provided in the special EMA chart for route stops and miles.

Week 1 - 28 hours \times \$6.30 = \$176.40

6 trips × \$22.80 = \$136.80

The lesser amount (\$136.80) is compared with calculated miles:

250 miles × \$ 0.57 = \$142.50

The greater amount (\$142.50) is then paid.

Exhibit 576.2 **PS Form 1314,** *Recording EMA*

	JOHN	SON	JL				24	-000			E	579	900	000			90		A001		P	08	16
		Name		ned Carrier					Number Service		Train	ing	EIN				/Act - Whole H		Route N) .	FLSA		PP s Assist
	ictual Veekly Hou	rs Hours	Tr			- Mon	Tue			Fri	Hou			Annual	Sick			Donate	MiLtv	Court	v Days		Hours
1		3 38	6	250							Hours	100s	Min						<u>.</u>			Hours	100s
2	251	20	5	208						N	Hours	100s	Min									Hours	100
C. WER	Alerty and	Second Second	Collection of	and share and	Station State	Sector Sector	CALLAR CO	-Chicagoo	antiots.				k 1 Infor		_					2 Inform			
es/Ac	t	Name of	Relief Ca	rrier			EIN			Actual Weekly	Hours	Hou		Miles		Second Trip	Actual Weekly	Hours	Hours		Allowance Miles		Second
180	3	on	5	K.	1.5	200	\sim	00	<u> </u>	Hours	100s					Min	05	4	04	1	°43	M	tin
0-		-1-4						<u> </u>		Hours	100s					Min	Hours	100s				M	lin
										Hours	100s					Min	Hours	100s				N	lin
										Hours	100s					Min	Hours	100s	-			-	lin
										Hours	100s					Min	Hours	100s				M	lin
					2	2.				Hours	100s					Min	Hours	100s				м	lin
		at the abor Postal re			service in	P	ostmaster	r's Signatu	uro	~	~						Date	1.1	08	Carrier Initials	́° О.	1n	

576.3 **Overburdened Route**

An overburdened route is authorized temporary auxiliary assistance to provide relief. Exhibit 576.3 shows a PS Form 1314-A reflecting auxiliary assistance for an overburdened route. No EMA is deducted when auxiliary assistance is given the regular carrier.

Exhibit 576.3 Auxiliary Assistance On An Overburdened Route

5	SHOWBE								37-4			E	502	200	000			80		K002		Р		8 1
_				ned Carrie						Number			/	EIN				/Act		Route N	0.	FLSA		r PP
WK	Actual Weekly Hour:	s Hours		Miles			Mon.	Tuo		Service	Fri	Train Hou		Second	Annual	Clab		- Whole H		Mallar	Court	V Davs		as Assist rk Hours
	1460					381.	mon.	109.	weg.	Thur.		100		n g	Armual	SILA	Other	COP	Conate		Court	VI Days	1.10	IK HOUIS
1	Hours 100	20	3	090								Hours	100s	Min									Hour	s 100:
2	2832	20	3	090								Hours		Min										
Sec.	Hours 100	5 000	<u> </u>	110	10000000	Contract of the local division of the local	COMPOSICION OF	COMPANY OF THE OWNER OF	And a local design of the	STREET, STREET, ST	<u> </u>	Hours	100s	Min k 1 Infor	mation		L			Week	2 Inform	1.00	Hou	rs 100
es//		blance of	Relief Ca			Contract of the local division of the		EIN			Actual				nt Allowan	ce	Second	Actual				llowance		Second
es//	ACT	Name of	Relief Ca	mer				EIN			Weekly	Hours	Hou	rs Tr	Miles	GT	Trip	Weekly	Hours	Hours			GT	
											Hours	100s					Min	Hours	100s					Min
											Hours	100s					Min	Hours	100s					Min
											Hours	100s					Min	Hours	100s				1	Min
											Hours	100s			1		Min	Hours	100s					Min
											Hours	100s					Min	Hours	100s					Min
											Hours	100s					Min	Hours	100s				,	Min
	certifies that bliance with				ed ser	vice in	P	ostmaster	's Signatu	~	/	\frown						Date	12/0	8	Carrier Initials	1	8	

Route K002 is authorized auxiliary assistance. Compensation is at the appropriate RSC B rate. A comparison, as demonstrated below, is made on the EMA hours, trips, and miles for the payment of EMA.

Example:

EMA hours = \$6.30 per hour

EMA trips = \$22.80 per trip EMA miles = \$0.57 per mile **Comparison:** 20 hours \times \$6.30 = \$126.00 3 trips \times \$22.80 = \$68.40 The lesser amount (\$68.40) is compared with calculated miles: 90 miles \times \$0.57 = \$51.30 The greater amount (\$68.40) is due the employee for each week.

580 Leave/Other

581 **Overview**

Regular rural carriers and carriers assigned to a regular route via PS Forms 50 (Designations 72, 74) are granted leave in minimum units of 1 day. Leave must be documented on PS Form 3971, *Request for or Notification of Absence*, as outlined in <u>323</u>.

Exception: Continuation of pay (COP) leave hours are used in conjunction with limited duty work. These COP hours must be recorded in whole hour increments. Auxiliary carriers and part-time flexible rural carriers are granted leave in whole hour increments.

581.1 Regular Rural Carriers

581.11 Annual Leave

A newly appointed regular rural carrier may not use annual leave until the completion of 90 days (7 pay periods) of continuous employment. Conversion to regular rural carrier from a Designation 72 or 76 positions does not require a 90-day qualifying period. Rural carrier associates (Designation 78) have a 90-day qualifying period for leave.

581.12 Sick Leave

Sick leave is credited at the end of each 2-week pay period in which it is earned. When the sick leave recorded is greater than the employee's sick leave balance, the office may contact the employee about the insufficient leave balance to determine what type of leave to charge. (see Exhibit 581.12).

Exhibit 581.12 Sick Leave (K Route)

	e of Assign		MO							nce Num	9898	+		10	0000		Des	710 Act	Route	00			B	08 Year	16
	Actual Weekly H		Sat.	Days As Mon.	signed Ca Tue.	Wed.	nt Thur.	Fri.	Daily Over	time	Train			COP	Limit s Duty		Relie	f Hours	Seco Trip	nd R	toute	GT Veh.	Miles	Xmas A Work H	
1		100s	K	S	S	S	S	8	Hours		Hours		0s		Hours		Hours	100s	Min					Hours	100s
2	Hours	100s	K	3	L	L	L	L	Hours		Hours		Øs		Hour	s 100s	Hours		Min					Hours	100s
1000	SCHOOL SCHOOL	and the second	1.000	100 10 AD	- Contraction	and the second s	the lost a lost	Ser and	ALC: NO	Week 1 Actual	Informatio	'n	No		Second	Whole M	lae	Week 2 Actual	Informatio		No		Second	Whole	liles
es//	kct Name	of Relie	f Carrier			1.1.2	EI	N		Weekly	Hours	Tr	No EM	EM	Trip		Omit -	Weekly	Hours	Tr	No EM	EM	Trip	Dev +	
15	o (3ri	<i>ff</i> ;	η	A	01	123	36	8	HOUR'S	27	6			Min			38 Hours	18	6			Min		
										Hours	100s				Min			Hours	100s				Min		
-										Hours	100s				Min	2		Hours	100s	_			Min		
										Hours	100s				Min			Hours	100s				Min		
			_							Hours	100s				Min		_	Hours	100s			-	Min		
										Hours	100s				Min			Hours	100s				Min		
	s certifies			carrier a		service	Postr	naster's S	Signatur	e l		/			B	121	8	Carrier's	D				8127 Tin	ne (Min)	

The assigned carrier on Route K002 is on sick leave the entire pay period. The carrier's sick leave balance cannot cover the full amount needed; the carrier requested leave without pay to cover the remaining days.

The regular carrier receives 6 days of compensation for the days of sick leave available, and the remaining 4 days are charged to Leave Without Pay (LWOP). The replacement carrier is compensated a full pay period at the appropriate daily rate and 12 trips EMA. No free Saturdays are granted for a K route.

581.13 **Holiday**

581.131 Holiday Leave

The Postal Service currently observes 10 holidays (see 371). On these holidays, the regular carrier receives the daily rate for holiday leave pay. The Days Assigned Carrier Absent (DACA) code H is entered on PS Form 1314 for holiday leave.

581.132 Holiday Worked Pay

Carriers are paid for work performed on the designated holiday at the daily rate, in addition to any pay for holiday leave to which they may be entitled. DACA code V is entered on PS Form 1314 for holiday worked (see Exhibit 581.132).

Exhibit 581.132 Holiday Worked

THOMAS D J		01-00 Finance Number		E		0000		710 Hes/Act	Route	00	1	B	08 Year	<u>12</u>
Actual Days Assigned Carr	rier Absent Wed. Thur. Fri.	Daily Overtime	Training		COP	Limited Duty Ho		telief Hours			te GT Veh.		Xmas A Work H	ssist
1 4225 V K		Hours 100s	Hours	100s				xurs 100s	Min .					100s
2 4575 K		Hours 100s		100s		Hours	100s H	ours 100s	Min				Hours	100s
	The second s	Week 1 In	formation					Week 21	nformation					
Des/Act Name of Relief Carrier	EIN	Actual Weekly H	ours	r No EM			hole Miles	Actual	lours	Tr	NO EM	Second Trip	Whole Model	
780 Horn BL	2257412	Hours 1	100s		м	tin		07	75	1		Min		
	,		100s		M	lin		Hours	100s			Min		
		Hours 1	100s			lin		Hours	100s			Min		
		Hours 1	100s		M	lin		Hours	100s			Min		
			100s			lin			100s	+		Min		
		Hours 1			M			Hours		-				

The holiday falls on the first Monday, which is the carrier's scheduled relief day. Saturday becomes the holiday, and the relief day code (K) is entered for Monday. In this example, the carrier works his or her holiday, and code V is entered in the Days Assigned Carrier Absent (DACA) block.

The assigned carrier is compensated for 9 days' evaluation of the route, 1 day of holiday leave, 1 day of holiday work, and 10 trips EMA.

The replacement carrier is compensated 1 day's evaluation and 1 trip EMA.

581.133 Holiday Falls on Relief Day

When a holiday falls on a carrier's normal relief day (J or K day), the carrier shall be granted the preceding workday as the designated holiday. Enter a V if the assigned carrier is required to work the designated holiday. Code V will pay the carrier a day of holiday worked. Enter the relief day code (J or K) on the normal relief day. Hours worked on a designated holiday must be included in total workhours for the week in the Actual Wkly Hrs block (see <u>Exhibit 581.133</u>). If Designation 72 or 74 works the holiday, the DACA day is left blank to indicate the carrier worked the holiday; do not enter V on PS Form 1314.

Exhibit 581.133 Holiday on Relief Day

JONES M L	03-8 Finance Number		E 4	¥760	000	0	Des//	10	K(01		B	08 Year	12 PP
ame of Assigned Carrier Actual Days Assigned Carrier Absent Weekly Hours Sat. Mon. Tue. Wed. Thur. Fri.	Daily Overtime	Training Hours	8	COP	Limiter Duty H			f Hours			te GT Veh		Xmas A Work He	ssist
Have 100s H K	Hours 100s	Hours	100s	Hours	Hours	100s	Hours	100s	Min	Dev		Cinit	Hours	100s
2 Hulls 755 K	Hours 100s	Hours	100s		Hours	100s	Hours	100s Week 2 Inf	Min				Hours	100s
s/Act Name of Relief Carrier EIN	Actual		- No		Second	Whole Mile		Actual	1.	rr !	NO EM	Second	Whole I	
	Weekly	Hours	Tr EM	EM .	Trip	Dev + C)mit -	Weekly Ho	urs		EM EM	Trip	Dev +	Omit -
80 Smith DJ 421349	62 Hours	92 100s	1		Min			Hours 10	0 0s			Min		
		100s			Min			Hours 10	0s			Min		
	Hours	100s			Min			Hours 10	lOs			Min		
	Hours	100s			Min			Hours 10	00s			Min		
	Hours	100s			Min			Hours 10	00s			Min		
	Hours	100s			Min)Os			Min		
This certifies that the above carrier rendered service Postmaster n compliance with postal regulations.	s Signature	/	7	1	Date 6	7/0		Carrier's Init	IJ	-		8127 Tir	ne (Min)	

The holiday falls on the first Monday of the pay period, which is the carrier's scheduled relief day. The preceding Saturday becomes the designated holiday, and the relief day code (K) is entered for Monday.

The assigned carrier is compensated for 9 days' evaluation of the route, 1 day of holiday leave, and 9 trips EMA.

The replacement carrier is compensated 2 days' evaluation and 2 trips EMA.

581.14 Relief Days

If the holiday falls on the relief day, and the assigned carrier is a Designation 72 or 74 and she/he works on the designated holiday, then the assigned carrier is compensated for 1 day's evaluation and one trip, but no holiday leave. These employees are not entitled to holiday leave.

581.141 Provisions of Relief Day

Relief days are provided to carriers serving full time on J and K routes. The relief day is always Saturday unless the postmaster and rural carrier mutually agree to change the assigned day or the relief days are changed in accordance with Article 9.2.C.5 of the National Agreement.

581.142 Working a Relief Day

When regular carriers (Designation 71) work their assigned relief day, they are paid EMA and provided a day off within 12 weeks. Regular rural carriers (Designation 71) with a FLSA code A, substitute carriers (Designation 72), or rural carrier associates (Designation 74) are not provided a day off. They receive salary and EMA for working their relief day (see Exhibit 581.142).

Exhibit 581.142 Relief Day

WAGNER V P	Einance N	-8100	E		0000	0	7 Des//	20	Route	00	2	B	08 Year	<u>13</u>
Actual Days Assigned Carrier Absent Weekly Hours Sat. Mon. Tue. Wed. Thur.	Daily	Trainin Hours	19	COP Hours	Limited Duty Ho			f Hours	Second Trip		le GT Veh	Miles	Xmas A Work H	ssist
1 4217 K	Hours 10	00s Hours	100s		Hours	100s	Hours	100s	Min				Hours	100s
2 58 22 R		00s Hours	100s		Hours	100s	Hours		Min				Hours	100s
	Wee	ek 1 Information						Week 2 Inf	ormation					
		akly Hours	Tr EM			Whole Miles Dev + O	s mit -	Actual Weekly Hor	urs	Tr E	M EM	Second Trip	Whole I Dev +	diles Omit -
780 Farten D 3220	1576 0 Hour	822	1	N	lin			Hours 10	Os			Min		
	Hour	s 100s		N	lin			Hours 10	Os			Min		
	Hour	s 100s		N N	4in			Hours 10	Os			Min		
	Hour	s 100s		N	lin			Hours 10	Os			Min		
	Hour	s 100s			Ain			Hours 10	Os			Min		
	Hour	rs 100s			Ain			Hours 10)Os			Min		
This certifies that the above carrier rendered service Post	naster's Signature			0	61=	21/0	_	Carrier's Init	als	/		8127 Tin	ne (Min)	

The assigned carrier is compensated for 11 days evaluation of the route, 2.22 hours of FLSA overtime, and 11 trips EMA. A Designation 72 employee is paid for working the relief day.

The replacement carrier is compensated for 1 day at the appropriate daily rate and 1 day of EMA.

581.143 DACA Code 3

DACA code 3 pays an additional 50 percent of the carrier's daily rate of pay plus one day of EMA if appropriate for working the relief day on the assigned route. The hours worked on the relief day is entered in the Relief Hours and the Actual Wkly Hrs block on PS Form 1314. The carrier shall receive an X day (a day for working a prior relief day) within 12 weeks as scheduled by the employer. If the weekly work hours exceeds 56 hours in a week, DACA code 3 must be changed to DACA code 5 because of the overtime situation.

581.144 DACA Code 5

DACA code 5 pays the employee 150 percent of the carrier's daily rate of pay plus one day of EMA if appropriate for working the relief day on the assigned route. The employee is not entitled to an X day.

581.15 Free Saturday

581.151 Free Saturday Combined With Annual/ Sick Leave

A regular rural carrier or substitute rural carrier (Designation 72) or a rural carrier associate (Designation 74) in a leave earning capacity who has an approved absence on Saturday occurring within or at the beginning or end of a period of annual or sick leave is not charged such leave or loss of compensation, provided the appropriate leave balance on the Form 1223 (Earning Statement) reflects at least 6 days of leave and the following conditions are met:

- a. There are more than 5 days of annual or sick leave within the period; or
- b. There are more than 4 days of annual or sick leave plus a holiday within the period. If a holiday falls on Saturday, which is a scheduled

workday, absence on the preceding Friday will not be charged to leave. If the leave period is for 4 days, or less absence on the Friday will be charged to leave.

c. Interruption during the approved period of annual, sick leave or court leave due to circumstances beyond the employee's control shall not disqualify the carrier for coverage as provided in a. or b. above.

581.152 Maximum Free Saturdays Within a Pay Period

Maximum free Saturdays within a pay period include the following:

- a. 6-day routes H or M may receive 2 free Saturdays within the pay period (see Exhibit 581.152).
- b. 5.5-day J routes receive only 1 free Saturday per pay period.
- c. 5-day K routes do not receive free Saturdays.

Exhibit 581.152 Free Saturdays

	RENTON		L						6-4			ΕZ	469	0000	000		710		Н0	01		Α	08	
	Assigned Carrie	r					1.11		nce Num					EIN		Des/	Act	Rout			GT	FLSA	Year	PP
Act We	ekly Hours	Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	Daily Over		Train Hour			COP Hour	Limite Duty		Relie	f Hours	Seco Trip		Route Dev.	Veh.	Miles Omit	Xmas A Work H	
1 _{Hot}	urs 100s	A	A	A	A	A	A	Hours	a 100s	Hours	10)0s		Hours	100s	Hours	100s	Min					Hours	100s
2 4	130 urs 100s	A						Hours				XOs		Hours	100s	Hours		Min					Hours	100s
Des/Act	Name of Relief	Carrier		AN TAKE		EI	N	117,015	Actual Weekh	Hours	Tr	No EM	EM	Second Trip	Whole N Dev +		Actual Weekly		Tr	No	EM	Second Trip		Miles
150	Con	no	r (В	89	764.	215		37 Hours	and the local division of the local division	6			Min				50 100s	1			Min		
									Hours	100s		_		Min			Hours	100s				Min		
									Hours	100s				Min			Hours	100s				Min		-
			<u></u>	_					Hours	100s				Min			Hours	100s				Min		_
									Hours	100s	_			Min			Hours	100s		-		Min		
									Hours	100s				Min			Hours	100s				Min		
	rtifies that the pliance with p				d service	Postr	master's t	Signatu	re l	/				Date	1211	08	Carrier's	initials	2			8127 Ti	mə (Min)	

The assigned carrier is charged 5 day's annual leave and is compensated as follows:

- Week 1 5 days' annual leave and 1 free Saturday at the evaluation of the route.
- Week 2 40.00 hours at RSC B, grade 5 attained step, plus 1.30 hours at 150 percent of same rate and 5 trips EMA. Saturday is a free Saturday.

The replacement carrier is compensated as follows:

Week 1 6 days at the appropriate daily rate of pay and 6 trips EMA for week 1, and 1 day plus EMA for week 2.

581.16 Military Leave

Military leave is authorized absence for regular rural carriers (Designation 71) and part time flexible rural carriers (Designation 76) from Postal Service duties without loss of pay, time, or performance rating that is granted to employees who are members of the National Guard or Reservists of the Armed Forces (see ELM 517).

Career employees who performed qualifying military service, which is serving on active military duty for a period of more than 30 days under official orders issued pursuant to Title 10 of the United States Code that states the Reservist or Guardsman is activated for Operation Noble Eagle, Operation Enduring Freedom, Operation Iraqi Freedom, or any other military operations subsequently established under Executive Order 13223, are eligible for 5 days of administrative leave when returning from military duty. Use DACA code 2 to record the 5 days of administrative leave for the regular and PTF carrier.

Regular Rural Carriers are not entitled to free Saturdays for military leave. To complete PS Form 1314 for the assigned carrier, enter M in the Days Assigned Carrier Absent (DACA) block. Enter the replacement carrier on PS Form 1314 as usual (see <u>Exhibit 581.16a</u>).

Exhibit 581.16a **Military Leave**

	KLUV		D	V					_)5–1			E /	28	0000	00		710		00	1		B	08	11
Nam	e of Assign Actual			Days As	ssigned Ca	arrier Abs	ent		Dai	ance Num	Trai	ning		COP	EIN Limit	ted	Des	Act of Hours	Rout Seco Trip		Route	GT	FLSA Miles	Year Xmas A	PP
	Weekly	lours	Sat.	Mon.	Tue.	Wed.	Thur.	Fri.		ertime	Hou	rs		Hours			Relia	at Hours	Trip	C	Dev.	Veh.	Omit	Work H	ours
1	Hours	100s	M	M	M	Μ	M	M	Hou	rs 100s	Hour	s 10)0s		Hours	s 100s	Hours	s 100s	Min					Hours	100s
2	Hours	100s	M	M	M	M	M	M	Hou)0s		Hours	s 100s	Hours		Min					Hours	100s
ALC: OR	A Ten Park	Strengthe	STAR STAR	CONTRACTOR OF	and the second	STORE STORE		54474 A	and the second		1 Informati	on		- 1	Cd				Informatio	n	1		C		
Des/A	ct Name	of Relie	f Carrier				E	N		Actual Weekh		Tr	No EM		Second Trip	Whole N Dev +	files Omit -	Actual Weekly	Hours	Tr	No EM	EM	Second Trip	Whole I Dev +	
5	o B	m	ler	М		131	497	4	2(28 Hours	23	3			Min			29 Hours	02	3			Min		
80	NC	Jar4	h	D		63	57	14	70	27 Hours	48	3			Min			27 Hours	9.2	3			Min		
						-				Hours	100s				Min			Hours	100s				Min		
	_									Hours	100s				Min			Hours	100s				Min		
										Hours	100s				Min			Hours	100s				Min		
										Hours	100s				Min			Hours	100s				Min		
				e carrier egulation		d service	Postr	naster's	s Signat	ure		\sim	/		Date	261	80	Carrier's	Initials				8127 Tim	ne (Min)	

The assigned carrier will be compensated for 12 days' evaluation of the route and no EMA. The replacement carriers will be paid at the appropriate rate and six trips EMA each.

For part time flexible rural carrier, military leave hours are entered on PS Form 1314-A using route number A990. Enter whole hours (maximum 40 hours per week) in the ML block. (See Exhibit 581.16b)

Exhibit 581.16b Military Leave for Part-Time Flexible Rural Carrier

) c	5	150	3	۱	λ	۱.		34	- 1	.22	54	6	78	90	12	3	76	00	P	199	10	P	0	811
		••		of Assign	ned Carrie				-	Finance	Number			1	EIN	/		Des	/Act		Route No	b .	FLSA		
wк	Actual	Hours	Hours	E.	duipment /			-Mon	Tue	N - No Wed	Service	. Fri	Trainin Hour		Second Trip	Annual	Sick	. Other	- Who'e F		Milly	Court	Work Davs	Xm Wo	as Assis rk Hours
1													Hours		Min	1					24		Τ	Γ	rs 100:
2	Hours	100s											Hours	100s	Min						24			Hou	rs 100
72.35	South Real	ayogana	CENTRAL COL	and a state of the	ROUPQER	建中的	A STATISTICS	SHIERARD	a postion of	STREEK.	1923年1月1日				1 Inform							2 Inform			
DeslA	Act		Name of	Relief Ca	rrier				EIN			Actual Weekty	Hours	Hour		Miles	GT	Second Trip	Actual Weekly	Hours	Equ	ipment Tr	Allowance Miles	GT	Second
	+											Hours	100s	\vdash	+			Min	Hours	100s					Min
						~						Hours	100s					Min	Hours	100s					Min
	+											Hours	100s	-	+	<u> </u>	-	Min	Hours	100s					Min
												Hours	100s		-	-	-	Min	Hours	100s					Min
												Hours	100s					Min	Hours	100s					Min
				ve carrie	r rendere s.	ed ser	vice in	P	ostmaster	's Signatu	ro			~					Date 8	15	108	Carrie			

Enter the military leave hours in the military leave block for each week.

581.161 Military Leave Without Pay

For regular rural carrier, DACA code N is used to capture military leave without pay. (See <u>Exhibit 581.161a</u>)

Exhibit 581.161a Military Leave Without Pay for Regular Rural Carrier

	LOI		D	L					-		0000		33	344	555			10		01	0			08	18
Name	Actual Weekly		Sat.	Days As Mon.	signed C	arrier Abs Wed.		Fri.	Daih Ove	nce Num dime	ber Trai Hou	ning rs		COP	EIN Limit Duty	ed Hours	Des/ Relie	Act of Hours	Route Secon Trip		oute	GT Veh.	FLSA Miles Omit	Year Xmas A Work H	
1	Hours	100s	K	N	N	N	N	N	Hour	s 100s	Hour	s 10	Os		Hours		Hours	s 100s	Min					Hours	100s
2	Hours	100s	K	Й	Ń	N	N	N	Hour				0s		Hours	100s	Hours		Min					Hours	100s
Des/A	ct Name	of Relief	Carrier		1000022		E	IN	70.74	Week Actual Weekh	1 Informat	on Tr	No EM	EM	Second Trip	Whole M Dev +	iles Omit -	Week 2 Actual Weekly	Information	Tr	No EM	EM	Second Trip	Whole	
	9	99-	.99	.99	199					Hours	100s	6	EM		Min	Dev	Omit -			6	EM		Min	Dev +	Omit -
							-			Hours	100s				Min			Hours	100s				Min		
	_									Hours	100s				Min			Hours	100s			1	Min		
										Hours	100s	-			Min			Hours	100s	_			Min		
			e above ostal reg			service	Postr	master's t	Signatu	Hours	100s					29/0		Hours Carrier's	100s nitials				Min 8127 Tir	ne (Min)	

The regular carrier is on military leave without pay. Enter DACA code N for each day. Replacement carrier is needed to crossfoot the certificate.

For part time flexible rural carriers, enter Ns in the DACA field on Form 1314-A using route A990. Military leave without pay hours are entered in the COP block in whole hours. The maximum allowed for the week is 40 hours. See <u>Exhibit 581.161b</u>

Exhibit 581.161b Military Leave Without Pay for Part-Time Flexible Rural Carrier

1	N'N	30A	of Assign	S arrie	r			0:	-	123	24	4	5		890	27		60	A	Route No	<u>0</u>	FLSA	0	<u>8 10</u>
VК	Actual Meeting He	Hours	E	Miles		Cat	Man	Tue	N - No	Service	64	Traini		Second	Annual	Sick		- Whole H		Mary	Court	Work		as Assist
1		00s				N	N	N	N	N	N			Min	Annuan	SICK	- Other	40	- O'Girato		Coon		1	rs 100s
2	Hours 1	00s				N	N	N	Z	N	N	Hours	100s					40					Hou	rs 100
ince it	BCARDER R	which we have been a state of the	in first states		1000	an and a first	Rucant		1054 grante	29 years	Actual	_		< 1 Infor	mation nt Allowan		Second	Actual			2 Inform	nation Allowance	_	Second
es//	Act	Name of	Relief Ca	mer				EIN			Actual Weekly	Hours	Hour			GT	Trip	Weekly	Hours	Hours		Miles	GT	Trip
											Hours	100s					Min	Hours	100s					Min
											Hours	100s					Min	Hours	100s					Min
											Hours	100s					Min	Hours	100s					Min
	-										Hours	100s		+	_		Min	Hours	100s				-	Min
											Hours	100s		+	-		Min	Hours	100s					Min
				0.04.				1			Hours	100s					Min	_	- 100s			1		Min
		hat the about the Postal re			ed ser	vice in	P	ostmaster	s Signatu	10	-	-	-					Date 8	29/	08	Carrie	rs		

PTF rural carrier Wilson is on military leave without pay. Enter Ns in the DACA field and the number of hours in COP. The maximum hours accepted for the week is 40.

581.17 Other Paid Leave

Other paid leave is used only in situations where the types of leave described elsewhere in this chapter do not apply or where special leave has been authorized by management. When O (Other Leave) is recorded, an explanation must be given on the back of PS Form 1314 (see Exhibit 581.17). Other leave is not used in the determination for free Saturdays.

Exhibit 581.17 Other Paid Leave

	Assigned Can	TA ier		-				Financ		531	E		190	0000 EIN	0	Des	10 Act		00	5		B	Vear	13 PP
	ictual Veekly Hours	Sat.	Days As Mon.	signed Ca Tue.	Wed.	nt Thur.	Fri.	Daily Overtin	me	Train Hour			COP Hours	Limit Duty	ed Hours	Reli	of Hours	Sect Trip		Roule Dev.	GT Veh.	Miles Omit	Xmas A Work H	
1 ,	lours 100s	k	A	A	A	A	A	Hours	100s	Hour	s 10	Os		Hours	100s	Hour	s 100s	Min					Hours	100s
2 ,	lours 100s	K	0	0	0	0	0	Hours	100s Week 1	Hour		Os		Hours	i 100s	Hours		Min					Hours	100s
es/Act	Name of Reli	ef Carrier				EI	N		Actual Weekly		Tr	No EM		Second Trip	Whole M Dev +	files Omit -	Actual Weekly		Tr	No EM	EM	Second Trip	Whole Dev +	
50	Car	son	D)	46	114	23	4	47	05	6			Min			Hours	100s				Min		
00	man			P	17	900	36	8	lours	100s				Min			45 Hours	08	6			Min		
								,	lours	100s				Min			Hours	100s				Min		
								,	lours	100s				Min		1	Hours	100s				Min		
									lours	100s				Min			Hours	100s				Min		
								Ignature	Hours	100s				Min Date			Hours Carrier's	100s				Min	ne (Min)	

The assigned carrier on Route K003 is on paid leave the entire pay period. The carrier is compensated for 5 days of annual leave, and 5 days of other leave (jury duty – which is indicated on the back of PS Form 1314).

The replacement carriers are compensated at the appropriate hourly rate up to 40 hours, at RSC B, attained step for all hours up to 40, and at 150 percent for all hours over 40 hours, plus the appropriate EMA (6 trips and 6 trips respectively) for the pay period.

581.18 Family Medical Leave Act (FMLA)/Sick Leave Dependent Care

Carriers use PS Form 1314-F, *Rural Carrier FMLA Certificate* (June 1999), to identify FMLA and Sick Leave for Dependent Care hours.

For information on FMLA, review the *Employee and Labor Relations Manual* (ELM) 515; Publication 71, *Notice for Employees Requesting Leave for Conditions Covered by the Family and Medical Leave Act* (February 2001); and the *Guidelines for Sick Leave for Dependent Care*.

Rural carriers (Designations 71, 72, and 74) are always charged leave in 8-hour increments. Enter the Days Assigned Carrier Absent Code (DACA) on PS Form 1314, *Regular Rural Carrier Time Certificate*. Enter only those hours taken for FMLA reasons on PS Form 1314-F. FMLA hours should never exceed the number of hours charged.

Rural carriers may take up to 80 hours of earned sick leave for dependent care in a postal leave year. Enter leave in the DACA block on PS Form 1314 for rural carriers (designations 71, 72, and 74). Enter 8 hours under sick leave for dependent care on PS Form 1314-F. If sick leave for dependent care hours are to be used for an FMLA covered condition, enter only those hours taken under FMLA sick leave for dependent care on PS Form 1314-F (see Examples 1–3).

Replacement carriers (designations 76, 77 and 79) in a leave earning status who have accrued sick leave may take sick leave for dependent care in hourly increments. The number of hours taken under FMLA Sick Leave (SL) dependent care or non-FMLA sick leave for dependent care are recorded on PS Form 1314-A, *Rural Carrier Auxiliary Certificate*, and on PS Form 1314-F. If a replacement carrier is unavailable and it is due to an FMLA reason, record the time on PS Form 1314-F under replacement carrier unavailable. Complete PS Form 1314-F using route type and number A996 and submit with the other time certificates for processing at the end of the pay period (see Example 4).

	OF Assigned Carr	G							1-23			E	123	000 EIN	00	Des	710	Rout	00	1		B	08 Year	13 PP
Name	Actual Weekly Hours	Sat.			arrier Abs Wed.	ent Thur,	Fri.	Daily	/	Т	raining		COP				ief Hours	Seco	nd F	Route Dev.	GT Veh.	Miles	Xmas A Work H	ssist
1	3642 Hours 100s	K			9			Hours		н	ours	100s		Hou		s Hou	rs 100s	Min					Hours	100s
2	41 08 Hours 100s	K						Hours	s 100s	н	ours	100s		Hou	rs 100	s Hou	s 100s	Min					Hours	100s
-	for the state of the second	1. C. 1.	Section -	A-L- CALLER	1000000	198 A. C. C.	Contraction of	10.434	Week 1	Inform	ation						Week 2	Informatio	n					
Des/A	ct Name of Relie	of Carrier				E	IN		Actual Weekly		1	r No EM	EM	Second Trip	Dev 4		Actual Weekly	Hours	Tr	No EM	EM	Second Trip	Whole Dev +	
100	Rile	y R	<u>}</u>		34	56	784	91	Hours	92	6	2		Min			69 Hours	08 1005	l			Min		
		1							Hours	100s				Min			Hours	100s				Min		
									Hours	100s				Min			Hours	100s				Min		
									Hours	100s		_		Min			Hours	100s				Min		
									Hours	100s	_	_		Min		-	Hours	100s			_	Min		
1			100					200	Hours	100s				Min			Hours	100s				Min		
	certifies that the compliance with				d service	Post	imaster's S	Signatu	re		~	,		Date	121	08	Carrier's	99				8127 Tin	ne (Min)	

Exhibit 581.18a PS Form 1314, Regular Rural Carrier Time Certificate – Example 1

Exhibit 581.18b PS Form 1314-F, Rural Carrier FMLA Certificate – Example 1

Smith G		С	01-2	234:	5 12300000	710	Ko	01	08	13
Name of Assigned Carrier		Fi	nance N	Number	Social Security Number	Des/Act	Route I	No.	Year	PP
	Week	1	Wee	ek 2			W	eek 1	Wee	ek 2
FMLA AL Hours	Hours 10)0s	Hours	100s	FMLA SL Hours		Hour	s 100s	Hours	100
FMLA LWOP Hours	Hours 10)0s	Hours	100s	FMLA SL Dependent Care		Hour	s 100s	Hours	100
Non-FMLA SL Dependent Care	08 0 Hours 10	0	Hours	100s	FMLA Replacement Carrie	r Unavaila	ble Hour	s 100s	Hours	100
FMLA COP Hours	Hours 10	00s	Hours	100s	FMLA IOD/OWCP Hours		Hour	s 100s	Hours	100
Postmaster's Signature	-	-			Date 8/2/08		Carr	ier's Initi	als S	

Example 1. Ms. Smith on route K001 had to leave the route when her daughter became ill at school. Ms. Smith requested SL dependent care for the day. Even though she worked the route for a short period of time, 8 hours is recorded for SL on PS Form 1314, and 8 hours of SL dependent care is recorded on PS Form 1314-F.

	DBERT	-	J							3-4		3	H	26		000	00		10		J 0(01		B	08	1:
	of Assigned Actual	Carrie	r	Davs As	ssigned C	arrier Abse	nt		Finar	nce Num		rainin			COP	EIN Limit	ed	Des/		Route		Route	GT	FLSA Miles	Year Xmas A	PP
ļ	Weekly Hou	_	Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	Over			lours	3		Hours		Hours	Relie	f Hours	Trip	C	lev.	Veh.	Omit	Work H	
11	430 Hours 10	S				S			Hours	100s	н	ours	100)s	Ĭ	Hours	a 100s	Hours	i 100s	Min					Hours	100s
2	345 Hours 10	D _{Ds}	J			9			Hours			ours	100)s		Hours	100s	Hours		Min					Hours	100s
12000	Tab Stalle	100	THE LOCAL	20100	A. Aster	1122/12	and the state	1941	and the	Week	1 Inform	nation								Informatio	n					
Des/Ac	t Name of	Relief	Carrier				E	N		Actual	Hours		Tr	No EM		Second Trip	Whole M Dev +	iles Omit -	Actual Weekly	Hours	Tr	No EM	EM	Second Trip	Whole I Dev +	
80	06 (ne	25	e		671	84	124	-	09 Hours	100s		۱			Min			Hours	-	2			Min		
										Hours	100s					Min			Hours	100s				Min		
										Hours	100s					Min			Hours	100s				Min		
										Hours	100s	-	_			Min			Hours	100s	_		_	Min		
			8							Hours	100s	-	-	_		Min			Hours	100s			-	Min		
										Hours	100s					Min			Hours	100s				Min		
	certifies the					d service	Postr	nastere	Signatur	(e)		1				Date 08	20	8	Carrier's		•			8127 Tin	ne (Min)	

Exhibit 581.18c PS Form 1314, *Regular Rural Carrier Time Certificate* — Example 2

Exhibit 581.18d PS Form 1314-F, Rural Carrier FMLA Certificate – Example 2

Name of Assigned Carrier			3-45 nance N		67800000 Social Security Number	Des/Act	Route No	4) <mark>8</mark> Year	13 PP
	Week	1	Wee	k2	· · · · · · · · · · · · · · · · · · ·		Wee	ek 1	Wee	ek 2
FMLA AL Hours	Hours 1	00s	Hours	100s	FMLA SL Hours		OH Hours		03 Hours	50
FMLA LWOP Hours	Hours 1	00s	Hours	100s	FMLA SL Dependent Care	9	Hours	100s	Hours	100
Non-FMLA SL Dependent Care	Hours 1	00s	Hours	100s	FMLA Replacement Carrie	er Unavailal	ble Hours	100s	Hours	100
FMLA COP Hours	Hours 1	00s	Hours	100s	FMLA IOD/OWCP Hours		Hours	100s	Hours	100
Postmaster's Signature		94	19		Date 08 02 09	8	Carrie	's Initia	R	

Example 2. Mr. Roberts must go for physical therapy for a serious health condition every Wednesday. PS Form 1314 will indicate SL for the entire day, but only the hours actually required for physical therapy are recorded as FMLA SL.

	ANE P								2 - 12			57	890)0	Des	710		100	94		B	08	13
A	of Assigned Carrier Actual Veekly Hours Sa		ays Assig	gned Ca Tue.	Wed.	nt Thur.	Fri.	Daily Over		Train Hour			COP Hours	Limit Duty			Act of Hours	Rout Seco Trip	nd R	loule lev.	GT Veh.	FLSA Miles Omit	Year Xmas A Work H	
	4658 10013 1003							Hour	s 100s	Hours	10	Os		Hours	100s	Hour	s 100s	Min					Hours	100s
2	3992 Tours 100s						S	Hour				Os		Hours	100s	Hour							Hours	100s
102.251	CORD REAL PROPERTY		State Section	3440	CONSECTO	10.00				I Informatio	n							2 Informatio	'n			0		
es/Act	Name of Relief Ca	rier				EI	N		Actual Weekly	Hours	Tr	No EM		Second rip	Whole Dev +		Actual Weekly	Hours	Tr	No EM	'EM	Second Trip	Whole Dev +	Miles
30	O'Neil		5		34	562	12	3	Hours	100s			,	Ain			08 Hours	9.2	۱			Min		
									Hours	100s			,	Ain			Hours	100s				Min		
									Hours	100s			,	Ain			Hours	100s				Min		
							22.		Hours	100s		-	,	Ain		-	Hours	100s				Min		
						16.3			Hours	100s			,	Ain			Hours	100s				Min		
									Hours	100s				Min			Hours	100s				Min		
	certifies that the aimpliance with pos			ndered	service	Postn	haster's	gnatu	V	~			C	Date 8	2/1	80	Carrier's	PL		>		8127 Tin	ne (Min)	

Exhibit 581.18e PS Form 1314, Regular Rural Carrier Time Certificate – Example 3

Exhibit 581.18f PS Form 1314-F, Rural Carrier FMLA Certificate – Example 3

Kane P				and the second se	78900000			-	28	13
Name of Assigned Carrier				Number	Social Security Number	Des/Act	Route No		Year	PP
	Weel	k 1	We	ek 2	The second s		Wee	±k 1	Wee	₂k 2
FMLA AL Hours	Hours	100s	Hours	100s	FMLA SL Hours		Hours	100s	Hours	100
FMLA LWOP Hours	Hours	100s	Hours	100s	FMLA SL Dependent Care		Hours	100s	05 Hours	0 C
Non-FMLA SL Dependent Care	Hours	100s	Hours	100s	FMLA Replacement Carrie	r Unavailat	ble Hours	100s	Hours	100s
FMLA COP Hours	Hours	100s	Hours	100s	FMLA IOD/OWCP Hours		Hours	100s	Hours	100s
Postmaster's Signature	_	-			Date 8/2/08		Carrier	's mitiz	als	

Example 3. Mr. Kane must take his wife for chemotherapy on Friday, week 2. Mr. Kane will be charged 8 hours of SL on PS Form 1314 since he elected to take SL dependent care. Since her illness falls under FMLA, the 4 hours spent in chemotherapy plus the hours transporting her there will be entered under FMLA SL Dependent Care.

Jones G					58900000			-		16
Name of Assigned Carrier	14/	_	nance Num		Social Security Number	Des/Act	Route No.	_	/ear	PP
	Week	(1	Week 2			A AND A CONT	Week	1	Wee	k 2
FMLA AL Hours	Hours	100s	Hours 10	lOs	FMLA SL Hours		Hours	100s	Hours	100
FMLA LWOP Hours	Hours	100s	Hours 10	00s	FMLA SL Dependent Care		Hours	100s	Hours	100:
Non-FMLA SL Dependent Care	Hours	100s	Hours 10)0s	FMLA Replacement Carrier	r Unavaila	ble Hours	100s	06 Hours	
FMLA COP Hours	Hours	100s	Hours 10)0s	FMLA IOD/OWCP Hours		Hours	100s	Hours	100
Postmaster's Signature	(Date 08 0100	8	Carrier's	Initia	als	

Exhibit 581.18g PS Form 1314-F, *Rural Carrier FMLA Certificate* — Example 4

Example 4. Ms. Jones is a replacement carrier. She is scheduled to work every Saturday on route K001. Her husband is undergoing treatment for cancer, and she is unavailable to work for the next 4 weeks. PS Form 1314-F is completed to indicate that she was unavailable due to an FMLA situation. Record the evaluated hours of the route under FMLA replacement carrier unavailable.

581.19 Regular Rural Carrier – Partial Trip Served

When a regular carrier becomes ill or cannot finish the route while on duty, either in the office or on the route, and is unable to complete service for the regularly scheduled workday, she or he is granted sick or annual leave for the entire day. The salary payment for the trip will be made to the replacement carrier and will include equipment maintenance. The regular carrier will not be entitled to equipment maintenance while on sick or annual leave. When the regular carrier does not complete a trip due to unexpected circumstances for reasons other than personal illness or injury, she or he will be charged annual leave for the entire day. The salary payment will be made to the replacement in the same manner as above. When the regular carrier does not complete a trip due to an on the job injury, the entire day is considered a work day and employee will receive EMA if they provide their own vehicle. The replacement carrier will be paid for actual hours worked.

When a regular carrier is working a relief day and becomes ill and cannot finish the route either in the office or on the route, the carrier will receive 150% for the actual hours worked.

581.2 Substitute Rural Carriers and Rural Carrier Associates

581.21 Description

A substitute rural carrier and rural carrier associate serve either as a leave replacement for a regular rural carrier or serve a vacant rural route, as follows:

Leave replacements (Designations 73, 75, and 78) do not earn annual or sick leave.

A substitute (Designation 72) and rural carrier associate (Designation 74) serving a vacant route or serving during the absence of the regular carrier in excess of 90 calendar days earns annual and sick leave.

A rural carrier associate (Designation 79) serving on an assigned auxiliary route in excess of 90 calendar days earns annual and sick leave based on the actual hours worked. The annual leave category is always 4. Total hours (work and leave combined) for the week cannot exceed 48.

581.22 **Qualifying Period**

A qualifying period of 90 days of continuous service is required for a regular route. A break in service of 1 or more workdays breaks continuity of employment, and the replacement carrier must begin a new 90-day qualifying period. Normally, a break in service will occur only when the regular carrier returns or the vacant route is filled by the appointment of a new regular carrier. A break in service does not mean absence on the route due to a nonscheduled workday or approved leave, including LWOP, or when management requires the carrier to work on another assignment.

581.23 Appointments

Appointment to substitute rural carrier (Designation 72) is limited to employees with a current position of substitute rural carrier (Designation 73).

Appointment to rural carrier associate (Designations 74 and 79) is limited to employees with a current position of rural carrier associate (Designation 78).

581.24 Change to Leave Earning Status

When the carrier has completed 90 days of continuous service, an SF 50, *Notification of Personnel Action*, must be prepared using Nature of Action (NOA) code 907, Change to Leave Earning Status, and standard remarks code 515, Rural Carrier has served continuously on route since (date required). The payroll system will credit the employee with accrued annual and sick leave computed from the date supplied in the remarks field. The earliest date a rural carrier associate can be credited with continuous service on a route is January 21, 1988.

581.25 Change to Nonleave Earning Status

When the regular carrier returns or the vacant route is filled, an SF 50 must be prepared using NOA code 908, Change to Nonleave Earning Status. The effective date of this action is the day before the regular carrier returns or the route is filled by the appointment of a new regular carrier.

581.26 Leave Earned

A lump sum payment will be issued automatically for unused annual leave credited during the leave earning period if a carrier is returning to a nonleave earning position. If the carrier returns to a leave earning position, no lump sum payment is made.

581.3 Auxiliary Rural Carrier

Auxiliary rural carriers (Designation 77) earn annual and sick leave. All leave hours are valid for auxiliary carriers only. Total hours (work and leave hours combined) for the week cannot exceed 48 hours. When workhours equal to or exceed 40.00, leave cannot be used (see <u>Exhibit 581.3</u>). Sick leave should not exceed the daily evaluated hours for the auxiliary route (round to whole number). Annual leave should not exceed 8 in a day.

Exhibit 581.3	
Auxiliary Rural	Carrier Leave

R	EYE:		R					08	3-56			E	519	000	00		77			003		P	108	
1.4	ctual	Na	me of Assi	gned Carr Equipmen		CB	1			Number		Traini	00	EIN				/Act		Route N	0.	FLSA Work	Yea	as Assis
VK V	leekly Ho	urs Hou	rs Tr	Miles	GT	Sat.	Mon.	Tue.	Wed.		Fri.	Hou			Annual	Sick		COP		Mil Lv	Court			rk Hours
1	412	53	46	250								Hours	100s	Min									Hou	rs 100
2	33 \	3 2	55	200	>		N					Hours	100s	Min		04							Hou	rs 100
No. Service	Careforn Minte	(THE OWNER WATCH	a provide the second	CALCULAR DE	049/93	Children Mar	An other	aller and a	Not Lines have	19129,023				k 1 Infor							2 Inform		-	
Des/Act	1	Nam	e of Relief C	Carrier				EIN			Actual Weekly	Hours	Hour		nt Allowar Miles		Second Trip	Actual Weekly	Hours	Hours		Allowance Miles	GT	Second Trip
	Rei	slae	ene	nt		99	19-1	99-	999	79	Hours	100s					Min	Hours	100s		1			Min
	(2									Hours	100s					Min	Hours	100s					Min
											Hours	100s					Min	Hours	100s					Min
								-			Hours	100s		-	-		Min	Hours	100s					Min
									_		Hours	100s		-	-		Min	Hours	100s					Min
											Hours	100s	1				Min	Hours	100s					Min
			bove carri regulatio		red ser	vice in	f	ostmaste	r's Signatu	re								Date			Carrie Initials			

When an auxiliary carrier (Designation 77) uses leave, enter whole hours in the Leave block.

581.4 Part-Time Flexible Rural Carrier

Part-time flexible employees earn annual and sick leave. One hour of leave is accumulated for every 20 hours work, not to exceed the maximum for the year. Total hours (work and leave hours combined) for the week cannot exceed 48 hours. When workhours exceed 40.00, leave cannot be used.

If the PTF does not have a Form 1314-A with work hours for the pay period, entered leave on Form 1314-A using route number A990. Route A990 will only accept leave hours for a PTF. Work hours are not allowed.

581.5 Replacement Carrier – Partial Trip Served

When a replacement carrier becomes ill or cannot finish the route while on duty, the carrier is paid on PS Form 1314-A for actual hours worked and any EMA. The replacement carrier filling in will be paid for actual hours worked and any EMA.

582 Administrative Leave

582.1 Definition

Administrative leave is absence from duty authorized by the appropriate postal officials without charge to annual or sick leave and without loss of pay.

582.2 Court Leave

582.21 Regular Rural Carriers

Court leave is granted to regular carriers, Des. 71 in full day increments. Enter DACA code 6 on PS Form 1314 when recording court leave for the day. Court leave will not disqualify a person for a free Saturday. See <u>581.15</u>.

582.22 Part Time Flexible Rural Carriers

Effective December 3, 2008, pay period 25-2008, PTF will be eligible for court leave. They will be paid the daily evaluation of the day for the route they would have worked. Enter the total daily evaluation for each route and enter on PS Form 1314-A using route number A990. See <u>Exhibit 582.22</u>.

ł	BARN	AB:	YЈ	M			_	/	6-98			8	410	000	00			50		<u>1990</u>		P	08	
_				f Assign						Number			2	EIN	- 1 - L			:/Act		Route No) .	FLSA		
WK	Actual Weekly I	Hours	Hours	Ec Tr	Miles	Allowance GT Sat	Mon,-	-Tue	Wed,	Service Thur.	— Fri,—	Trainin Hour		Second Trip	Annual	Sick	Other	- Whole I COP	Donate	Mil Lv.	Court	Work v Days	Xm We	as Assis ork Hour
1	Hours	100s										Hours	100s	Min									Hou	rs 100
2	Hours	100s					Koo	1	Jaoz			Hours	100s	Min							171		Hou	rs 10
1997	and the bo	25.54	States C.	124 200, 120	par good yo	Sand Alexander	Concernant of	College and the second second	All and State	- 1997/108-14				k 1 Infor							2 Inform		-	
Des//	Act		Name of I	Relief Car	rier	2 C 1		EIN			Actual Weekty	Hours			nt Allowar Miles		Second Trip	Actual Weekly	Hours	Eq. Hours		Allowance Miles	GT	Second
											Hours	100s		+			Min Min	Hours	100s			_		Min Min
								· • /	8		Hours	100s		-			Min	Hours	100s			_		Min
	_										Hours	100s		+	-	\vdash	Min	Hours	100s	_		_	_	Min
1	_	_				_	0.00				Hours	100s		-	-	-	Min	Hours	100s			_	_	Min
									201		Hours	100s					Min	Hours	100s	17		1.1		Min
			he abov ostal reg			ed service in		ostmaste	r's Signatu	ire		_	_	~				Date	1201	128	Carrier Initials	° (X	5

Exhibit 582.22 Court Leave for Part-Time Flexible

Carrier is scheduled to work on Monday on route K004 but was called to court duty. The route is a 44 hour route. The daily evaluated hours is 8.80 a day. Carrier is also scheduled to work on route J002 on Wednesday. The route is a 46 hour route with a daily evaluation of 8.36. Add the hours and enter the time (17.16) in the court leave field using route number A990.

582.3 Acts of God

582.31 Definition

An act of God involves community disasters such as fire, flood, or storms. The disaster situations must be general rather than personal in scope and impact, and must prevent groups of employees from working or reporting to work.

582.32 **Approval**

ELM 519.2, explains authority to approve administrative leave for acts of God. Employees who are on preapproved annual leave, sick leave, or LWOP during an act of God remain in such status and are not entitled to administrative leave.

582.33 **Rules**

The following rules apply in the given situation for rural carriers when employees are dismissed from duty before the normal completion of their scheduled tour or are prevented from reporting to work due to an act of God.

582.331 Situation 1

If a rural carrier is scheduled to work and due to an act of God (adverse weather conditions, roads closed, blizzard, etc.) is unable to report to work, the following rules apply:

- a. The carrier must call in and advise the postmaster.
- b. Compensation:
 - (1) Designations 71, 72, 74, and 79 receive a full day's compensation and no EMA.
 - (2) Designation 76 assigned to a regular route or auxiliary route will receive a full day's compensation and no EMA.
 - (3) Designations 70, 73, 75, 77, and 78 are not entitled to compensation.
- c. Preparation of PS Form 1314 for Designations 71, 72, and 74:
 - (1) Record an O (Other Leave) on the appropriate day.
 - (2) Annotate the back of PS Form 1314 with the reason for other leave (act of God).
 - (3) Use a replacement Social Security Number of 999-99-99999 to crossfoot PS Form 1314 (see <u>Exhibit 582.331</u>).
- d. Preparation of PS Form 1314-A for Designation 76:
 - (1) Record on route number A990.
 - (2) Enter the daily evaluated hours of the route to the nearest whole hour, not to exceed 8 hours in the Other leave block.
- e. Preparation of PS Form 1314-A for Designation 79:
 - (1) Record an O on the appropriate day.

Exhibit 582.331 Acts of God

	ORGENSON H of Assigned Carrier						nce Num	262	+	<u> </u>	011	000 EIN	00	Des/	710 Act	Route	00		FLSA	08 Year	13 PP
	Actual	Days Assigned Ca Mon. Tue.	Wed.		Fri.	Daily Over		Train			COP Hours	Limit Duty		Relie	f Hours	Second Trip	Ro De	ute C v. V	T Miles eh. Omit	Xmas A Work H	
1	3245 Hours 100s		${\mathcal O}$			Hours	100s	Hours	10	XOs		Hours	s 100s	Hours	a 100s	Min				Hours	100s
	3225 Hours 100s					Hours		Hours		XOs		Hours	s 100s	Hours	100s Week 2 In	Min				Hours	100s
				EI		014,004	Actual	Informatic		No		Second	Whole Mi	es	Actual	1	- 1	No	Second	Whole	Miles
es/Ac	t Name of Relief Carrier			EI	N		Weekh	Hours	Tr	EM	EM	Trip		Omit -	Weekly Ho	ours	Tr	EM	M Trip	Dev +	
	Replacem	ent	999	-99	-99	99	Hours	100s	1			Min			Hours 1	00s	-	_	Min		
						_	Hours	100s		-		Min		100	Hours 1	00s	-	_	Min		
							Hours	100s				Min			Hours 1	00s	-	_	Min		
							Hours	100s				Min			Hours 1	00s		_	Min		
				2			Hours	100s				Min			Hours 1	00s	_	_	Min	-	
							Hours	100s				Min			Hours 1	00s			Min		
	certifies that the above of mpliance with postal reg		d service	Postr	naster's S	Signatu	re	1				Date	211	8	Carrier's In	lipils			8127 Ti	mə (Min)	

On the first Wednesday of the pay period, a severe blizzard prevents regular carriers from reporting for duty. An O (Other Leave) is entered by the office for that Wednesday, and the reason is noted on the back of PS Form 1314. To crossfoot PS Form 1314, enter a replacement with 999-99-9999. The regular carrier is compensated for 12 days evaluation of the route and 11 trips EMA.

582.332 Situation 2

If a rural carrier is scheduled to work and is contacted by the postmaster not to report to work because of an act of God, follow the entitlement and procedures in <u>582.331</u>b, c, and d.

582.333 Situation 3

If a rural carrier scheduled to work reports to the office, but no mail is available and none is expected because of an act of God, and the carrier scheduled to work is sent home, the following rules apply:

- a. Compensation.
 - (1) Designations 71, 72, 74 and 79 are paid a full day's compensation and EMA.
 - (2) Designation 76 will be paid a full day's compensation and EMA when assigned to a regular route.
 - (3) Designation 76 will receive the full day's compensation and EMA when scheduled to serve an auxiliary route.
 - (4) Designations 70, 73, 75, 77, and 78 are entitled to 2 hours' guaranteed time. No EMA is due.
- b. Preparation of PS Form 1314 for Designations 71, 72, and 74. Leave blank the appropriate daily block on PS Form 1314. The workhours and/or hundredths must be added to other service for the week and recorded in the Actual Wkly Hrs block. Record the trip for Designation 76 in the Relief Carrier's section on PS Form 1314.

- c. Preparation of PS Form 1314-A for Designation 79. Leave the DACA field blank on PS Form 1314-A. If the employee is not entitled to EMA, put 1 trip in the government vehicle block. Designation 76 will receive the full day's compensation and EMA when scheduled to serve an auxiliary route.
- d. Preparation of PS Form 1314-A for Designations 70, 73, 75, 77, and 78. Complete a manually prepared or preprinted PS Form 1314-A using route number A999. Enter 2 hours in the Actual Weekly Work Hours block.

582.334 Situation 4

If the rural carriers scheduled for duty report to the Postal Service installation but are unable to complete full service through no fault of their own, they receive compensation according to their designation.

- a. Designations 71, 72, 74 and 79 receive a full day's compensation and EMA.
- b. Designations 70, 73, 75, 76, and 78, when performing service on a regular rural route, receive a full day's compensation plus EMA.
- c. Designations 70, 75, 77, and 78, when performing service on an auxiliary rural route, receive compensation for actual hours and hundredths worked (minimum 2 hours). EMA is only for route hours, trips, and miles traveled. Designation 76 will receive the full day's compensation and EMA when scheduled to serve an auxiliary route.

583 **Continuation of Pay**

Rural carriers who suffer disabling, job-related, traumatic injuries are entitled to continuation of pay (COP) for the length of their disability, up to a maximum of 45 calendar days.

583.1 Determination of Pay

For a full or part-time worker, either permanent or temporary, who works the same number of hours each week of the year, or each week of the period of appointment if less than one year, the weekly pay rate shall be the hourly pay rate on the date of injury multiplied by the number of hours worked each week, excluding overtime.

For a part-time worker, either permanent or temporary, who does not work the same number of hours each week but who does work each week of the year, or each week of the period of appointment if less than one year, the weekly pay rate shall be the average weekly earnings established by dividing the total earnings during the one year immediately preceding the date of injury, excluding overtime, by the number of weeks worked during the one year period. For the purposes of this computation, if the employee worked only a part of a workweek, such week is counted as one week.

For all WAE (when actually employed), intermittent and part-time workers, either permanent or temporary, who do not work each week of the year, or each week of the period of appointment if less than one year, the weekly pay rate shall be the average weekly earnings established by dividing the total earnings during the one year immediately preceding the date of injury, excluding overtime, by the number of weeks worked during that one year period. For the purposes of this computation, if the employee worked only a part of a workweek, such week is counted as one week. However, the average weekly earnings may not be less than 150 times the average daily wage earned in the employment during the days employed within the one year period immediately preceding the date of injury divided by 52 weeks.

583.2 **Regular Carrier (Designation 71), Substitute Carrier** (Designation 72), and Rural Carrier Associate (Designation 74)

Beginning the day after injury, enter code C in the DACA block for each day the carrier was scheduled to work. When the following day is a relief (J or K) day or a holiday (H day), enter the appropriate relief or holiday code (see Exhibit 583.2).

Exhibit 583.2 Continuation of Pay

K	ING J	Α						5	4-6	768		E.	519	0000	00		/10		J0	02		B	08	16
Name	e of Assigned Car	rier							nce Num					EIN		Des	/Act	Route		1		FLSA	Year	PP
	Actual Weekly Hours	Sat.	Mon.	Tue.	Wed.	ent Thur.	Fri.	Daily Over		Train			COP Hour		ted / Hours	Reli	of Hours	Seco Trip		oute lev.	GT Veh.	Miles Omit	Xmas A Work H	
1	2742 Hours 100s	J						Hours	100:	Hours	s 10	00s		Hours	s 100s	Hour	s 100s	Min					Hours	100s
2	Hours 100s	C	C	C	C	C	C	Hours				00s		Hour	s 100s	Hour		Min					Hours	100s
1000	S CALLARD		18 1973	and the	1 CO 1 A 10		STALL X	の小売ないの		1 Information	on			0			Week 2 In	formatio	n		_			
Des/A	ct Name of Rel	ef Carrier				E	IN	1.1	Actual	Hours	Tr	No EM	EM	Second Trip	Whole Dev +	Miles Omit -	Actual Weekly Ho		Tr	No	EM	Second Trip	Whole	Miles Omit
60	Cor	ey	A	C	19	200	000	Ø		28	1	Em		Min	Dev	Unix -	38.	17	6	CM	1	Min	Dev +	Omit
		Q.				2			Hours	100s				Min			Hours 1	00s				Min		
									Hours	100s				Min			Hours 1	00s				Min		
									Hours	100s				Min			Hours 1	00s				Min		
				1			_		Hours	100s				Min			Hours 1	00s				Min		
					1				Hours	100s	1			Min	1.90			00s				Min		
	s certifies that t	he above	carrier	rendered	d service	Post	master's S	Signator	0)	/	-			Date	1.1.	80	Carrier's Ini	tials				8127 Tin	ne (Min)	

The assigned carrier is injured on Friday, Week 1 of the pay period. If a replacement carrier is not called in, this day is entered as a workday. If a replacement is called in, enter an O (Other Leave) for that day.

The assigned carrier is compensated as follows:

Week 1 Daily evaluation for 5 days of work, plus 5 trips EMA.

Week 2 Daily evaluation for 6 days of COP.

The replacement carrier is compensated for 7 days at the appropriate rate plus 7 trips EMA.

583.3 Rural Carriers, Other Than Regular

To determine the number of hours to pay a replacement carrier, review the WAE portion under <u>583.1</u>. Compensation will be at their hourly rate.

584 Limited Duty

584.1 Regular Rural Carrier

a. Enter E in the Days Assigned Carrier Absent (DACA) block for each day the employee works on limited duty. This allows the regular rural carrier to be paid limited duty hours and continuation of pay (COP) leave hours that occur on the same day or days within a service week. Whole hours of COP may be used in conjunction with limited duty hours to complete the week. COP days cannot exceed 45 calendar days (see Exhibit 584.1).

Determine the number of COP hours to be used in conjunction with limited duty hours (except K routes):

H or M route = 6 days

J route = 5.5 days

Example 1:

45 Evaluated Hours - J route

45 ÷ 5.5 days = 8.18 daily evaluated hours

8.18 × 3 days = 24.54

Limited duty hours = 12.84

COP hours (24.54 - 12.84) = 11.70 hours

Round 11.70 to the nearest whole hours: 12 hours of COP may be entered in conjunction with limited duty hours.

Example 2:

45 Evaluated Hours - H route

45 ÷ 6 days = 7.50 daily evaluated hours

 $7.50 \times 3 \text{ days} = 22.50$

Limited duty hours = 12.84

COP hours (22.50 - 2.84) = 9.66

Round 9.66 to the nearest whole number: 10 hours' COP may be entered in conjunction with limited duty hours.

- b. Limited duty hours plus COP hours cannot exceed E days (limited duty days) multiplied by the daily evaluated hours. COP hours may be rounded to the nearest whole number. For each day COP hours are recorded, the whole day counts toward completion of the 45 calendar day allowance period.
- c. Record the number of hours and hundredths the employee works in the Limited Duty Hours block. Do not include these hours in the Actual Wkly Hrs block.
- d. COP hours are paid at the evaluated hourly rate, and limited duty hours are paid at the evaluated hourly rate or RSC B attained step whichever is greater. Limited duty hours in excess of 40 are paid at 150 percent of the RSC B rate.
- e. When limited duty and workhours are equal to or more than 40 per week, no LWOP hours are charged provided no DACA L or W is entered on the rural certificate. If the hours are less than 40 a week and

less than the evaluated hours of the route, LWOP will be charged for the hours between the actual workhours and evaluated hours.

f. When regular carrier performs limited duty on his/her assigned route, the replacement carrier is entitled to auxiliary assistance for the day.

For K routes, subtract the limited duty hours from 40 hours to determine the number of COP hours to enter in the COP hours block.

Example 3:

46 evaluated hours – K route Limited duty hours = 30 COP hours (40 - 30) = 10 hours

| | | | | | | | | | | + | E.

 | 278 | EIN | 00 | | 710
Act |
 | | 4 | | B
FLSA | 08
Year
 | PP |
|------------------------------------|---|--|---|--|--|--|---|--|---|---
--
--
--|--|--|--|--
--	--	--	--
ual ekly Hours	Sat.	Days A Mon.	ssigned C Tue.

 | | | | Relie | of Hours | Sect
 | | | GT
Veh. | Miles
Omit | Xmas A
Work H
 | |
| 809 | J | | | 0 | C | C | Hours | 100s | Hour | s 10 | 00s

 | | Hours | s 100s | Hours | s 100s | Min
 | | | | | Hours
 | 100 |
| 783 | C | C | E | E | E | | Hours | | | | 00s

 | 12 | Hour | | | | Min
 | | | | | Hours
 | 100 |
| Name of Relie | f Carrier | | 10 2 M | | E | IN | | Actual | | Tr | No
EM

 | EM | Second
Trip | | | Actual |
 | Tr | No
EM | EM | Second
Trip | Whole
Dev +
 | |
| Joh | nse | n | A | 63 | 87 | 394 | 15 | 28
Hours | 556 | 3 |

 | | Min | | | Hours | 100s
 | | | | Min |
 | |
| Sove | nsen | - 1 | ~ | 86: | 385 | 562 | 8 | 08
Hours | 50 | 1 |

 | | Min | | | HJUITS | Q.9
 | 5 | 1 | | Min |
 | |
| | | | | | | | | Hours | 100s | |

 | | Min | | | Hours | 100s
 | | | | Min |
 | |
| | | | | | | | - | Hours | 100s | | -

 | | Min | | | Hours | 100s
 | | | | Min |
 | |
| | | | | | | | | Hours | 100s | _ | -

 | | Min | | | Hours | 100s
 | _ | - | | Min | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 10 + - + - + - + - + - + - + - + - | | | | | Poet | maelarie | | | 100s | |

 | | Min
Date | | 08 | Hours
Carrier's |
 | | | | Min
8127 Tin | ne (Min)
 | |
| | seigned Carring
By Hours
By Hours
By 100
By Hours
By 100
By Hours
By Hours | seigned Carrier
and Carrier
and Hours Sit.
8 000 J
7 803 C
7 803 C
Name of Relief Carrier
Johnse
Sov ensen | all Days A
Salt More Salt More
8 09 J
7 8 09 J
7 8 09 C C
100 Carrier
Johnsen
Sovensen | segned Carrier
Days Assigned C
BY Hours Sat. Morin Tue
BY Hours Sat. Morin Tue
BY GOD J
T 800 J
T 800 C C E
Name of Relief Carrier
Johnsen A
Sovensen L | segned Carrier
Days Assigned Carrier Abs
80 Hours Sat. Mon. Two Wood
80 Mours Sat. Mon. Two Wood
80 Mours Sat. C C E E
100 J C C E E
100 Sat. Sat. Sat. Sat. Sat. Sat. Sat. Sat. | segned Carrier
Days Assigned Carrier Absent
BY Hours Sat. Mon. Rob. Wed. True
BY 1001 J O C.
7803 C C E E E
Name of Relief Carrier
Johnsen A 6387:
Sovensen L 86385 | segned Carrier Days Assigned Carrier Absent
80 Hours Sat Mon Tue Wed Thar Fri
80 00 JJ O C C
7803 C C E E E
Name of Relief Carrier EIN
Johnsen A 6387394
Sovensen L 8638562 | segred Carrier Days Assigned Carrier Absent Days Assigned Carrier Absent Days Assigned Carrier Absent Days Assigned Carrier Absent Proceedings of the second | salgned Carrier Days Assigned Carrier Absent Days Assigned Carrier Absent Birling Carrier Absent Days Assigned Carrier Absent Dore for Prevence Birling Carrier Absent Dore 1000 Direction 1000 Directio | salgned Carrier Days Assigned Carrier Absent Diance Number Tan
80 Hours Salt Mon Tue Wed True Fr. Diversion Ten
80 9 J O C C Hours 1005 Hour
78 003 C C E E E Hours 1005 Hour
78 003 C C E E E Hours 1005 Hour
Name of Relief Carrier EIN Actual
Solvensen A 63873945 Hours 1005
Solvensen A 86385628 Hours 1005
Hours 1005
Hours 1005
Hours 1005
Hours 1005 | Salphed Carrier Days Assigned Carrier Absent Prance Number Training 80 Hours Sat. Mon. Vice. Vice. Prance Number Training 80 Hours Sat. Mon. Vice. Vice. Prance Number Training 80 Hours Sat. Mon. Vice. Vice. Prance Number Training 80 Hours J O C C Hours 100s Hours 10 80 Hours O C C Hours 100s Hours 10 78 0.03 C C E E E Hours 100s Hours 10 Name of Relief Carrier EIN Actual Actual Actual Actual Actual No 3 30/6 3 Solvensen L 86385628 Hours 100 4 40 4 4 4 4 4 4 4 4 4 4 4 5 5 </td <td>seigned Carrier Days Assigned Carrier Absent Pinance Number Toming Hours Sat. Man Tue. Well Thur Fr. Oversion Hours 1008
18 009 J O C C Hours 1008 Hours 1008
78 003 C C E E E E Hours 1008 Hours 1008 Hours 1008
Week Information
Name of Relief Carrier EIN Actual Week Information
Johnsen A 63873945 Hours 100 Meek Information
Sovensen L 86385628 Hours 1008
Hours 1008
Hours 1008
Hours 1008
Hours 1008
Hours 1008
Hours 1008</td> <td>segned Carrier Days Assigned Carrier Absent Days Assigned Carrier Absent Prince Number Days Assigned Carrier Absent Does Town Training Correspondence Number Str. More True Week Thur File Does 100s Hours 100s H</td> <td>salgned Carrier Days Assigned Carrier Absent Pinance Number Toning COP Ling
80 Hours Sal Man Tue Web Thur Fri Oversion Training Hours 100
80 Hours 100 J O C C Hours 100 Hours 100 Hours 100
78 000 C E E E E Hours 100 Hours 100 J Z J J
100 Hours 100 Hours 100 Hours 100 Hours 100 J Z J J
100 Hours 100 Hours 10 Hours 100 Ho</td> <td>Salgred Carrier Days Assigned Carrier Absent Plance Number Training COP United 80 Hours Sat. Mon Vuice. Value. Fin. Oversince Training COP Duty Mours Oversince Hours 100s Hours 100s Duty Mours Training Copersince Hours 100s Hours 100s Duty Mours 100s Hours 10s Hours Hours</td> <td>salgned Carrier Days Assigned Carrier Absent Plance Number Taining COP Hours Didy Hours Rafe
80 Hours Salt Mon U.e. West True Fr. Overline Hours 100s Hou</td> <td>sagned Carrier Days Assigned Carrier Absent Diance Number Training OP Lord Mines Rolled Flours Sat. Mon. Tue. Week Trinue Fr. Doly Mours 100s Hours 10s Hours 10s Hours 10s Hours 10s Hours 100s Hours 10s Hour</td> <td>sagned Carrier Days Assigned Carrier Absent Prance Number Training COP Linking Roller Hours See The Days Assigned Carrier Absent Training Training Topolar United Board See The Day Mours State Mon Yue, Wat Thur, Fr. Oversion Theorem 100s Hours 100s Hours 100s Hours 100s Hours 100s Hours 100s Min See 2 Information Week 2 Information Week 2 Information Week 2 Information Trip Dev + Omit - Week 2 Information See 2 Hours 100s Hours 100s Hours 100s Min Hours 100s Min Hours 100s Min Hours 100s Hours 100s Min Hours 100s Hours 100s</td> <td>sagned Carrier Days Assigned Carrier Absent Finance Number Training COP Linked Billing Adverse Number Training COP Hours Stat Mon Tuo. Waa Thur. Fr. Devrem Mours 100s Hours 100s Hours 100s Hours 100s Hours 100s Hours 100s Min Trip Devrem North Hours 100s Hours 100s Hours 100s Hours 100s Min Trip Devrem North Hours 100s Hours 100s Min Hours 100s Min Trip Devrem North Hours 100s Hours 100s Min Hours 100s Hours 100s Min Hours 100s Hours 100s Min Hours 100s Min Hours 100s Min Hours 100s Hours 100s Hours 100s Hours 100s Min Hours 100s Hours 1</td> <td>salgned Carrier Days Assigned Carrier Absent Diance Number Training COP EIN DestAct Rolled Nours Stat. Mon Tue Week Training COP Hours Doly Hours Rolled Hours Rolled Hours Stat. Mon Tue Week Training COP Hours 100s Hours 100s Hours 100s Hours 100s Hours 100s Min Hours 100s Min Rolled Hours 100s Min Rolled Rol</td> <td>salgned Carrier Days Assigned Carrier Assent Direct Assent Days Assigned Carrier Assent Days Assigned Carrier Assent Days Assigned Carrier Assent Dore Market Planes Number Training COP Hours Relief Ho</td> <td>sagned Carrier Days Assigned Carrier Absent Diance Number Training OP Day Mours Des Assigned Carrier Absent Diang Mours 100s Training OP Day Mours Relief Hours Relief Hours Relief Hours Relief Hours Relief Hours 100s Min Hours 100s</td> <td>segond Carrier Days Assigned Carrier Absent Point Print Prin</td> | seigned Carrier Days Assigned Carrier Absent Pinance Number Toming Hours Sat. Man Tue. Well Thur Fr. Oversion Hours 1008
18 009 J O C C Hours 1008 Hours 1008
78 003 C C E E E E Hours 1008 Hours 1008 Hours 1008
Week Information
Name of Relief Carrier EIN Actual Week Information
Johnsen A 63873945 Hours 100 Meek Information
Sovensen L 86385628 Hours 1008
Hours 1008
Hours 1008
Hours 1008
Hours 1008
Hours 1008
Hours 1008 | segned Carrier Days Assigned Carrier Absent Days Assigned Carrier Absent Prince Number Days Assigned Carrier Absent Does Town Training Correspondence Number Str. More True Week Thur File Does 100s Hours 100s H | salgned Carrier Days Assigned Carrier Absent Pinance Number Toning COP Ling
80 Hours Sal Man Tue Web Thur Fri Oversion Training Hours 100
80 Hours 100 J O C C Hours 100 Hours 100 Hours 100
78 000 C E E E E Hours 100 Hours 100 J Z J J
100 Hours 100 Hours 100 Hours 100 Hours 100 J Z J J
100 Hours 100 Hours 10 Hours 100 Ho | Salgred Carrier Days Assigned Carrier Absent Plance Number Training COP United 80 Hours Sat. Mon Vuice. Value. Fin. Oversince Training COP Duty Mours Oversince Hours 100s Hours 100s Duty Mours Training Copersince Hours 100s Hours 100s Duty Mours 100s Hours 10s Hours Hours | salgned Carrier Days Assigned Carrier Absent Plance Number Taining COP Hours Didy Hours Rafe
80 Hours Salt Mon U.e. West True Fr. Overline Hours 100s Hou | sagned Carrier Days Assigned Carrier Absent Diance Number Training OP Lord Mines Rolled Flours Sat. Mon. Tue. Week Trinue Fr. Doly Mours 100s Hours 10s Hours 10s Hours 10s Hours 10s Hours 100s Hours 10s Hour | sagned Carrier Days Assigned Carrier Absent Prance Number Training COP Linking Roller Hours See The Days Assigned Carrier Absent Training Training Topolar United Board See The Day Mours State Mon Yue, Wat Thur, Fr. Oversion Theorem 100s Hours 100s Hours 100s Hours 100s Hours 100s Hours 100s Min See 2 Information Week 2 Information Week 2 Information Week 2 Information Trip Dev + Omit - Week 2 Information See 2 Hours 100s Hours 100s Hours 100s Min Hours 100s Min Hours 100s Min Hours 100s Hours 100s Min Hours 100s | sagned Carrier Days Assigned Carrier Absent Finance Number Training COP Linked Billing Adverse Number Training COP Hours Stat Mon Tuo. Waa Thur. Fr. Devrem Mours 100s Hours 100s Hours 100s Hours 100s Hours 100s Hours 100s Min Trip Devrem North Hours 100s Hours 100s Hours 100s Hours 100s Min Trip Devrem North Hours 100s Hours 100s Min Hours 100s Min Trip Devrem North Hours 100s Hours 100s Min Hours 100s Hours 100s Min Hours 100s Hours 100s Min Hours 100s Min Hours 100s Min Hours 100s Hours 100s Hours 100s Hours 100s Min Hours 100s Hours 1 | salgned Carrier Days Assigned Carrier Absent Diance Number Training COP EIN DestAct Rolled Nours Stat. Mon Tue Week Training COP Hours Doly Hours Rolled Hours Rolled Hours Stat. Mon Tue Week Training COP Hours 100s Hours 100s Hours 100s Hours 100s Hours 100s Min Hours 100s Min Rolled Hours 100s Min Rolled Rol | salgned Carrier Days Assigned Carrier Assent Direct Assent Days Assigned Carrier Assent Days Assigned Carrier Assent Days Assigned Carrier Assent Dore Market Planes Number Training COP Hours Relief Ho | sagned Carrier Days Assigned Carrier Absent Diance Number Training OP Day Mours Des Assigned Carrier Absent Diang Mours 100s Training OP Day Mours Relief Hours Relief Hours Relief Hours Relief Hours Relief Hours 100s Min Hours 100s | segond Carrier Days Assigned Carrier Absent Point Print Prin |

Regular carrier D. E. Johnson is assigned to a 45 J route. Daily evaluated hours are 8.18.

The assigned carrier suffers a traumatic injury on Wednesday, Week 1 of the pay period. The carrier had worked 2.43 hours before he was injured. Enter code O (Other Leave) on the day of injury and include the 2.43 hours in the Actual Weekly Work Hours block. Any miles traveled are entered in the Route Deviation block, but none are due in this example.

The carrier is on Continuation of Pay (COP) through Monday of Week 2 and works limited duty on Tuesday, Wednesday, and Thursday. On Friday, the carrier returns to full duty on the route. The assigned carrier is compensated as follows:

- Week 1 2 days of work, 1 day of other leave, and 2 days of COP at daily evaluation of the route and 2 trips of EMA.
- Week 2 2 days of COP, 1 day of work at the daily evaluation, 12 hours of COP at the evaluated hourly rate and 12.84 hours of limited duty at the evaluated hourly rate or RSC B attained step, whichever is greater, plus 1 trip EMA.

Exhibit 584.1 Limited Duty

584.2 **Designations 70, 73, 75, 76, 77, 78, and 79**

Limited duty hours must be entered on PS Form 1314-A in the Actual Wkly Work Hours block. If the carrier used a personal vehicle and is entitled to EMA, use route number A998; otherwise, use route number A999.

585 Higher Level Assignments

Only regular rural carriers (Designation 71) may work a higher level assignment. Part Time Flex carriers are not eligible for a higher level assignment. There are two methods for making payment to rural carriers assigned to a higher level position, determined by the frequency and duration of the assignment. Regular rural carriers when working higher level do not accumulate hours and are not paid for working over their daily evaluated hours in a day.

585.1 PS Form 1723, Assignment Order

A rural carrier detailed to a higher level assignment must be issued a PS Form 1723, Assignment Order, for each occurrence. PS Form 1723 must state the beginning and approximate termination date, and direct the employee to perform the duties of the higher level position. A copy of this order is filed in the employee's personnel folder.

585.2 Assignments of 30 Days or More

The rural carrier is paid on the rural route by entering a P in the Days Assigned Carrier Absent (DACA) block on PS Form 1314 for the first 30 days of the temporary assignment. After the 30 days, the carrier's salary is converted to a 40-hour evaluated route, attained step as follows:

- a. Prepare a SF 50, *Notification of Personnel Action*, to assign the employee to the higher level position after the first 30 days and effective the beginning of a pay period.
- b. When the assignment is terminated, prepare an SF 50 to assign the employee back to the rural carrier position.
- c. If the carrier has another higher level assignment, the carrier does not have to begin a new 30 day waiting period when taking another detail assignment.

585.3 Calculation of Pay

To determine the higher level pay of the detailed employee, refer to ELM 413.2, Promotion Increase.

585.4 Assignments of Fewer Than 30 Days – Intermittent

When the assignment is for fewer than 30 days, do not prepare an SF 50.

585.41 Reporting on PS Form 1314

The regular rural carrier receives 1 day at the evaluation rate for each P day worked. This allows a replacement carrier to serve the route and be properly compensated. Prepare PS Form 1314 as follows:

- a. Record P (full day assignment other than rural) for each day the employee performs higher level service. Record the work on PS Form 1314.
- b. Note on the back of PS Form 1314 what the assignment is.

585.42 Transferring Hours

For the following pay period, the office should transfer the hours from the rural craft into the craft in which the carrier performed the higher level service, using PS Form 1236-A, *Weekly Loan, Transfer, and Training Hours* (September 1998).

585.5 Rural Carriers as Trainers

When a rural carrier is a trainer for newly hired replacement carriers, the workhours should be recorded as follows:

- Regular rural carriers record a P (full day assignment other than rural) on PS Form 1314 for each day the carrier works as a trainer. The workhours must be included in the Actual Wkly Hrs block (see <u>585.4</u>). Hours over 8 are not accumulated for day off.
- b. Replacement rural carriers record workhours on PS Form 1314-A using route number A999. The actual workhours must be recorded in the Training Hours and Actual Wkly Work Hours blocks. No EMA is due.

586 (Reserved)

587 **Training**

587.1 **Definition**

587.11 **Purpose**

All job training is designed to help the employee handle his or her job more effectively, as distinguished from training the employee for another job, or a new or additional skill. Attendance at such training, therefore, is required by management.

587.12 Time in Attendance

Time in attendance at such training and all related study time, practice time, laboratory work, etc., authorized, suffered, or permitted by management is considered as hours worked. All such training and related study will be accomplished under postal supervision and on Postal Service premises.

587.13 Standard Program

The standard training program for rural carriers consists of a minimum of 24 hours (3 days) of classroom instruction using simulation, followed by a minimum of 24 hours of on-the-job training (OJT), which may be conducted in increments of less than 8 hours but not less than 2 hours per day. Each office has the option of adding time to allow practice in casing and delivery and to cover local policies and procedures.

587.2 **Regular Carrier**

When a regular carrier is entitled to training, a "T" must be recorded in the DACA field on PS Form 1314 for each day of training. The hours must be entered in the Training Hours block for the appropriate week. These hours are added to those entered in the Actual Weekly Work Hours block. The carrier is compensated for the daily evaluation for each "T" day if under FLSA code B (see Exhibit 587.2). The carrier is paid at the appropriate hourly rate if under FLSA code A.

If the employee is covered under FLSA code B, the employee cannot receive overtime unless he/she works over 12 hours in a day or 56 hours in a week. Travel time to and from the facility if outside the normal schedule is not added to workhours. No time is accumulated toward an "O" day. If the employee is covered under FLSA code A, time spent at the site is added to the workhours. Mileage and per diem for travel are covered under the travel procedures (see Handbook F-15, *Travel and Relocation*).

Nam	ROGERS e of Assigned Car		ь						35-9		F	. Z	900	0000 EIN	0	Des	710	Rout	00	0		B	08 Year	13 PP
Nam	Actual Weekly Hours	Sat.	Days As Mon.	ssigned C	Wed.	nt Thur,	Fri,	Daily	/		ining		COP	Limit	Hours	-	ef Hours	Seco		Route	GT Veh.	Miles	Xmas A Work H	ssist
1	4074 Hours 1005	K	T	T	T			Hour			39	2	- TOUR	Hours		Hour	s 100s	Min					Hours	100s
2	39 62 Hours 600s	K						Hour)Os		Hours	s 100s	Hours							Hours	100s
es/A	ct Name of Rel	of Carrier			NOTING AREA	E	IN N	1000	Actual	1 Informa	1	No		Second		Ailes	Actual	Informatio		No		Second	Whole I	Miles
/es//	Name of Rei	er Camer	_			E			Weekh		Tr	EM	EM	Trip	Dev +	Omit -	Weekly	Hours	Tr	No EM	EM	Trip	Dev +	
80	> Whi	te.	T		83	79	486	+	31	92	4			Min			07 Hours	3 ₿	l			Min		
									Hours	100s				Min			Hours	100s				Min		
		9							Hours	100s				Min			Hours	100s				Min		
		1.1							Hours	100s	-			Min			Hours	100s				Min		
						1	-		Hours	100s				Min		1.1.1.1.1	Hours	100s				Min		
		100	1	1	1.0				Hours	100s	1			Min			Hours	100s				Min		
	s certifies that to ompliance with				d service	Post	master's S	Signato	1	/	^			Date	21	08		2K				8127 Tin	ne (Min)	

Exhibit 587.2 Regular Carrier Training

- Week 1 The regular carrier is compensated for 2 days work, 3 days training at the evaluation of the route, and 2 trips EMA.
- Week 2 The regular carrier is compensated for 5 days evaluation of the route and 5 trips EMA.

The substitute replacement is compensated for 5 days at the appropriate rate and five trips EMA.

587.3 Replacement Carrier

Training time is entered on PS Form 1314-A. The hours are recorded in the Training Hours block and added to the hours recorded in the Actual Wkly Work Hours block. For reporting training hours, the route type and number must be A998 (due EMA) or A999 (no EMA due) for training on an auxiliary route (see <u>Exhibit 587.3</u>). If the replacement carrier is training on a regular route, enter the regular route number on PS Form 1314-A.

Exhibit 587.3	
Replacement Carrier Training	

	H	ya:	tt		w	H			2	7-2	570	13	8	72	95	553	8	78	30	A	99	9	P	0	8/18
_		1	Name of							Finance	Number			<i>_</i>	EIN				/Act - Whole H		Route No		FLSA Work	Ye	
VК	Actual Weekly	Hours H	ours	Tr	uipment/ Miles			Mon.	Tue.	Wed.		Fri.	Traini Hou		Second Trip	Annual	Sick	Other		Donato	MillLy	Court	Lv Days		as Assist irk Hours
1	Hours	00 100s		2									Houte	005	Min									Hou	rs 100s
2	Hours	100s											Hours	100s	Min									Hos	rs 100
1320	NO. POR	Sile ingel fore	Mark in the	No. Conception	SCORAPP	Actions	1. T. F. W. K. S.	30.000.000	AND NOT A STATE	Station Party	STANCES.				k 1 Infor					_		2 Inform			0 d
)es/A	kct	Na	me of Re	lief Can	ier				EIN			Actual Weekly	Hours	Hou		nt Allowan Miles		Second Trip	Actual Weekly	Hours			Allowance Miles	GT	Second Trip
												Hours	100s					Min	Hours	100s					Min
												Hours	100s					Min	Hours	100s					Min
						25						Hours	100s					Min	Hours	100s					Min
												Hours	100s		+	-		Min	Hours	100s			_		Min
												Hours	100s		\perp			Min	Hours	100s			_	_	Min
	1										1	Hours	100s					Min	Hours	100s					Min
		that the with Pos				ed ser	rvice in	P	ostmaster	r's Signatu	re	/	1			1	1		Date 8	30	08	Carrie		H	-

The rural carrier associate is in training on an auxiliary route. Training hours must be entered in both the Actual Wkly Work Hours block and the Training block. Route number A999 must be used for training hours

587.31 Newly Appointed Rural Carrier Associate

A newly appointed rural carrier associate (RCA) will be paid the higher of the two rates (evaluated versus actual hours) for each week for the first five pay periods of employment. The payroll system will automatically determine the greater of the two payments for each week. This change was effective in PP 25-2007.

587.32 Route Not Served in Past Twelve Months

When it has been determined that a Substitute, RCA or RCR has not served a particular route in the past twelve (12) months, the carrier will be paid the greater of the actual hours worked or the evaluation of the route for that day.

The local office must determine if the actual hours worked is greater than the daily evaluated hours of the route. To determine the daily evaluation of the route, complete the appropriate calculation as follows:

A and H routes – divide the weekly evaluated hours by 6

J route - divide the weekly evaluated hours by 5.5

K route – divide the weekly evaluated hours by 5

If the actual hours worked is greater than the daily evaluated hours of the route, the evaluated hours are entered on the PS Form 1314, for the route served. Enter the number of hours over the evaluated hours on PS Form 1314-A and route number A995 will be used to capture the additional time. (See Exhibits 587.32a and 587.32b.)

If the actual hours worked are less than the daily evaluated hours of the route, enter the work hours of PS Form 1314 only. No additional entries are necessary on PS Form 1314-A.

Exhibit 587.32a Route Not Served in Past Twelve Months

Name	of Assigned C	arrier						Fina	nce Num	ber				EIN	-	Des	Act	Route	No.			FLSA	08 Year	09
	Actual Weekly Hours	Sat.	Days A Mon.		Wed.		Fri.	Daily Over	/		uning urs		COP Hours	Limit			of Hours	Secon Trip	d R	oute ev.	GT Veh.	Miles Omit	Xmas A Work H	ssist
1	215		5	A				Hours	s 100s	Hou	rs 10	XOs		Hours		Hours	s 100s	Min	Γ					100s
2	4208							Hours)0s		Hours		Hours		Min	T				Hours	100s
NICK O	S Charles B	MALL STO	Contraction of the	52842960	Carlon and	and the last	Ser. S.	100.00		1 Informa							Week 2 In						1110010	
Des/A	ct Name of R	elief Carrie	r			E	IN		Actual Weekly	Hours	Tr	No EM		Second Trip	Whole N Dev +		Actual Weekly H	ours	Tr	No EM	EM	Second Trip	Whole I Dev +	
18	o Ke	.19	, –	7	23	45	27	89	17 Hours	61 100s	2			Min			Hours	100s				Min		
		Q							Hours	100s				Min			Hours	100s				Min		
									Hours	100s				Min			Hours	100s				Min		
									Hours	100s				Min			Hours	100s				Min		
									Hours	100s				Min			Hours	100s				Min		
									Hours	100s				Min				100s				Min		
	s certifies tha ompliance wi				d service	Post	master's	Signatu	°°∠	2	~			Date	4/2	2010	Carrier's In	itials	1			8127 Tir	ne (Min)	

Exhibit 587.32b Route Not Served in Past Twelve Months (continued)

	K	11	и,	-	7				0		34	5	a	34	15	678	9	78			99		P	0	309
_			Name		ned Carrie						Number Service		Train	-	EIN				:/Act - Whole H		Route No) .	FLSA Work	Yea	r PP
ΝK	Actual Weekly	Hours	Hours	Tr		GT	Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	Hou			Annual	Sick	Other			MiLv	Court Ly	/ Days		k Hours
1	Hours	8,2											Hours	100s	Min									Hour	s 100s
2	Hours	100s											Hours	100s	Min									Hour	s 100
1.670	Set 24 which	1004/275	Contraction of the	State, Volume	19 10 MAY	1219780830	Stargers .	APUNA 250	aker and	of services	- the state			Wee	k 1 Info		-	-				2 Informa			
)es//	Act		Name of	Relief Ca	rrier				EIN			Actual				ent Allowar		Second	Actual			ipment A			Second
	-	_							2			Weekly	Hours	Hou	rs Tr	Miles	GT	Trip	Weekly	Hours	Hours	Tr	Miles	GT	Inp
				-								Hours	100s					Min	Hours	100s				_	Min
												Hours	100s					Min	Hours	100s					Min
						_						Hours	100s					Min	Hours	100s					Min
_	\perp	13										Hours	100s	\vdash	\perp			Min	Hours	100s				_	Min
	1											Hours	100s				1	Min	Hours	100s		\square	-+		Min
		22										Hours	100s					Min	Hours	100s					Min
				ve carrie gulation:	r render s.	ed serv	vice in	P	ostmaster	's Signati	He	-	-			14		1	Date 46	25/2	8	Carrier's Initials	TK	_	

The rural carrier associate (RCA) worked on route J003, Monday and Tuesday, in week 1. The RCA has not worked the route in the past twelve (12) months. The route is a 46 hour route.

Calculate the daily evaluation of the route. $46 \div 5.5 = 8.36$ hours a day. The RCA's actual work hours for route J003 are 9.18 hours on Monday and 9.25 hours on Tuesday. The RCA is entitled to the greater of the actual hours for Monday only. On the PS Form 1314 for route J003, add 8.36 hours for

Monday and 9.25 hours for Tuesday and enter the total hours for the week. 17.61 hours will be the total time for week 1.

Prepare PS Form 1314-A with route number A995 and enter the difference of the actual work hours and the daily evaluated hours of the route from Monday (9.18 - 8.36 = .82). Enter 0082 on the PS Form 1314-A for week 1. No entries are to be made for EMA.

588 Steward Duty

588.1 Accumulating DACA Code Z time

Regular rural carriers accumulate time toward a day off (DACA code Z) when authorized to perform steward duty business on the same day as working on the route unless provided equivalent auxiliary assistance. The carrier will receive a day off, as scheduled by the Employer, when 8 or more hours are accumulated by entering DACA code Z on the rural certificate. A local record is kept to track the accumulated time. DACA code Z will not have any workhours.

588.2 **DACA Code Z**

Carriers authorized to work the entire day on union business are coded a DACA code Z for the day. Enter the hours worked on steward duty in the Actual Wkly Work Hours block.

589 Death

589.1 Notifying the Eagan Accounting Service Center

Notify the Eagan Accounting Service Center (ASC) as soon as possible when an employee dies, giving the employee's name and Social Security number. Make sure that a check is not issued for a deceased employee. If a check is issued, it must be returned to the Eagan Management Support Service Center (MSSC), Attn: Disbursing.

589.2 Preparing PS Form 1314, Regular Rural Time Certificate

Prepare PS Form 1314 as follows:

- a. Prepare a duplicate PS Form 1314, copying the indicative data from the deceased carrier's PS Form 1314. Show Leave Without Pay (LWOP) in the Days Assigned Carrier Absent (DACA) block, and enter the replacement carrier's information. A substitute replacement carrier may be needed to crossfoot the card if the regular carrier performed service during the pay period (see <u>Exhibit 589.2a</u>).
- b. On the deceased carrier's original PS Form 1314, enter the proper information and submit it as an adjustment to the Eagan Accounting Service Center (ASC). For example, a regular carrier worked every day and died at 12:05 a.m., Thursday, week 2 of the pay period. He was scheduled to work and is entitled to be paid for the day. An O (Other Leave) is entered in the block for Thursday of week 2 (see Exhibit 589.2b).
- c. c. Prepare PS Form 2240-R (see Exhibit 589.2c).

Name	of Assign	ed Carrie			-				Fina	nce Num				1.51.5	800	Sec. St.	Des/	Act		ite No.	5.0		FLSA	Year	PP
	Actual Weekly H	lours	Sat.	Days As Mon.	signed C: Tue.	Wed.		Fri.	Daily Over	time	Trait			Hour		Hours	Relie	f Hours	Sec		toute bev.	GT Veh.	Miles Omit	Xmas A Work H	
1	Hours	100s	L	L	L	L	L	L	Hour	100	Hour	10	Os		Hours	a 100s	Hours	100	Min					Hours	100s
2	Hours	100s	L	L	L	L	L	L	Hour				05	1 80	Hours	100s	Hours							Hours	100s
1950	States and	of Relief	A MARKEN	1.240,010	100-100		E	and the second		Week	1 Informati		No		Second	Whole M	Alles	Week Actual	2 Informat	T	No		Second	Whole	Miles
Des/A	ct Name	of Relief	Carrier			-	E		_	Weekh	Hours	Tr	No	EM	Trip	Dev +	Omit -	Weekh	Hours	Tr	EM	EM	Trip	Dev +	
180	LC	shi	nso	nW	1	85	398	376	5	Hours	100s				Min			10	54	2			Min		
	Re	pla	aler	nen	r	99	9-9	9-9	99	Hours	100s	6			Min		24	Hours	100s	4			Min		
		•			-					Hours	100s			1	Min			Hours	100s	_			Min		
	-								1	Hours	100s				Min	-		Hours	100s	-		_	Min		
				-						Hours	100s				Min			Hours	100s				Min		_
		1.3	-	S		1	1,000		1	Hours	100s				Min	1		Hours	100s				Min		
	certifies		e above oostal re			d service	Post	master's S	Signatu	re	~	~			Date	101	20	Carrier	s initials				8127 Tin	ne (Min)	

Exhibit 589.2a Duplicate PS Form 1314 (Deceased Carrier)

Exhibit 589.2b Original PS Form 1314 (Deceased Carrier)

Nam	WATERS e of Assigned Carrie	DL						3-6		+			000 EIN	00	Des	10 Act		HO te No.	0.5		B	08 Year	PP
	Actual Weekly Hours	D	lays Assigned Ca ton. Tue.			Fri.	Daily Over	/ rtime	Train Hour			COP Hours	Limit Duty		Relie	of Hours	Sec Trip		Route Dev.	GT Veh.	Miles Omit	Xmas A Work H	
1	3895	4.1					Hours	s 100s	Hours	To	N0s		Hours	s 100s	Hour	100	s/ Min	. 1				Hours	1005
2	3240 Hours 100s				0	L	Hour	s 100s	Hours	10	e Nos	C		201	Hours	7.		1	08	\$		Hours	100s
1000	Culture Contaction	2210000	C. Ind Color Barry	1000	and an and	6558.0	100.002		Informatio	on							2 Informati	on					
Des/A	Act Name of Relief	Carrier	90 18 - 19 1		E	IN		Actual Weekty	Hours	Tr	No EM		Second Trip	Whole N Dev +	files Omit -	Actual	v Hours	Tr	No EM	EM	Second Trip	Whole I Dev +	
80	John	5M	M	85	39	87	65	Hours	100s				Min			Hours	54 100s	2			Min Min		
								Hours	100s				Min			Hours	100s	_			Min		
_								Hours	100s				Min		. 10	Hours	100s	-		_	Min		
				10				Hours	100s				Min			Hours	100s				Min		
							24	Hours	100s				Min			Hours	100s				Min		
This	s certifies that the compliance with p			service	Postr	master's	Signatu	e	~				Date	101	~~	Carrier	s Initials				8127 Tin	ne (Min)	

Exhibit 589.2c PS Form 2240-R, Rural Pay or Leave Adjustment Request for PS Form 1314 (Deceased Carrier)

	INITED STA OSTΔL SER	ATES RVICE®		Rı	ural Pay	/ or Le	ave	A	dju fo	stn or P	nen S F	t R	equ n 1	iest 314	Date	• 7(23	10	8	
	CTIONS: Entr gits of the SSM							e pay	or lea	ave is	to be	adjus	ted. F	or cros	s-foot	t purp	oses,	ente	r only	the
Wa	ters	Assigned Carrier			33- (0767	27	31- Soci	98	- 0	002		71	0	Hod	25	D D	08	15	5
	dy Hours Sat	Days Assigne		nt hurs. Fri.	Daily Overtime	Training Hours	COP Hour		nited ity Hours	F	Relief Hou	rs 1	Second rip	Route Dev.	GT Vehi	icle	Miles Omitte	d	Xmas As Work Ho	
1 Hours	100s														-			_		
2 Hours	100s						v		formation						We	eek 2 Infe				
Des/Act	Name of Relief	Carrier	s	Social Security	y Number	Actual Weekly Hours	Tr.	NO EM	ЕМ	Second Trip	Whole Dev.	Miles Omit	Actual Weekly	Hours	Tr.	NO EM		Second Trip	Whole Dev.	Miles Omit
						Hours 100s				1			Hours	100s						
					(Hours 100s			7	1.	<u>_</u>	\sim	Hours	100s						
		1	200	000	se d	Hours 19	L		7	μ	//	$\mathcal{O}_{\mathcal{O}}$	Hours	100s						
		\sim	<i>f</i> CC			Hours 100s							Hours	100s	_					
						Hours 100s						_	Hours	100s			-			
						Hours 100s		_					Hours	100s						
						Hours 100s							Hours	100s						
Remarks ((Required)					Hours 100s							Hours	100s						
Issuing Of	fice Mailing A	ddress					Empl	oyee'	's Sigr	nature	and I	Date			/					
		1	_				Autho	orizer'	s Prin	ted N	ame	1								
	~		~	-			Autho	orizer's	s Tele	phone				e area) -				
Processed	(PP/Year)	Adj./Reas	son Code		Processed B	y	Autho	c .	s Sigr	2) nature	and		- 3	00	0					
		-																		
	ncy Salary A																			
Name	JIECK SUDSI	antially Les	SSN	vel Amo	buni Due – l	-xciudes E	DES			PP		Y			Amo	unt o	f Adva	ance	for PP	
I authorize check or ir	ertify that I ha the USPS® the calculati t, or subsequ	o recover th on of the sal	is amour lary checl	t upon ref	eceipt of the flects the app	missing ropriate	Issuir	ng Uni	it Nun	nber (10 dig	iits)								
	Signature an						Date	of Iss	ue											-
PS Form 2	2240-R, Feb	ruary 2006	(7530-02	-000-740)7) (Page 1 o	f 2)											-			

590 Adjustments

591 **Overview**

591.1 Pay Adjustment Criteria

If it appears necessary to make a pay adjustment to adjust an employee's workhours, leave hours, equipment maintenance allowance (EMA), or deductions that have been incorrectly input into the payroll system, make a preliminary review to determine the reason for the adjustment. The review includes:

- a. Checking PS Form 1314, *Regular Rural Carrier Time Certificate*, and PS Form 1314-A, *Auxiliary Rural Carrier Time Certificate*, and related documents for errors or omitted entries.
- b. Comparing the appropriate segment on the employee's earnings statement with related information on PS Forms 1314 and 1314-A.
- Determining if the adjustment is related to a document processed outside the timekeeping system, such as delivery forms (PS Forms 4003 and 4241), personnel action, health benefits, union dues, savings bond, or other similar forms.

591.2 Methods for Pay Adjustments

When an adjustment is necessary, it must be handled by one of two methods:

- a. Refer incorrect route data from processing PS Forms 4003 or 4241 to the Delivery Services section for corrective action. When these forms are processed correctly, the regular assigned carrier and all replacement carriers will be retroactively adjusted from the effective date of the document.
- b. If the adjustment is necessary because of incorrect submission of data on PS Forms 1314 or 1314-A, late personnel actions, health benefits, etc., then the adjustment clerk must prepare and submit a properly approved PS Form 2240-R, *Rural Pay or Leave Adjustment Request*.

⁵⁹² Preparing and Submitting PS Form 2240-R, Rural Pay or Leave Adjustment Request

592.1 Preparation

592.11 Corrected Data

For all types of adjustments, enter the indicative data of the assigned carrier on PS Form 2240-R. Enter the corrected data and complete all other segments as originally submitted on PS Forms 1314 or 1314-A (see Exhibits <u>592.11a</u>, <u>592.11b</u>, and <u>592.11c</u>). Attach a copy of the employee's PS Form 1223-A, *Earnings Statement*, or PS Form 1223-B, *Earning Statement* — *Net to Bank*, if available.

Exhibit 592.11a Original PS Form 1314

Nam	e of Assigned C	arrier	S						-	nce Num	496	-		- 15	000 EIN	00	Des	710 Act	Route				B	08 Year	16 PP
	Actual Weekly Hours			Days Assign Mon. Tu		wed.		Fri.	Daily Over	/ rtime	Train Hou			COP Hours	Limit Duty		Reli	of Hours	Seco Trip	nd F	toute lev.	GT Veh.	Miles Omit	Xmas A Work H	
1	359 g	1	<						Hour	s 100s	Hour	10)0s		Hours	s 100s	Hour	s 100s	Min					Hours	100s
2	36 5 Hours 100	B 1	5						Hour				XOs		Hours	s 100s	Hours		Min		1			Hours	100s
1005	State Street State		Children of	A DOM	Sectors.	and the second	and section	Sec. 2	100.00		1 Informati	n			Second			Week 2 I	nformatio	n			Conned		
Des//	ct Name of F	elief Ca	nier				E	IN		Actual Weekh	Hours	Tr	NO EM	EM	Trip	Whole M Dev +	iles Omit -	Actual Weekly H	lours	Tr	No EM	EM	Second Trip	Whole I	Miles Omit
80	o Mil	es	ł	1		070	00	00	0	07 Hours	50 100s	1			Min			070	7.8 7.05	l			Min		
_			_		_					Hours	100s				Min		1.5	Hours	100s				Min		
										Hours	100s				Min			Hours	100s				Min		
										Hours	100s				Min			Hours	100s				Min		
										Hours	100s				Min			Hours	100s				Min		
										Hours	100s				Min				100s				Min		
	s certifies that ompliance w				dered	service	Post	master's	Signatu	re)	-	-			Date	Ich	80	Carrier's Ir	SN	1			8127 Tin	ne (Min)	

Exhibit 592.11b Original PS Form 1314-A

r	IAK	DNE								3-49	Number		03	000	000	<u> </u>			80		005 Route No		P	08 Year	
	Actual		Name		ed Carrie		ce				Service		Train	ing	Second	-			- W/ho/e I		Koute N	.	Work		
ĸ	Weekly	Hours	Hours	Tr				Mon.	Tue.	-Wed.	Thur.	- Fri	Hou		Trip	Annual	Sick	Other	COP	Donate	Milly	Court Ly	Days	Work	
1	23 Hours	04	13	5	100								Hours	100s	Min									Hours	100
2	24 Hours	50 1005	13	5	100								Hours	100s	Min									Hours	100
A. HAR	(Reality)	1213-119	Salar Salar	A State State State	Sand America	Par Sanda	Will Gazetters	WORK REAL	and a rest of the						k 1 Infor	mation nt Allowan						2 Informa			acond
es/A	ct		Name of	Relief Car	rrier				EIN			Actual Weekly	Hours	Hou				Second Trip	Actual Weekty	Hours	Hours		Miles		
5	60	a	ter	F L	3		130	00	000	00		03 Hours	ମ୍ବ୍ୟୁ	03	21	021		Min	Hours	100s				м	'n
8í		let:	500	F	2		09	230	000	00		Hours	100s					Min	04 Hours	0 8 100s	02	10	21	м	'n
						4					6.6	Hours	100s					Min	Hours	100s				м	n
	\perp	<u> </u>								_		Hours	100s		+	-		Min	Hours	100s			-+	м	'n
	\perp	1.										Hours	100s		-	-		Min	Hours	100s			_	м	in
					6. A.	A.C.	10				1	Hours	100s			-		Min	Hours	100s				Mi	n
				e carrie	r rendere s.	ed ser	vice in	P	ostmaster	's Signati	ure	_	-	_		_			Date	180	108	Carrier's Initials	G	m	

Exhibit 592.11c PS Form 2240-R, *Rural Pay or Leave Adjustment Request for PS Form 1314*

MARKIN ST		0124	196	84	96	81	196	710	Ko	03	В	08	10
VK Actual Days Assigned WK Weekly Hours Sat Mon. Tues.	Carrier Absent		Number Training Hours	COP Hours	Limited	tification	Number Relief Hours	Des. Second Ro Trip De	Route I	to. 3T /ehicle	FLSA Miles Omitte		PP Xmas Ass Work Hou
1 35 92 K Hours 1005 K 2 36 58 K					- Duty re					- Chicage	Omitte		WORK HOU
s/Act Name of Relief Carrier	Employee Ider	tification Number	Actual Weekty Hours	W Tr.	NO EM	1 Passa	nd Whole Miles Dev. Omi		Tr.	Week 2 In NO EM	EM	Second	Whole M
80 Miles N	77117	-257	07 50 Hours 100s	1	L.W	- Inp	July On	07 92 Hours 10		- Cm		11.9	Liev,
			Hours 100s					Hours 10	a la				
			Hours 100s					Hours 10)s				
			Hours 100s					Hours 10	ls				
			Hours 100s				_	Hours 10	ls				
			Hours 100s					Hours 10	Is				
			Hours 100s					Hours 10	s				_
emarks (Required)			Hours 100s					Hours 10	15				
Vehi	cle.	nt e	FROR		l	Se	d	gove	FN	Me	nT	_	
vehi	cle.	in e	FROR	• •	l	Se	d	gove	LN	Me	nT		
vehi	.2 : 	in e	FROR	Emple	oyee's S	ignatu	re and Date	8					
vehi	.2 ; 	in e		Emple	oyee's S	ignatu Mì	re and Date	2					
vehi	icle.	in e		Emple	oyee's S	ignatu Mì	re and Date	2					
vehi	ce.	in e		Emple N Autho	byee's S h rizer's F	rinted	re and Date HCS Name Mithone Number	SON (Include al	8/1	5 /e)			
vehi	cle.	e e		Emple N Autho	byee's S h rizer's F	rinted	re and Date HCS Name Mithone Number	SON	8/1	5 /e)			
suing Office Mailing Address	cle.	Processed B		Emple N Autho	rizer's F	rinted Selepho	re and Date $\mathbb{R} \leq \mathbb{N}$ Name $\mathbb{A} \setminus \mathbb{H}$ ne Number $\mathbb{P} \subset \mathbb{C}$ re and Date	SON (Include au 8 - C	8/1	5			
Suing Office Mailing Address	cle.			Emple N Autho	rizer's F	rinted Selepho	re and Date $\mathbb{R} \leq \mathbb{N}$ Name $\mathbb{A} \setminus \mathbb{H}$ ne Number $\mathbb{P} \subset \mathbb{C}$ re and Date	SON (Include al 8 - C	8/1	5			
suing Office Mailing Address	on Code	Processed B and Receipt	y - AIC 554	Emplo N Autho (Autho Autho	rizer's F	rinted Selepho	re and Date $\mathbb{R} \leq \mathbb{N}$ Name $\mathbb{A} \setminus \mathbb{H}$ ne Number $\mathbb{P} \subset \mathbb{C}$ re and Date	SON (Include au 8 - C	8/1	5			•
suing Office Mailing Address	on Code	Processed B and Receipt	y – AIC 554 Excludes b	Emplo N Autho (Autho Autho	rizer's F	rinted Selepho	re and Date MS Mame Mi M	SON (Include au 8 - C	8 I 9 0 C 5 D	5	0 8	3	for PP
suing Office Mailing Address	on Code thorization <i>Than Net A</i> Employee Id is alary advance s rocheck than	Processed B and Receipt mount Due – entification Nu receipt of the effects the ap-	y - AIC 554 <i>Excludes I</i> mber I amount. missing roopriate	Emple N Autho (Autho Autho Only EMA) DES	rizer's F	ignatu Mil Selepho S J J PP	re and Date MS Mame Mi M	SON (Include au 8- C	8 I 9 0 C 5 D	5	0 8	3	for PP

Exhibit 592.11d PS Form 2240-RA, Rural Pay or Leave Adjustment Request for PS Form 1314-A

Rural Pay or Leave Adjustment Request for PS Form 1314-A UNITED STATES POSTAL SERVICE . 15 08 MARODey, J 534968 16496859 780 A005 P 08 16 Des/Act pp Equipment Allowance Hours Tr Miles GT Sat. Mon. Mil Ly Court Ly Days 04 13 5 100 28 1 N 24 50 13 5 100 2 N 100s Des/Act Actual Actual Weekly Hours entAllowance Secon Miles GT Trip Hours Hours Tr Miles 03 77214982 750 CARter, B 021 02 08 02 NelSON, R 924 04 780 741 2 1 02 Hours 100s Hours 100s 100s Hours 100s 1004 Hours 100s 100 Hours 100s Remarks (Required) Actual hours for MARoney incorrect for week 1. Should be 2804. Issuing Office Mailing Address Employee's Signature and Date 8/15/08 J. MALONEY Authorizer's Printed Name Authorizer's Telephone Number (Include area code) (202) 268-0000 Authorizer's Signature and Date Processed (PP/Year) Adj./Reason Code Processed By C. Smithson Emergency Salary Advance Authorization and Receipt – AIC 554 Only (Salary Check Substantially Less Than Net Amount Due – Excludes EMA) Name Employee Identification Number DES PP Amount of Advance for PF I hereby certify that I have received a salary advance of the stated amount. I authorize the USPS® to recover this amount upon receipt of the missing check or in the calculation of the salary check that reflects the appropriate adjustment, or subsequent salary checks, as required, to salisfy this debt. Issuing Unit Number (10-digits) Employee Signature and Date Date of Issue PS Form 2240-RA, December 2008 (Page 1 of 2) (7530-08-000-4046) (See Privacy Act Statement on Reverse)

592.12 Outside the Timekeeping System

If the adjustment is related to forms outside the timekeeping system, such as late personnel actions, union dues, savings bonds, etc., only the indicative data must be completed with a description of the problem in the remarks section. Attach a copy of the form that was in error.

592.13 Signatures Required

PS Form 2240-R must be signed by the employee and the employee's supervisor. In the event the carrier is unavailable to sign the form, the supervisor or clerk who notifies the employee of the adjustment may sign his/ her name in the employee's block.

592.2 Submission

Forward all adjustment requests to the imaging center.