

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

Name of Assigned Carrier		Days Assigned Carrier Absent							Finance Number		EIN		Des/Act	Route No.		FLSA	Year	PP	
Actual Weekly Hours	Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Route Dev.	GT Veh.	Miles Omit	Xmas Assist Work Hours			
1	Hours	100s					Hours	100s	Hours	100s	Hours	100s	Hours	100s	Min			Hours	100s
2	Hours	100s					Hours	100s	Hours	100s	Hours	100s	Hours	100s	Min			Hours	100s
Des/Act		Name of Relief Carrier		EIN		Week 1 Information				Week 2 Information				Second Trip		Whole Miles			
Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev +	Omit -	Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev +	Omit -	Second Trip	Whole Miles Dev +	Omit -			
Hours	100s			Min			Hours	100s			Min			Min					
Hours	100s			Min			Hours	100s			Min			Min					
Hours	100s			Min			Hours	100s			Min			Min					
Hours	100s			Min			Hours	100s			Min			Min					
Hours	100s			Min			Hours	100s			Min			Min					
Hours	100s			Min			Hours	100s			Min			Min					
This certifies that the above carrier rendered service in compliance with postal regulations.		Postmaster's Signature				Date		Carrier's Initials		8127 Time (Min)									

PS Form 1314, October 2008 (Page 1 of 2) (7530-01-014-6844)

United States Postal Service **Regular Rural Carrier Time Certificate**

Identify all Absences with the Following Codes:

- | | | |
|---|---|--|
| A - Annual Leave | N - Military LWOP | 2 - HQ Authorized Administrative Leave |
| B - Holiday (Work Hours Other Than Rural) | O - Other Leave * | 3 - 50% Relief Day Worked |
| C - Cont. of Pay | P - Work Hours Other Than Rural | 4 - Day of Reflection |
| D - Donated Leave | R - Relief Day Worked | 5 - 150% Relief Day Worked |
| E - Limited Duty | S - Sick Leave | 6 - Court Leave |
| F - QWL/EI | T - Training | |
| G - QWL/EI X Day | U - AWOL | |
| H - Holiday Leave | V - Holiday Work | |
| J - 11-Day Route | W - IOD/LWOP | |
| K - 10-Day Route | X - Relief Day Taken (Previous "R" or "3") ** | |
| L - Leave w/o Pay | Y - Relief Day Work Hrs Other Than Rural | |
| M - Military Leave | Z - Steward Duty | |

* When "Other Leave" is recorded, a reason must be given. Explanation:

**Relief day taken for working previous "R" or "3" day. Does not apply to substitute rural carriers (Des 72), or rural carrier associates (Des 74), or newly appointed regular rural carriers with FLSA code of "A".

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

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

PS Form 1314-A, Auxiliary Rural Carrier Time Certificate

		Name of Assigned Carrier										Finance Number					EIN				Des/Act				Route Number				FLSA	Year	PP
WK	Actual Weekly Hours	Equipment Allowance					N - No Service					Training Hours	Second Trip	Leave - Whole Hours				Work Days	Xmas Assist	Work Hours											
		Hours	Tr	Miles	GT	Sat	Mon	Tue	Wed	Thur	Fri			Annual	Sick	Other	COP				Donate	Mil Lv	Court Lv								
1	Hours 100s												Hours 100s	Min												Hours 100s					
2	Hours 100s												Hours 100s	Min												Hours 100s					
		Name of Relief Carrier										EIN					Week 1 Information				Week 2 Information										
Des/Act	Actual Weekly Hours	Equipment Allowance					Second Trip	Actual Weekly Hours				Equipment Allowance					Second Trip														
		Hours	Tr	Miles	GT	Hours		Tr	Miles	GT	Hours	Tr	Miles	GT																	
	Hours 100s							Hours 100s	Min					Hours 100s					Hours 100s					Min							
	Hours 100s							Hours 100s	Min					Hours 100s					Hours 100s					Min							
	Hours 100s							Hours 100s	Min					Hours 100s					Hours 100s					Min							
	Hours 100s							Hours 100s	Min					Hours 100s					Hours 100s					Min							
	Hours 100s							Hours 100s	Min					Hours 100s					Hours 100s					Min							
This certifies that the above carrier rendered service in compliance with Postal Service™ regulations.										Postmaster's Signature										Date				Carrier's Initials							

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


Name of Assigned Carrier		Finance Number		Social Security Number		Des/Act	Route No.	Year	PP
		Week 1		Week 2		Week 1		Week 2	
FMLA AL Hours		Hours	100s	Hours	100s	FMLA SL Hours		Hours	100s
FMLA LWOP Hours		Hours	100s	Hours	100s	FMLA SL Dependent Care		Hours	100s
Non-FMLA SL Dependent Care		Hours	100s	Hours	100s	FMLA Replacement Carrier Unavailable		Hours	100s
FMLA COP Hours		Hours	100s	Hours	100s	FMLA IOD/OWCP Hours		Hours	100s
Postmaster's Signature					Date			Carrier's Initials	

PS Form **1314-F**, June 1999 **Rural Carrier FMLA Certificate**

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

Exhibit 520e

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

		Rural Pay or Leave Adjustment Request for PS Form 1314												Date _____								
		INSTRUCTIONS: Enter the full Social Security Number (SSN) of any carrier whose pay or leave is to be adjusted. For cross-foot purposes, enter only the last 4 digits of the SSN of those carriers whose pay or leave is not to be adjusted.																				
		Name of Assigned Carrier					Finance Number		Social Security Number				Des.	Route No.	FLSA	Year	PP					
WK	Actual Weekly Hours	Sat	Mon	Tues	Wed	Thurs	Fri	Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Route Dev.	GT Vehicle	Miles Omitted	Xmas Assist Work Hours					
1	Hours 100s																					
2	Hours 100s																					
		Week 1 Information										Week 2 Information										
Des/Act	Name of Relief Carrier	Social Security Number						Actual Weekly Hours	Tr.	NO EM	EM	Second Trip	Whole Miles Dev.	Omit	Actual Weekly Hours	Tr.	NO EM	EM	Second Trip	Whole Miles Dev.	Omit	
								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							
								Hours 100s							Hours 100s							
Remarks (Required)																						
Issuing Office Mailing Address										Employee's Signature and Date												
										Authorizer's Printed Name												
										Authorizer's Telephone Number (Include area code)												
Processed (PP/Year)			Adj./Reason Code			Processed By			Authorizer's Signature and Date													
Emergency Salary Advance Authorization and Receipt – AIC 554 Only <i>(Salary Check Substantially Less Than Net Amount Due – Excludes EMA)</i>																						
Name				SSN				DES		PP		Yr		Amount of Advance for PP								
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 satisfy this debt.										Issuing Unit Number (10 digits)												
Employee Signature and Date										Date of Issue												
PS Form 2240-R, February 2006 (7530-02-000-7407) (Page 1 of 2)																						

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.

Exhibit 520h
PS Form 4003, Official Rural Route Description

U.S. Postal Service OFFICIAL RURAL ROUTE DESCRIPTION									
Postmaster will complete this part. See instructions for completion on reverse of Part 3.									
POST OFFICE		*New Base Hour (Standard Hour) Change Required							
State and ZIP+4 Code		Adjustment		Coll/Comp		Consolidation*			
		Convert to Reg.		Discontinued		New Route*			
		Extension		Locked Pouch		Detour*			
		Option Election		Parcel Locker		Seasonal Route*			
Remeasured		Vehicle Data		Hardship*					
Finance No.	Route No.	New Length		Converted to centralized boxes only			NDCBU	Parcel Locker	Option
				Weekly Dismounts	Weekly Dismount Distance	Converted Reg Boxes	Coll/Comp		
Locked Pouch		Weekly Dismounts	Weekly Dismount Distance	Regular Boxes	Centralized Boxes	Base Change	Vehicle Data		Effective Date
No.	Avg dly. wt.						EMA		
							Govt. Veh.		
Name of Carrier				Approved By			Date		
PS Form 4003, August 1993 (computerized)									
Line	Briefly describe the line of travel from the Post Office and return.				Miles	Line	Briefly describe the line of travel from the Post Office and return.		
1						49			
2						50			
3						51			
4						52			
5						53			
6						54			
7						55			
8						56			
9						57			
10						58			
11						59			
12						60			
13						61			
14						62			
15						63			
16						64			
17						65			
18						66			
19						67			
20						68			
21						69			
22						70			
23						71			
24						72			
25						73			
26						74			
27						75			
28						76			
29						77			
30						78			
31						79			
32						80			
33						81			
34						82			
35						83			
36						84			
37						85			
38						86			
39						87			
40						88			
41						89			
42						90			
43						91			
44						92			
45						93			
46						94			
47						95			
48						TOTAL OFFICIAL ROUTE MILEAGE			

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

DIS		U.S. Postal Service RURAL ROUTE EVALUATION										Effective		For PP			
Post Office, State and Zip+4 Code		Finance No.										DATE PROCESSED		DATE PROCESSED			
OFFICE TIME DATA		Date of Count															
Letters	Sector Segment Letters	Flats	Parcels	Boxholders	COD's Customs Due	Strapping	Stamps										
M.O. Applications	Collected Letters and Flats	Accountable Mail Signature Item	Accepted Parcels (ordinary/insured)	Postage Dues	Personal & Misc	IMD Scanner	Reserved										
Change of Address	Markups	3982 PARS Labels	Forms 3821 Completed	Return Receipts	Loading	Other Suitable	Withdrawing										
DPS Letters	DPS Flats	Parcels	Miles	Boxes	Dismount & Dist Allowance	Reload / Unload	Non-Signature Scans										
Accountable Mail Signature Item	COD's Customs Due	M.O. Applications	Parcels Accepted (ordinary/insured)	Reg & Cert Accepted	NDCBU Coll/comp & Parcel Locker	Locked Pouch Stops	Carrier Pickup Items (time)										
Time (in hours and minutes)		Volume Factor		Route Length (Miles)		Regular Boxes		Centralized Boxes		Total Boxes		Carrier Pickup Requests (time)					
Standards	Actual	Aux Assist															
Office																	
Route			Wait & Count	Vehicle Stops	Families Served	USPS Vehicle Used	Weekly Dismounts					Weekly Dismount Distance					
Total																	
Route No.	Name	Employee ID	Desig.	Step	Salary	FLSA	Eval Hours	E/M	Locked Pouch Monetary	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.

PS Form 4241-A, February 2009


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

	<h2 style="margin: 0;">Rural Carrier Supplemental Payment</h2>	
<p>Instructions</p> <p><u>Local Postmaster</u></p> <ol style="list-style-type: none"> 1. Complete this form for a Regular Rural Carrier (Designation 71) serving a regular route. <i>(Replacement carrier's time must be recorded on Form 1314-A, Auxiliary Rural Carrier Time Certificate.)</i> 2. Record the carrier's name, Social Security number, and finance number. <i>(Issuing office must complete return to block.)</i> 3. Record the date and the time in minutes. <i>(Do not enter any hours on form.)</i> 4. Indicate the pay period, year, and week. 5. The carrier, postmaster, and District MUST sign this form. 6. Record reason for payment in justification. If no reason is given, or the form is incomplete, it will be returned, unprocessed. 7. Submit form to District for approval by Operations Program Support. <p><u>District</u></p> <p>Confirm proper completion and suitability for payment, then complete signature block below.</p>		
Carrier Name <i>(Last, first, middle initial)</i>	Social Security Number	Finance Number
Date of Service _____	Pay Period/Year _____	
Time in Minutes _____ <i>(e.g. Record 1.58 hours as 95 minutes.)</i>	Week _____	
Pay period processed: _____	Initials: _____	
<p>Justification</p> 		
Return to: <i>(Issuing office must complete)</i>	Employee's Signature and Date	
	Postmaster's Signature and Date	
	District Approval - Operations Program Support and Date	
PS Form 8127 , July 1994		

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 [531.12a](#) and [b](#)).

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.

Exhibit 531.12a
PS Form 1314, Regular Rural Carrier Time Certificate

WILSON A		24-0145		E 34567890		710		H001		B 08 03											
Name of Assigned Carrier		Finance Number		EIN		Des/Act		Route No.		FLSA Year PP											
Actual Weekly Hours	Days Assigned Carrier Absent				Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Route Dev	GT Veh	Miles Omit	Xmas Assist Work Hours							
1 3500	Sat	Mon	Tue	Wed	Thur	Fri	Hours 100s	Hours 100s	Hours 100s	Hours 100s	Min			Hours 100s							
Hours 100s																					
2 3808				A			Hours 100s	Hours 100s	Hours 100s	Hours 100s	Min			Hours 100s							
Hours 100s																					
Des/Act		Name of Relief Carrier		EIN		Actual Weekly Hours		Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit -		Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit -		
			70-1 Murphy J		01245679	Hours 100s								0810							
						Hours 100s								Hours 100s							
						Hours 100s								Hours 100s							
						Hours 100s								Hours 100s							
						Hours 100s								Hours 100s							
						Hours 100s								Hours 100s							
This certifies that the above carrier rendered service in compliance with postal regulations.		Postmaster's Signature		Date		Carrier's Initials		8127 Time (Min)													
				02/2/08		AW															
PS Form 1314, October 2008 (Page 1 of 2) (7530-01-014-6844)		United States Postal Service Regular Rural Carrier Time Certificate																			

Exhibit 531.12b
PS Form 1314-A, Auxiliary Rural Carrier Time Certificate

Murphy J		24-0145		01245679		70-1		3006		P 08 03										
Name of Assigned Carrier		Finance Number		EIN		Des/Act		Route No.		FLSA Year PP										
Wk	Actual Weekly Hours	Equipment Allowance				N - No Service		Training Hours	Second Trip	Leave - Whole Hours		Work Days	Xmas Assist Work Hours							
1	Hours 100s	Hours	Tr	Miles	GT	Sat	Mon	Tue	Wed	Thur	Fri		Hours 100s							
2	0200												0							
Hours 100s													Hours 100s							
Des/Act		Name of Relief Carrier		EIN		Actual Weekly Hours		Tr	No EM	EM	Second Trip	Equipment Allowance		Actual Weekly Hours	Tr	No EM	EM	Second Trip	Equipment Allowance	
						Hours 100s								Hours 100s						
						Hours 100s								Hours 100s						
						Hours 100s								Hours 100s						
						Hours 100s								Hours 100s						
						Hours 100s								Hours 100s						
						Hours 100s								Hours 100s						
This certifies that the above carrier rendered service in compliance with postal regulations.		Postmaster's Signature		Date		Carrier's Initials		8127 Time (Min)												
				02/2/08		JM														
PS Form 1314-A, October 2008 PSN 7530-01-000-9282 (Page 1 of 2)		United States Postal Service Auxiliary Rural Carrier Time Certificate																		

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 [532a](#) and [532c](#) 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 [532b](#) and [532d](#), respectively.

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

Name of Assigned Carrier		Days Assigned Carrier Absent					Finance Number		EIN		Des/Act		Route No.		FLSA		Year		PP		
Actual Weekly Hours	Hours	Sat	Mon	Tue	Wed	Thur	Fri	Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Route Dev.	GT Veh.	Miles Omit	Xmas Assist	Work Hours	Hours	100s	
																					1
2	XX	XX						XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX

Des/Act		Name of Relief Carrier		EIN		Week 1 Information				Week 2 Information					
Actual Weekly Hours	Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev +	Whole Miles Omit -	Actual Weekly Hours	Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev +	Whole Miles Omit -

This certifies that the above carrier rendered service in compliance with postal regulations.

Postmaster's Signature: _____ Date: _____ Carrier's Initials: **XX** 8127 Time (Min): **XX**

PS Form 1314, October 2008 (Page 1 of 2) (7530-01-014-6844) United States Postal Service Regular Rural Carrier Time Certificate

Exhibit 532b
PS Form 1314 with Data Filled In

Name of Assigned Carrier		Days Assigned Carrier Absent					Finance Number		EIN		Des/Act		Route No.		FLSA		Year		PP		
Actual Weekly Hours	Hours	Sat	Mon	Tue	Wed	Thur	Fri	Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Route Dev.	GT Veh.	Miles Omit	Xmas Assist	Work Hours	Hours	100s	
																					1
2	3894	K																			

Des/Act		Name of Relief Carrier		EIN		Week 1 Information				Week 2 Information					
Actual Weekly Hours	Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev +	Whole Miles Omit -	Actual Weekly Hours	Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev +	Whole Miles Omit -
760	Black LT		54211234	0941	1										

This certifies that the above carrier rendered service in compliance with postal regulations.

Postmaster's Signature: _____ Date: **2/16/08** Carrier's Initials: **CF** 8127 Time (Min): **10**

PS Form 1314, October 2008 (Page 1 of 2) (7530-01-014-6844) United States Postal Service Regular Rural Carrier Time Certificate

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

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

Name of Assigned Carrier		Finance Number										EIN		Des/Act										Route No.		FLSA	Year	PP					
WK	Actual Weekly Hours	Equipment Allowance					N - No Service					Training Hours	Second Trip	Leave - Whole Hours					Work Days	Xmas Assist	Work Hours	Xmas Assist	Work Hours										
		Hours	Tr	Miles	GT	Sat	Mon	Tue	Wed	Thur	Fri			Annual	Sick	Other	COP	Donato						Mil Lv	Court Lv								
1	XXXX	XX	X	XXX	X							XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
2	XX	XX	X	XX	Y							XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	
Des/Act		Name of Relief Carrier										EIN		Week 1 Information					Week 2 Information					Second Trip									
														Actual Weekly Hours					Actual Weekly Hours														
														Hours	Tr	Miles	GT	Second Trip	Hours	Tr	Miles	GT	Second 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										
This certifies that the above carrier rendered service in compliance with Postal regulations.															Postmaster's Signature										Date		Carrier's Initials						
PS Form 1314-A, October 2008 PSN 7530-01-000-9282 (Page 1 of 2)															United States Postal Service										Auxiliary Rural Carrier Time Certificate								

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

Name of Assigned Carrier		Finance Number										EIN		Des/Act										Route No.		FLSA	Year	PP				
WK	Actual Weekly Hours	Equipment Allowance					N - No Service					Training Hours	Second Trip	Leave - Whole Hours					Work Days	Xmas Assist	Work Hours	Xmas Assist	Work Hours									
		Hours	Tr	Miles	GT	Sat	Mon	Tue	Wed	Thur	Fri			Annual	Sick	Other	COP	Donato						Mil Lv	Court Lv							
1	1254	06	6	120																												
2	1008	05	5	100		N																										
Des/Act		Name of Relief Carrier										EIN		Week 1 Information					Week 2 Information					Second Trip								
														Actual Weekly Hours					Actual Weekly Hours													
														Hours	Tr	Miles	GT	Second Trip	Hours	Tr	Miles	GT	Second 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									
														Hours	100s			Min	Hours	100s			Min									
This certifies that the above carrier rendered service in compliance with Postal regulations.															Postmaster's Signature										Date		Carrier's Initials					
PS Form 1314-A, October 2008 PSN 7530-01-000-9282 (Page 1 of 2)															United States Postal Service										Auxiliary Rural Carrier Time Certificate							

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):

- 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):

- a. Regular rural carriers assigned to evaluated routes having 35 or more standard hours or mileage routes having 31 or more paid miles per week.
- b. 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.

542 Guarantee — Evaluated Compensation Schedule

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 salary. Routes evaluated over 40 when out of season will be 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

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 [Exhibit 545a](#)). [Exhibit 545b](#) 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

Exhibit 546
FLSA Code Guide

Rural Carrier Salary and Overtime		Commitment Signed	Salary = RSC B Overtime = 150% RSC B Rate	Salary = Evaluation Overtime = FLSA Reg Hry Rate	Salary = Eval OT = 50% Reg Wkly Rate Wkly OT-Over 40	Salary = under 40.01 (Evaluation)				Salary = Evaluation at contractual hourly rate if under 40.01 hrs										
Route Criteria	Carrier On Rolls at the Beginning Guar Year					A	B	N	L	P	72	73	76	77	P	74	75	78	79	70
Mileage Routes																				
Under 31 miles	N/A	N/A	71	72	71	72	71	72	73	76	77	72	73	76	77	74	75	78	79	70
Over 30 miles	yes	N/A			x				x	x										
Over 30 miles	no	yes			x				x	x										
Over 30 miles	no	no	x						x	x										
Evaluated Routes																				
Under 35 hours	N/A	N/A							x	x										
35 hrs or over	yes	N/A			x				x	x										
35 hrs or over	no	yes			x				x	x										
35 hrs or over	no	no	x						x	x										
Aux Service	N/A	N/A																		
RCA, RCR, TRC	N/A	N/A														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 terminate the guarantee at the end of the guarantee period. These employees will be converted automatically to FLSA Code B at the beginning of the next guarantee period.

FLSA Code B
1. Newly appointed regular rural carriers (Des. 71) and substitute rural carriers (Des. 72) who agree in writing to terminate the guarantee at the end of the guarantee period.
2. All regular rural carriers (Des. 71) and substitute rural carriers (Des. 72) who were on the rolls at the beginning of the guarantee period assigned to mileage routes over 31 miles or to evaluated routes having 35 hours or more.

FLSA Code N
Regular rural carriers assigned to routes with less than 35 evaluated hours or 31 miles.

FLSA Code L
1. Substitute rural carriers (Des. 72) assigned to routes having less than 35 evaluated hours.
2. Applies to all substitute (Des. 73) and part time flexible (Des. 76) rural carriers.

FLSA Code P
1. Auxiliary rural carriers (Des. 77) and rural carrier associates (Des. 79) performing service on auxiliary routes are compensated the evaluation of the route except during the XMAS period. If carrier goes over 40.00 hours in a week, the carrier is compensated at the RSC B hourly rate and 150% for all hours over 40.
2. Rural carrier relief (Des. 75), rural carrier associates (Des. 78) and Temporary Relief carriers (Des. 70) have hourly rate of compensation at RSC B without COLA. (Refer to section 566.5 and 566.6).
a. All actual hours of service reported on Form 1314-A (auxiliary assistance) are calculated at this rate. Actual hours reported in excess of 40.00 are paid at 150 percent of this rate.
b. Service performed on a regular rural route is reported on Form 1314. The compensation on a regular route is determined by the daily evaluated hours on the particular route times the above rate. Multiply this daily rate times the number of days service is performed in the week. Follow this same procedure when more than one route is serviced.
c. When total actual workhours of service in the week on all timecards exceed 40.00, then 2.b. above does not apply. The carrier is paid at the hourly rate for all hours worked and OT over 40.00.

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	To	Evaluated Hours and Minutes (Reported on PS Form 4241-A, Rural Route Evaluation)	Pay	Option
00:01	24:29	Blank	RCS	blank
24:30	25:29	RCS More than 25 hrs. HD Less than 25 hrs. HD	RCS H-25	blank
25:30	26:29	RCS More than 26 hrs. HD Less than 26 hrs. HD	RCS H-26	blank
26:30	27:29	RCS More than 27 hrs. HD Less than 27 hrs. HD	RCS H-27	blank
27:30	28:29	RCS More than 28 hrs. HD Less than 28 hrs. HD	RCS H-28	blank
28:30	29:29	RCS More than 29 hrs. HD Less than 29 hrs. HD	RCS H-29	blank
29:30	30:29	RCS More than 30 hrs. HD Less than 30 hrs. HD	RCS H-30	blank
30:30	31:29	RCS More than 31 hrs. HD Less than 31 hrs. HD	RCS H-31	blank
31:30	32:29	RCS More than 32 hrs. HD Less than 32 hrs. HD	RCS H-32	blank
32:30	33:29	RCS More than 33 hrs. HD Less than 33 hrs. HD	RCS H-33	blank
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 Less than 35 hrs. HD	RCS H-35	blank
35:30	36:29	RCS More than 36 hrs. HD Less than 36 hrs. HD	RCS H-36	blank
36:30	37:29	RCS More than 37 hrs. HD Less than 37 hrs. HD	RCS H-37	blank
37:30	38:29	RCS More than 38 hrs. HD Less than 38 hrs. HD	RCS H-38	blank
38:30	39:29	RCS More than 39 hrs. HD Less than 39 hrs. HD	RCS H-39	blank
39:30	40:29	RCS More than 40 hrs. HD Less than 40 hrs. HD	RCS H-40	blank
40:30	41:29	RCS More than 41 hrs. HD Less than 41 hrs. HD	RCS H-41	blank
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 Less than 43 hrs. HD	RCS H-43	blank

Exhibit 554 (page 2)
Regular Classification Chart

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

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

Exhibit 554 (page 3)

Auxiliary Classification Chart

From	To	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

Exhibit 554 (page 3)

Auxiliary Classification Chart

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

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

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 \div 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 \times 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.

563.12 **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 \div 312 \text{ days} = \157.5064 (evaluated daily rate)

$\$49,142 \div 2,496 \text{ hours} = \19.6883 (evaluated hourly rate)

Example: J Type Route

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

$\$50,982 \div 286 \text{ days} = \178.2587 (evaluated daily rate)

$\$50,982 \div 2,288 \text{ hours} = \22.2823 (evaluated hourly rate)

Example: K Type Route

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

$\$52,826 \div 260 \text{ days} = \203.1769 (evaluated daily rate)

$\$52,826 \div 2,080 \text{ 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 \div 1,136.60 = \8.5775 (regular FLSA hourly rate)

$\$8.5775 \times 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 \div 302 \text{ days} = \162.7219 (evaluated daily rate)

$\$49,142 \div 2,416 \text{ hours} = \20.3402 (evaluated hourly rate)

Example: J Type Route

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

$\$50,982 \div 276 \text{ days} = \184.7174 (evaluated daily rate)

$\$50,982 \div 2,208 \text{ hours} = \23.0897 (evaluated hourly rate)

Example: K Type Route

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

$\$52,826 \div 250 \text{ days} = \211.3040 (evaluated daily rate)

$\$52,826 \div 2,000 \text{ 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 and takes 8 minutes to load the vehicle. The regular route is 38 miles per day.

Computation of second trip time for the regular carrier:

$10 \text{ miles} \times 2 \text{ minutes} = 20 \text{ minutes} + 8 \text{ minutes loading time} = 28 \text{ minutes}$.

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

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 \times 6 \text{ days} = \637.94
 $\$637.94 \div 41.67 = \15.3093
 $\$15.3093 \times 50\% = \7.6547 (OT rate)
 $\$7.6547 \times 1.67$ (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 \text{ days} = \97.6225 (evaluated daily rate)
 $\$29,482 \div 2,416 \text{ hours} = \12.2028

Example: J Type Route

Base AR (46 hours) at step 12 = \$60,194
 $\$60,194 \div 276 \text{ days} = \218.0942 (evaluated daily rate)
 $\$60,194 \div 2,208 \text{ hours} = \27.2618 (evaluated hourly rate)

Example: K Type Route

Base AR (48 hours) at step 12 = \$63,885
 $\$63,885 \div 250 \text{ days} = \255.5400 (evaluated daily rate)
 $\$63,885 \div 2,000 \text{ 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 \div 2,000 \text{ hours} = \24.5815

$\$24.5815$ (Substitute Rate 40 hours)

Base AR (RSC B) at step 12 = \$49,142

$\$49,142 \div 2,080 \text{ hours} = \23.6260

$\$23.6260 \times 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 \div 2,000 \text{ hours} = \24.5815

\$24.5815 (auxiliary rate)

Base AR (RSC B) at step 12 = \$49,142

$\$49,142 \div 2,080 \text{ hours} = \23.6260

$\$23.6260 \times 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	K	9.20
41	H, M, or A	6.83
41	J	7.45
41	K	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 = 29.73

Actual 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 [566.52](#).

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 ÷ 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 = \$49,910
 Regular weekly compensation = \$959.81
 Annual rate RSC B, step 12 = \$49,142
 Annual hourly rate (\$49,142 ÷ 2,080) = \$23.63
 OT rate RSC B, step 12 = \$35.44
 Employee worked 39.76 hours in 5 days and 1 day of AL
 Weekly evaluated hours = 42 ÷ 6 = 6.83 evaluated daily hours

Hours worked $39.76 + 1 \text{ day's evaluation of } 6.83 = 46.59$

$40.00 \text{ hours} \times \$23.63 = \$945.20$

$6.59 \text{ 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.

$\$218.94 \div \$35.44 = 6.18 \text{ Christmas OT hours}$

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 \times 150\% = \35.15

Total amount computed at RSC B

$40.00 \text{ hours} \times 23.43 = \937.20

$56 - 40 = 16 \text{ OT hours}$

$16 \text{ OT hours} \times \$33.79 = \$540.64$

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

$\$540.64 \div \$33.79 \text{ (RSC B OT rate)} = 16.00 \text{ hours computed OT}$

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 × 0.96154 (holiday factor) = \$1,828.926
 \$1,828.926 ÷ 85.36 (calculated hours) = \$21.4260 per hour
 \$21.4260 × 150% = \$32.139 (developed OT)
 \$32.139 × 13.97 hours = \$577.54
 To determine the overtime dollars from 56 to 80 hours
 80 - 56 hours = 24 OT hours
 \$21.4260 × 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 ÷ 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: ÷ 3 and then × 2.

3.00 ÷ 3 × 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
56.41	
-56.00	
.41	FLSA OT

47.25	actual workhours reported for 4 days' work
+8.36	evaluated hours for 1 paid leave day
<u>55.61</u>	
-41.82	(46 evaluated hrs ÷ 5.5 x. 5 days)
<u>13.79</u>	
+8.75	(9.16 Christmas assistant hours minus .41 FLSA OT)
<u>22.54</u>	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 [571a](#) and [571b](#)).

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

JONES M C				01-1023		E 45900000		710		K001		B		08 15			
Name of Assigned Carrier				Finance Number		EIN		Des/Act		Route No.		FLSA		Year PP			
Actual Weekly Hours		Days Assigned Carrier Absent		Daily Overtime		Training Hours		COP Hours		Limited Duty Hours		Relief Hours		Second Trip			
Sat		Mon Tue Wed Thur Fri										Route Dev		GT Velt			
Hours 100s				Hours 100s		Hours 100s		Hours 100s		Hours 100s		Hours 100s Min		Hours 100s			
1																	
2																	
				Week 1 Information				Week 2 Information									
Des/Act		Name of Relief Carrier		EIN		Actual Weekly Hours		Tr		No EM		EM		Second Trip		Whole Miles Dev + Omit -	
						Hours 100s								Min		Hours 100s	
						Hours 100s								Min		Hours 100s	
						Hours 100s								Min		Hours 100s	
						Hours 100s								Min		Hours 100s	
						Hours 100s								Min		Hours 100s	
						Hours 100s								Min		Hours 100s	
This certifies that the above carrier rendered service in compliance with postal regulations.				Postmaster's Signature				Date				Carrier's Initials					
PS Form 1314, October 2008 (Page 1 of 2) (7530-01-014-6844)								United States Postal Service				Regular Rural Carrier Time Certificate					

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 [573](#) 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

YOUNG A E		24-5092		G 98700000		710		K003		B 08		16	
Name of Assigned Carrier				Finance Number		EIN		Des/Act		Route No.		FLSA Year PP	
Actual Weekly Hours		Days Assigned Carrier Absent		Daily Overtime		Training Hours		COP Hours		Limited Duty Hours		Relief Hours	
Hours 100s		Sat Mon Tue Wed Thur Fri		Hours 100s		Hours 100s		Hours 100s		Hours 100s		Hours 100s	
1 1892		K A A A		Hours 100s		Hours 100s		Hours 100s		Hours 100s		Hours 100s	
2 4532		K		Hours 100s		Hours 100s		Hours 100s		Hours 100s		Hours 100s	
Des/Act Name of Relief Carrier				EIN		Actual Weekly Hours		Tr No EM EM		Second Trip		Whole Miles Dev + Omit -	
780 Chew R				95321423		3025		4		Min		0742	
						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		Hours 100s	
						Hours 100s				Hours 100s		Hours 100s	
						Hours 100s				Hours 100s		Hours 100s	
This certifies that the above carrier rendered service in compliance with postal regulations.				Postmaster's Signature		Date		Carrier's Initials		8127 Time (Min)			
						8/02/08		AY					
PS Form 1314, October 2008 (Page 1 of 2) (7530-01-014-6844)				United States Postal Service Regular Rural Carrier Time Certificate									

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 [572a](#) and [572b](#)).

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.

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 [Exhibit 573.1](#)). 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

Name of Assigned Carrier		Finance Number		EIN		Des/Act		Route No.		FLSA		Year		PP					
SMITH E		24-4721		E 34100000		710		J001		B		08		16					
Actual Weekly Hours	Days Assigned Carrier Absent							Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Route Dev.	GT Veh.	Miles Omit	Xmas Assist	Work Hours	
	Sat	Mon	Tue	Wed	Thur	Fri	Sun												
1 4892 Hours 100s																			
2 4038 Hours 100s	J																		
Week 1 Information																			
Des/Act	Name of Relief Carrier	EIN		Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev +	Omit -	Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev +	Omit -	8127 Time (Min)	
780	Jones G	42162954									0902 Hours 100s								
This certifies that the above carrier rendered service in compliance with postal regulations.		Postmaster's Signature				Date		Carrier's Initials		8127 Time (Min)									
						8/2/08		ES											

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.

- 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 [Exhibit 575a](#)). 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 [Exhibit 575b](#)).

Exhibit 575a
PS Form 1314, EMA for Nonrural Employee

Name of Assigned Carrier		Finance Number		EIN		Des/Act		Route No.		FLSA		Year		PP		
MYERS J J		01-2432		E 98400000		710		K001		B		08		16		
Actual Weekly Hours	Days Assigned Carrier Absent						Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Route Dev.	GT Veh.	Miles Omit	Xmas Assist Work Hours
	Sat	Mon	Tue	Wed	Thur	Fri										
1 4243 Hours 100s	K															
2 4498 Hours 100s	K															
Des/Act		Name of Relief Carrier		EIN		Week 1 Information				Week 2 Information						
990	Jones M	24384943		Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit -	Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit -	
				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		
This certifies that the above carrier rendered service in compliance with postal regulations.				Postmaster's Signature				Date				Carrier's Initials				
								8/2/08				JM				
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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

Name of Assigned Carrier		Finance Number		EIN		Des/Act		Route No.		FLSA		Year		PP		
JONES R R		01-2342		E 78400000		710		K001		B		08		16		
Actual Weekly Hours	Days Assigned Carrier Absent						Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Route Dev.	GT Veh.	Miles Omit	Xmas Assist Work Hours
	Sat	Mon	Tue	Wed	Thur	Fri										
1 4952 Hours 100s	R															
2 4350 Hours 100s	K															
Des/Act		Name of Relief Carrier		EIN		Week 1 Information				Week 2 Information						
990	Smith Z	98765102		Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit -	Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit -	
				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 in compliance with postal regulations.				Postmaster's Signature				Date				Carrier's Initials				
								8/2/08				Z				
PS Form 1314, October 2008 (Page 1 of 2) (7530-01-014-6844)				United States Postal Service Regular Rural Carrier Time Certificate												

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 × \$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.

EMA trips = \$22.80 per trip

EMA miles = \$ 0.57 per mile

Comparison:

20 hours × \$6.30 = \$126.00

3 trips × \$22.80 = \$68.40

The lesser amount (\$68.40) is compared with calculated miles:

90 miles × \$ 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 [323](#).

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)

REEVES M G		54-9898		E 5180000		710		K002		B 08		16	
Name of Assigned Carrier		Finance Number		EIN		Des/Act		Route No.		FLSA		Year PP	
Actual Weekly Hours		Days Assigned Carrier Absent		Daily Overtime		Training Hours		COP Hours		Limited Daily Hours		Relief Hours	
Sat Mon Tue Wed Thur Fri		Sat Mon Tue Wed Thur Fri		Hours 100s		Hours 100s		Hours 100s		Hours 100s		Hours 100s	
1		K S S S S S		Hours 100s		Hours 100s		Hours 100s		Hours 100s		Hours 100s	
2		K S L L L L		Hours 100s		Hours 100s		Hours 100s		Hours 100s		Hours 100s	
Des/Act		Name of Relief Carrier		EIN		Actual Weekly Hours		Tr		No EM		EM	
750		Griffin A		01123368		38 27 6		6		Min		Min	
Second Trip		Whole Miles Dev +		Omit -		Actual Weekly Hours		Tr		No EM		EM	
38 18		6		6		Hours 100s		6		Min		Min	
8127 Time (Min)		Postmaster's Signature		Date		Carrier's Initials							
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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				01-0001		E 12300000			710		K001		B		08 12		
Name of Assigned Carrier				Finance Number		EIN			Des/Act		Route No.		FLSA		Year PP		
Actual Weekly Hours		Days Assigned Carrier Absent		Daily Overtime		Training Hours		COP Hours		Limited Duty Hours		Relief Hours		Second Trip		Route Dev	
Sat. Mon. Tue. Wed. Thur. Fri.																	
1 4225		V K															
Hours 100s																	
2 4575		K															
Hours 100s																	
Week 1 Information				Week 2 Information													
Des/Act		Name of Relief Carrier		EIN		Actual Weekly Hours		Tr		No EM		EM		Second Trip		Whole Miles Dev + Omit -	
780		Horn Bl		22574182		Hours 100s								Min		0775	
						Hours 100s								Min		1	
						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 in compliance with postal regulations.				Postmaster's Signature				Date				Carrier's Initials					
								6/7/08				DT					
PS Form 1314, October 2008 (Page 1 of 2) (7530-01-014-6844)								United States Postal Service				Regular Rural Carrier Time Certificate					

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 [Exhibit 581.133](#)). 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.

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

Name of Assigned Carrier		Finance Number		EIN		Des/Act		Route No.		FLSA		Year		PP							
Actual Weekly Hours		Sat	Mon	Tue	Wed	Thur	Fri	Daily Overtime	Training Hours	COP Hours	Limited Daily Hours	Relief Hours	Second Trip	Route Dev	GT Veh	Miles Omit	Xmas Assist Work Hours				
1		A	A	A	A	A	A														
2		A																			
4130																					
Hours 100s								Hours 100s	Hours 100s		Hours 100s	Hours 100s	Min				Hours 100s				
Hours 100s								Hours 100s	Hours 100s		Hours 100s	Hours 100s	Min				Hours 100s				
Des/Act		Name of Relief Carrier		EIN		Actual Weekly Hours		Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit -		Actual Weekly Hours		Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit -	
750		Connor B		89642156		3750		6			Min			0750		1			Min		
						Hours 100s					Min			Hours 100s					Min		
						Hours 100s					Min			Hours 100s					Min		
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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 [Exhibit 581.16a](#)).

Exhibit 581.16a
Military Leave

Name of Assigned Carrier		Finance Number		EIN		Des/Act		Route No.		FLSA		Year		PP		
KLUVER D V		05-1256		E 7280000		710		H001		B		08		11		
Actual Weekly Hours	Days Assigned Carrier Absent						Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Route Dev.	GT Veh.	Miles Omit.	Xmas Assist Work Hours
	Sat	Mon	Tue	Wed	Thur	Fri										
1	M	M	M	M	M	M										
2	M	M	M	M	M	M										
Week 1 Information																
Des/Act	Name of Relief Carrier		EIN	Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit -	Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit -	
750	Bunder M		13497421	2823	3			Min		2902	3			Min		
780	North D		63571470	2748	3			Min		2792	3			Min		
								Min						Min		
								Min						Min		
								Min						Min		
								Min						Min		
This certifies that the above carrier rendered service in compliance with postal regulations.			Postmaster's Signature				Date		Carrier's Initials				8127 Time (Min)			
							5/26/08									

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](#))

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).

Exhibit 581.18a

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

SMITH G				01-2345	E 12300000	710	K001	B	08	13						
Name of Assigned Carrier				Finance Number	EIN		Des/Act	Route No.	FLSA	Year	PP					
Actual Weekly Hours		Days Assigned Carrier Absent			Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Route Dev.	GT Veh.	Miles Omit.	Xmas Assist Work Hours		
1	3642 Hours 100s	K		3												
2	4108 Hours 100s	K														
Week 1 Information				Week 2 Information												
Des/Act	Name of Relief Carrier			EIN	Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit -	Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit -
	700 Riley R			34567891	1292 Hours 100s	2					6908 Hours 100s	1				
					Hours 100s						Hours 100s					
					Hours 100s						Hours 100s					
					Hours 100s						Hours 100s					
					Hours 100s						Hours 100s					
					Hours 100s						Hours 100s					
This certifies that the above carrier rendered service in compliance with postal regulations.				Postmaster's Signature		Date		Carrier's Initials		8127 Time (Min)						
						8/2/08		GS								
PS Form 1314, October 2008 (Page 1 of 2) (7530-01-014-6844)										United States Postal Service Regular Rural Carrier Time Certificate						

Exhibit 581.18b

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

Smith G				01-2345	12300000	710	K001	08	13		
Name of Assigned Carrier				Finance Number	Social Security Number		Des/Act	Route No.	Year	PP	
Week 1		Week 2						Week 1		Week 2	
FMLA AL Hours		FMLA SL Hours		FMLA SL Hours				FMLA SL Hours		FMLA SL Hours	
Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s
FMLA LWOP Hours		FMLA SL Dependent Care		FMLA SL Dependent Care				FMLA SL Hours		FMLA SL Hours	
Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s
Non-FMLA SL Dependent Care		FMLA Replacement Carrier Unavailable		FMLA Replacement Carrier Unavailable				FMLA SL Hours		FMLA SL Hours	
Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s
FMLA COP Hours		FMLA IOD/OWCP Hours		FMLA IOD/OWCP Hours				FMLA SL Hours		FMLA SL Hours	
Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s
Postmaster's Signature				Date		Carrier's Initials					
				8/2/08		GS					
PS Form 1314-F, June 1999										Rural Carrier FMLA Certificate	

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.

Exhibit 581.18c

PS Form 1314, Regular Rural Carrier Time Certificate – Example 2

ROBERTS J				23-4578	E 67800000	710	J001	B	08	13						
Name of Assigned Carrier				Finance Number	EIN		Des/Act	Route No.	FLSA	Year	PP					
Days Assigned Carrier Absent				Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Route Dev.	GT Veh.					
Actual Weekly Hours				Hours	100s	Hours	100s	Hours	100s	Min	Hours	100s				
1	4308			S												
2	3450	J		S												
Week 1 Information				Week 2 Information												
Des/Act	Name of Relief Carrier			EIN	Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit -	Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit -
780	Jones E			67184124	0950	1			Min		1758	2			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 in compliance with postal regulations.				Postmaster's Signature		Date		Carrier's Initials		8127 Time (Min)						
						08/2/08		JR								
PS Form 1314, October 2008 (Page 1 of 2) (7530-01-014-6844)										United States Postal Service		Regular Rural Carrier Time Certificate				

Exhibit 581.18d

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

Roberts, J				23-4578	67800000	710	J001	08	13	
Name of Assigned Carrier				Finance Number	Social Security Number		Des/Act	Route No.	Year	PP
Week 1		Week 2		Week 1		Week 2				
FMLA AL Hours		FMLA SL Hours		0400		0350				
Hours 100s		Hours 100s		Hours 100s		Hours 100s				
FMLA LWOP Hours		FMLA SL Dependent Care		Hours 100s		Hours 100s				
Hours 100s		Hours 100s		Hours 100s		Hours 100s				
Non-FMLA SL Dependent Care		FMLA Replacement Carrier Unavailable		Hours 100s		Hours 100s				
Hours 100s		Hours 100s		Hours 100s		Hours 100s				
FMLA COP Hours		FMLA IOD/OWCP Hours		Hours 100s		Hours 100s				
Hours 100s		Hours 100s		Hours 100s		Hours 100s				
Postmaster's Signature				Date		Carrier's Initials				
				08/02/08		JR				
PS Form 1314-F, June 1999										
Rural Carrier FMLA Certificate										

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.

Exhibit 581.18g

PS Form 1314-F, Rural Carrier FMLA Certificate – Example 4

Jones G		24-1982	58900000	780	A996	08	16
Name of Assigned Carrier		Finance Number	Social Security Number	Des/Act	Route No.	Year	PP
		Week 1	Week 2			Week 1	Week 2
FMLA AL Hours	Hours 100s	Hours 100s	FMLA SL Hours		Hours 100s	Hours 100s	
FMLA LWOP Hours	Hours 100s	Hours 100s	FMLA SL Dependent Care		Hours 100s	Hours 100s	
Non-FMLA SL Dependent Care	Hours 100s	Hours 100s	FMLA Replacement Carrier Unavailable		Hours 100s	Hours 100s	0600
FMLA COP Hours	Hours 100s	Hours 100s	FMLA IOD/OWCP Hours		Hours 100s	Hours 100s	
Postmaster's Signature				Date	Carrier's Initials		
				08/01/08	JS		
PS Form 1314-F, June 1999				Rural Carrier FMLA Certificate			

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 [Exhibit 581.3](#)). 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

REYES J R										08-5645				E 51900000				770		A003				P 08 16							
Name of Assigned Carrier										Finance Number				EIN				Des/Act		Route No.				FLSA Year PP							
Retirement Allowance										N - No Service				Training Hours		Second Trip		Leave - Whole Hours				Work Days		Xmas Assist Work Hours							
WK	Actual Weekly Hours	Hours	Tr	Miles	GT	Sat	Mon	Tue	Wed	Thu	Fr	Hours	100s	Min	Annual	Sick	Other	CCP	Donate	Mi Lv	Court Lv	Hours	100s								
1	4 25	34	6	250																											
2	33 18	25	5	200			N								04																
Week 1 Information										Week 2 Information																					
Name of Relief Carrier										EIN				Actual Weekly Hours		Equipment Allowance				Second Trip		Actual Weekly Hours				Equipment Allowance				Second Trip	
Replacement										999-99-9999				Hours 100s		Hours Tr Miles GT				Min		Hours 100s				Hours Tr Miles GT				Min	
														Hours 100s						Min		Hours 100s								Min	
														Hours 100s						Min		Hours 100s								Min	
														Hours 100s						Min		Hours 100s								Min	
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														Hours 100s						Min		Hours 100s								Min	
														Hours 100s						Min		Hours 100s								Min	
This certifies that the above carrier rendered service in compliance with Postal regulations.										Postmaster's Signature										Date				Carrier's Initials							
PS Form 1314-A, October 2008 PSN 7530-01-000-9282 (Page 1 of 2)										United States Postal Service Auxiliary Rural Carrier Time Certificate																					

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.

582.32 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 999-99-9999 to crossfoot PS Form 1314 (see [Exhibit 582.331](#)).
- 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.

- 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,

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

$45 \div 5.5 \text{ days} = 8.18 \text{ daily evaluated hours}$

$8.18 \times 3 \text{ days} = 24.54$

Limited duty hours = 12.84

COP hours $(24.54 - 12.84) = 11.70 \text{ hours}$

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

$45 \div 6 \text{ days} = 7.50 \text{ daily evaluated hours}$

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

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

Exhibit 584.1
Limited Duty

JOHNSON D E		23-9118		E 27800000		710		J004		B 08		10					
Name of Assigned Carrier		Finance Number		EIN		Des/Act		Route No.		FLSA		Year PP					
Actual Weekly Hours	Days Assigned Carrier Absent						Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Route Dev.	GT Veh.	Miles Omit	Xmas Assist Work Hours	
	Sat	Mon	Tue	Wed	Thur	Fri											
1809 Hours 100s	J			O	C	C											
0783 Hours 100s	C	C	E	E	E				12 1284								
Des/Act		Name of Relief Carrier		EIN		Actual Weekly Hours		Tr		No EM		EM		Second Trip		Whole Miles	
750	Johnson A	63873945		2856		3											
700	Sorensen L	86385628		0850		1								4309		5	
				Hours 100s										Min			
				Hours 100s										Min			
				Hours 100s										Min			
				Hours 100s										Min			
				Hours 100s										Min			
This certifies that the above carrier rendered service in compliance with postal regulations.		Postmaster's Signature				Date		Carrier's Initials				8127 Time (Min)					
						5/10/08		DE									

PS Form 1314, October 2008 (Page 1 of 2) (7530-01-014-6844) United States Postal Service Regular Rural Carrier Time Certificate

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.

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:

- a. 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 [585.4](#)). 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*).

Exhibit 587.2
Regular Carrier Training

Name of Assigned Carrier		Finance Number		EIN		Des/Act		Route No.		FLSA		Year		PP			
ROGERS G L		35-9853		E 29000000		710		K006		B		08		13			
Actual Weekly Hours	Days Assigned Carrier Absent					Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Route Dev	GT Veh	Miles Omit	Xmas Assist	Work Hours	
	Sat	Mon	Tue	Wed	Thur												Fri
1	4074	K	T	T	T		2392										
2	3962	K															
Week 1 Information																	
Des/Act	Name of Relief Carrier		EIN		Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit -	Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit -	
780	White T		83794864		3192	4			Min		0738	1			Min		
					Hours 100s				Min		Hours 100s				Min		
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This certifies that the above carrier rendered service in compliance with postal regulations.										Postmaster's Signature		Date		Carrier's Initials		8127 Time (Min)	
												6/21/08		JR			
PS Form 1314, October 2008 (Page 1 of 2) (7530-01-014-6844)										United States Postal Service Regular Rural Carrier Time Certificate							

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 [Exhibit 587.3](#)). 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

Hyatt W/H		27-5793		87295538		780		A999		P		08/18												
Name of Assigned Carrier		Finance Number		EIN		Des/Act		Route No.		FLSA		Year PP												
WK	Actual Weekly Hours	Equipment Allowance				N - No Service				Training Hours	Second Trip	Leave - Whole Hours				Work Days	Xmas Assist Work Hours							
1	1600	Hours	Tr	Miles	GT	Sat	Mon	Tue	Wed	Thur	Fr	Hours	100s	Min	Annual	Sick	Other	CGP	Donate	Mil Lv	Court Lv	Hours	100s	
2		Hours										Hours	100s	Min									Hours	100s
Des/Act		Name of Relief Carrier				EIN				Week 1 Information				Week 2 Information										
										Actual Weekly Hours				Actual Weekly Hours										
										Equipment Allowance				Equipment Allowance										
										Hours Tr Miles GT				Hours Tr Miles GT										
										Second Trip				Second Trip										
										Hours 100s				Hours 100s										
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For auxiliary routes, if the actual work hours are greater than the daily evaluated hours, enter the evaluation on PS Form 1314-A for the auxiliary route and complete a second PS Form 1314-A, using route number A995 to capture the additional time.

Exhibit 587.32a
Route Not Served in Past Twelve Months

JONES W										01-2345				E 01234567				710		J003		B		08 09																					
Name of Assigned Carrier										Finance Number				EIN				Des/Act		Route No.		FLSA		Year PP																					
Actual Weekly Hours										Days Assigned Carrier Absent				Daily Overtime		Training Hours		CDP Hours		Limited Duty Hours		Relief Hours		Second Trip		Route Dev.		GT Veh.		Miles Omit		Xmas Assist Work Hours													
1 2150										S A																																			
2 4208																																													
Des/Act										Name of Relief Carrier				EIN				Actual Weekly Hours		Tr		No EM		EM		Second Trip		Whole Miles Dev +		Omit -		Actual Weekly Hours		Tr		No EM		EM		Second Trip		Whole Miles Dev +		Omit -	
780										Kelly, T				23456789				1761		2																									
This certifies that the above carrier rendered service in compliance with postal regulations.										Postmaster's Signature				Date				4/26/08		WJ																									
PS Form 1314, October 2008 (Page 1 of 2) (7530-01-014-6844)										United States Postal Service Regular Rural Carrier Time Certificate																																			

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

Kelly, T										01-2345				23456789				780		A995		P		0809															
Name of Assigned Carrier										Finance Number				EIN				Des/Act		Route No.		FLSA		Year PP															
Actual Weekly Hours										Equipment Allowance				N - No Service		Training Hours		Second Trip		Leave - Whole Hours		Annual		Sick		Other		CGP		Donate		Mil Lv		Court Lv		Work Days		Xmas Assist Work Hours	
1 0082																																							
2																																							
Des/Act										Name of Relief Carrier				EIN				Actual Weekly Hours		Tr		No EM		EM		Second Trip		Equipment Allowance		Actual Weekly Hours		Tr		No EM		EM		Second Trip	
This certifies that the above carrier rendered service in compliance with Postal regulations.										Postmaster's Signature				Date				4/25/08		TK																			
PS Form 1314-A, October 2008 PSN 7530-01-000-9282 (Page 1 of 2)										United States Postal Service Auxiliary Rural Carrier Time Certificate																													

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 [Exhibit 589.2a](#)).
- 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. Prepare PS Form 2240-R (see [Exhibit 589.2c](#)).

Exhibit 589.2a
Duplicate PS Form 1314 (Deceased Carrier)


Waters DL										33-6767		83198002		710		H005		B 08 15																	
Name of Assigned Carrier										Finance Number		EIN		Des/Act		Route No.		FLSA		Year		PP													
Actual Weekly Hours		Days Assigned Carrier Absent						Daily Overtime		Training Hours		COP Hours		Limited Duty Hours		Relief Hours		Second Trip		Route Dev		GT Veh		Miles Omit		Xmas Assist Work Hours									
1		Hours	100s	Sat	Mon	Tue	Wed	Thur	Fri	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Min					Hours	100s											
2		Hours	100s	L	L	L	L	L	L	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Min					Hours	100s											
Week 1 Information										Week 2 Information																									
Des/Act		Name of Relief Carrier								EIN		Actual Weekly Hours		Tr		No EM		EM		Second Trip		Whole Miles Dev + Omit -		Actual Weekly Hours		Tr		No EM		EM		Second Trip		Whole Miles Dev + Omit -	
780		Johnson M								85398765		Hours		100s						Min				Hours		100s		2						Min	
		Replacement								999-999-9999		Hours		100s		6				Min				Hours		100s		4				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 in compliance with postal regulations.										Postmaster's Signature					Date					Carrier's Initials					8127 Time (Min)										
															7/19/08																				
PS Form 1314, October 2008 (Page 1 of 2) (7530-01-014-6844)										United States Postal Service Regular Rural Carrier Time Certificate																									

Exhibit 589.2b
Original PS Form 1314 (Deceased Carrier)

WATERS D L										33-6767		E 23100000		710		H005		B 08 15																	
Name of Assigned Carrier										Finance Number		EIN		Des/Act		Route No.		FLSA		Year		PP													
Actual Weekly Hours		Days Assigned Carrier Absent						Daily Overtime		Training Hours		COP Hours		Limited Duty Hours		Relief Hours		Second Trip		Route Dev		GT Veh		Miles Omit		Xmas Assist Work Hours									
1		Hours	100s							Hours	100s	Hours	100s	Hours	100s	Hours	100s	Min					Hours	100s											
2		Hours	100s							Hours	100s	Hours	100s	Hours	100s	Hours	100s	Min					Hours	100s											
Week 1 Information										Week 2 Information																									
Des/Act		Name of Relief Carrier								EIN		Actual Weekly Hours		Tr		No EM		EM		Second Trip		Whole Miles Dev + Omit -		Actual Weekly Hours		Tr		No EM		EM		Second Trip		Whole Miles Dev + Omit -	
780		Johnson M								85398765		Hours		100s						Min				Hours		100s		2				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 in compliance with postal regulations.										Postmaster's Signature					Date					Carrier's Initials					8127 Time (Min)										
															7/19/08																				
PS Form 1314, October 2008 (Page 1 of 2) (7530-01-014-6844)										United States Postal Service Regular Rural Carrier Time Certificate																									

Exhibit 589.2c

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



Rural Pay or Leave Adjustment Request for PS Form 1314

Date 7/23/08

INSTRUCTIONS: Enter the full Social Security Number (SSN) of any carrier whose pay or leave is to be adjusted. For cross-foot purposes, enter only the last 4 digits of the SSN of those carriers whose pay or leave is not to be adjusted.




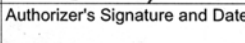
<u>Waters DL</u>							<u>33-6767</u>	<u>231-98-0002</u>	<u>710</u>	<u>H005</u>	<u>B</u>	<u>08</u>	<u>15</u>				
WK	Actual Weekly Hours	Days Assigned Carrier Absent					Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Des. Second Trip	Route Dev.	Route No. GT Vehicle	FLSA Miles Omitted	Year	PP Xmas Assist Work Hours
		Sat	Mon	Tues	Wed	Thurs											
1	Hours 100s																
2	Hours 100s																

Des/Act	Name of Relief Carrier	Social Security Number	Week 1 Information					Week 2 Information								
			Actual Weekly Hours	Tr.	NO EM	EM	Second Trip	Whole Miles Dev.	Omit	Actual Weekly Hours	Tr.	NO EM	EM	Second Trip	Whole Miles Dev.	Omit
			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					

Remarks (Required)

Deceased on 7/17/08

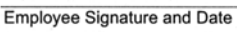
Original 1314 attached. Carrier died on 7/17/08. Replacement carrier paid on duplicate 1314.

Issuing Office Mailing Address			Employee's Signature and Date		
					
			Authorizer's Printed Name		
					
			Authorizer's Telephone Number (Include area code)		
			<u>(202) 268-3000</u>		
Processed (PP/Year)	Adj./Reason Code	Processed By	Authorizer's Signature and Date		
					

Emergency Salary Advance Authorization and Receipt – AIC 554 Only
 (Salary Check Substantially Less Than Net Amount Due – Excludes EMA)

Name	SSN	DES	PP	Yr	Amount of Advance for PP

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 satisfy this debt.

Employee Signature and Date	Issuing Unit Number (10 digits)
	_____
	Date of Issue

PS Form 2240-R, February 2006 (7530-02-000-7407) (Page 1 of 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.
- c. 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 [592.11a](#), [592.11b](#), and [592.11c](#)). 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

MARTIN S T										01-2496					E 2450000					710			K003			B 08		16																						
Name of Assigned Carrier										Finance Number					EIN					Des/Act			Route No.			FLSA		Year		PP																				
Days Assigned Carrier Absent										Daily Overtime					Training Hours					COP Hours			Limited Duty Hours			Relief Hours			Second Trip			Route Veh.		Miles Omit		Xmas Assist Work Hours														
Wk	Actual Weekly Hours	Sat	Mon	Tue	Wed	Thur	Fr	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Min	Hours	100s	Min	Hours	100s	Min	Hours	100s	Min	Hours	100s	Min																		
1	3592																																																	
	Hours 100s																																																	
2	3658																																																	
	Hours 100s																																																	
Week 1 Information										Week 2 Information																																								
Des/Act	Name of Relief Carrier					EIN					Actual Weekly Hours					Tr No EM					Second Trip					Whole Miles Dev + Omit -					Actual Weekly Hours					Tr No EM					Second Trip					Whole Miles Dev + Omit -				
	780 Miles N					07000000					0750					1					Min										0798					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										Hours 100s					Min														
This certifies that the above carrier rendered service in compliance with postal regulations.										Postmaster's Signature										Date										Carrier's Initials																				
																				8/2/08										SM																				

PS Form 1314, October 2008 (Page 1 of 2) (7530-01-014-6844) United States Postal Service Regular Rural Carrier Time Certificate


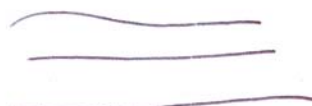
Exhibit 592.11b
Original PS Form 1314-A

MARONEY J										53-4968					09000000					780			A005			P 08		16												
Name of Assigned Carrier										Finance Number					EIN					Des/Act			Route No.			FLSA		Year		PP										
Equipment Allowance										N - Rd Service					Training Hours			Second Trip			Leave - Whole Hours			Work Days			Xmas Assist Work Hours													
Wk	Actual Weekly Hours	Hours	Tr	Miles	GT	Sat	Mon	Tue	Wed	Thur	Fr	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s	Hours	100s									
1	2304	13	5	100																																				
	Hours 100s																																							
2	2450	13	5	100																																				
	Hours 100s																																							
Week 1 Information										Week 2 Information																														
Des/Act	Name of Relief Carrier					EIN					Actual Weekly Hours					Equipment Allowance					Second Trip					Actual Weekly Hours					Equipment Allowance					Second Trip				
	750 Carter B					13400000					0392					02 1 021					Min					Hours 100s										Min				
	780 Nelson R					09230000					Hours 100s										Min					Hours 100s					02 1 021					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 in compliance with Postal regulations.										Postmaster's Signature										Date										Carrier's Initials										
																				08/1/08										SM										

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

Exhibit 592.11c

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

		Rural Pay or Leave Adjustment Request for PS Form 1314										Date <u>8/15/08</u>								
		Name of Assigned Carrier MARTIN ST		Finance Number 012496		Employee Identification Number 84968496			Des 710	Route No K003	FLSA B	Year 08	PP 16							
WK	Actual Weekly Hours	Sat	Mon	Tues	Wed	Thurs	Fri	Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Route Dev.	GT Vehicle	Miles Omitted	Year	PP	Xmas Assist Work Hours	
1	35 92 Hours 100s	K																		
2	36 58 Hours 100s	K																		
Des/Act	Name of Relief Carrier	Employee Identification Number		Actual Weekly Hours	Tr.	NO EM	EM	Second Trip	Whole Miles Dev.	Omit	Actual Weekly Hours	Tr.	NO EM	EM	Second Trip	Whole Miles Dev.	Omit			
780	Miles N	77117257		07 50 Hours 100s	1						07 98 Hours 100s	1								
				Hours 100s							Hours 100s									
				Hours 100s							Hours 100s									
				Hours 100s							Hours 100s									
				Hours 100s							Hours 100s									
				Hours 100s							Hours 100s									
				Hours 100s							Hours 100s									
Remarks (Required) Replacement carrier paid EMA for week 2 in error. Used government vehicle.																				
Issuing Office Mailing Address 										Employee's Signature and Date N. Miles 8/15/08										
										Authorizer's Printed Name C. Smithson										
										Authorizer's Telephone Number (Include area code) (202) 268-0000										
Processed (PP/Year)			Adj./Reason Code			Processed By			Authorizer's Signature and Date 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		Yr		Amount of Advance for PP						
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 satisfy this debt.										Issuing Unit Number (10-digits)										
Employee Signature and Date										Date of Issue										
PS Form 2240-R, December 2008 (7530-02-000-7407) (Page 1 of 2)										(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.