

# **DACA CODE G**

## **Annual Leave in Lieu of Holiday Pay**

**Effective PP 05-2023**

- Per the 2021-2024 Agreement between the NRLCA and USPS:
  - Effective the Presidents' Day 2023 holiday, regular rural carriers who work their holiday, at their option, may elect to have their annual leave balance credited with one day of annual leave in lieu of holiday pay.
  
- DACA code G has been established for this purpose and will be valid beginning in PP 05/2023.

- DACA G work hours must be included Actual Weekly Work Hours
  - DACA G will pay 1 day's evaluation as applicable.
  - Employees using DACA G will have their leave balance credited with 1 day of annual leave but will not receive holiday pay for the observed holiday.
  - Payment or non-payment of EMA will follow the route's EMA indicator.
    - Government vehicle routes will not, by default, pay EMA for DACA G.
    - EMA routes will, by default, pay EMA for DACA G days.
    - The "GT-Vehicle" field of the 1314 may be utilized, as it is for regular work days, to "flip" the EMA indicator for individual trips as necessary.
      - **Example:** A carrier on an EMA route works their holiday in a non-rural capacity. They are not owed EMA for the day, so an entry must be made in the GT-Vehicle field.

- DACA G will accept a replacement carrier, but does not require one
  - If the regular carrier works their route on their holiday, a replacement carrier should not be entered.
  - If the regular carrier works their holiday in a non-rural capacity, such as supervising, then a replacement carrier should be entered on the timecard.
  
- DACA G is only valid for Des/Act 71-0 Rural Carriers
  - Des/Act 74-0 RCA's assigned to a regular route are not eligible for DACA G.

- USPS-Observed Holiday is Monday Week 2
- Regular carrier is not eligible for DACA G because DACA G is not valid on the USPS-observed Holiday

SMITH, P							
Name of Assigned Carrier							
	Actual Weekly Hours	Days Assigned Carrier Absent					
		Sat.	Mon.	Tue.	Wed.	Thur.	Fri.
1	<b>4173</b> Hours 100s	K					
2	<b>3384</b> Hours 100s	K	G				

- USPS-observed holiday is Monday week 2, which is the carrier's K day.
- Regular carrier worked their route on their holiday (Saturday).

Route Schedule		07:00	10:00	15:30	15:45	Rotating Relief: No											
Day of Week	Date (1)	Rptd. at Post Office (2)	Left Office to Serve Route (3)	Rtnd. to Post Office (4)	Comp. Work Post Office (5)	Lunch Period Actual Time (6)		Total Actual Daily Hours and Hundredths		Daily Overtime (9)	DACA Info		EM/GT	Rte Dev/Miles Omit	2nd Trip Time	8127 Time	
						Office	Street	Reg (7)	Rel (8)		DACA	Carrier Name					
Week: 1	Sat. 02/11/2023	07:00	10:00	15:30	15:45			8.75				G					
	Mon. 02/13/2023	07:00	10:00	15:30	15:45				8.75	K	[u] 78-, XXXXXXXXX	G					
	Tue. 02/14/2023	07:00	10:00	15:30	15:45			8.75				G					
	Wed. 02/15/2023	07:00	10:00	15:30	15:45			8.75				G					
	Thu. 02/16/2023	07:00	10:00	15:30	15:45			8.75				G					
	Fri. 02/17/2023	07:00	10:00	15:30	15:45			8.75				G					
Weekly Work Hours								43.75	8.75			Regular Carrier Weekly Overtime					
Week: 2	Sat. 02/18/2023	07:00	10:00	15:30	15:45			8.75		G		G					
	Mon. 02/20/2023	--- Postal Holiday ---										K-10-Day Route (Must use H, B, G, or V for previous day)					
	Tue. 02/21/2023	07:00	10:00	15:30	15:45			8.75				G					
	Wed. 02/22/2023	07:00	10:00	15:30	15:45			8.75				G					
	Thu. 02/23/2023	07:00	10:00	15:30	15:45			8.75				G					
	Fri. 02/24/2023	07:00	10:00	15:30	15:45			8.75				G					
Weekly Work Hours								43.75	0.00			Regular Carrier Weekly Overtime					

- USPS-observed holiday is Monday week 2, which is the carrier's K day.
- Regular carrier worked their route on their holiday (Saturday)

TAC300F0
Rural 1314 Entry Module
25-Feb-2023  
Restricted Information

1314 Regular

Employee ID:  Fin No:  Rte No:   Cert Status:

Employee Name	Des Act	Route	FLSA	Year - PP	EMA	HOL
<input type="text"/>	<input type="text" value="71/0"/>	<input type="text" value="K001"/>	<input type="text" value="B"/>	<input type="text" value="2023-05"/>	<input type="text" value="E"/>	<input type="text" value="Y"/>

A/L Bal:  A/L Earned:  S/L Bal:  S/L Earned:  WWA Bal:   
M/L Bal:  D/L Bal:  X Day Bal:  8127 Time(Min):

Wrk Hrs	DACA						HOURS						2nd Trip	Mis Dev	Govt Trips	Mis Omt	Xmas Hrs
	S	M	T	W	T	F	OT	Trn	COP	Ltdy	Relf						
Week 1	4000			K													
Week 2	4000	G	K														

Des Act	Last Name	Employee ID	Week 1						Week 2							
			Wrk Hrs	T	No Em	Mis Dev	Mis Omt	2nd Trip	Wrk Hrs	T	No Em	Mis Dev	Mis Omt	2nd Trip		
780		XXXXXXXX	0900	1												

For the DACA G on Monday week 2, because the regular carried the route on that day, there is not a relief carrier in week 2.

- USPS-Observed Holiday is Monday Week 2, which is the carrier's J day.
- Regular works in a non-rural capacity on Saturday (supervisor, etc)
- Route is an EMA Route. An entry must be made in the GT-Vehicle box in TACS

Route Schedule		09:00	09:30	14:00	14:30	Rotating Relief: No										
Day of Week	Date (1)	Rptd. at Post Office (2)	Left Office to Serve Route (3)	Rtnd. to Post Office (4)	Comp. Work Post Office (5)	Lunch Period Actual Time (6)		Total Actual Daily Hours and Hundredths		Daily Overtime (9)	DACA Info		EM/GT	Rte Dev/Miles Omit	2nd Trip Time	8127 Time
						Office	Street	Reg (7)	Rel (8)		DACA	Carrier Name				
Week: 1	Sat. 08/28/2021	09:00	09:30	14:00	14:30			5.50					E			
	Mon. 08/30/2021	09:00	09:30	14:00	14:30			5.50					E			
	Tue. 08/31/2021	09:00	09:30	14:00	14:30			5.50					E			
	Wed. 09/01/2021	09:00	09:30	14:00	14:30			8.00	5.50		P	78-	E			
	Thu. 09/02/2021	09:00	09:30	14:00	14:30			8.00	5.50		P	78-	E			
	Fri. 09/03/2021	09:00	09:30	14:00	14:30			8.00	5.50		P	78	E			
Weekly Work Hours								40.50	16.50		Regular Carrier Weekly Overtime					
Week: 2	Sat. 09/04/2021	09:00	09:30	14:00	14:30			8.00	5.50		G	78-	E			
	Mon. 09/06/2021	--- Postal Holiday ---									J-11-Day Route (Must use H, B, G, or V for previous day)		Reg. Carrier Assist (0.00)			
	Tue. 09/07/2021	09:00	09:30	14:00	14:30			8.00	5.50		P	78	E			
	Wed. 09/08/2021	09:00	09:30	14:00	14:30			8.00	5.50		P	78-	E			
	Thu. 09/09/2021	09:00	09:30	14:00	14:30			5.50					E			
	Fri. 09/10/2021	09:00	09:30	14:00	14:30			5.50					E			
Weekly Work Hours								35.00	16.50		Regular Carrier Weekly Overtime					



- USPS-Observed Holiday is Monday Week 2, which is the carrier's J day
- Regular works in a non-rural capacity on Saturday (supervisor, etc)
- Route is an EMA Route. An entry must be made in the GT-Vehicle box in TACS

TAC300F0
Rural 1314 Entry Module
25-Feb-2023  
Restricted Information

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1314 Regular

Employee ID: XXXXXXXXXX
Fin No: 45-4540
Rte No: 006
Validate Rt.
Cert Status: Valid
Clear

Employee Name	Des Act	Route	FLSA	Year - PP	EMA	HOL
	71/0	J006	B	2023-05	E	Y

A/L Bal: 0	A/L Earned: 0	S/L Bal: 0	S/L Earned: 0	WWA Bal: 0
M/L Bal: 0	D/L Bal: 0	X Day Bal: 0	8127 Time(Min):	

Wrk Hrs	DACA						HOURS						2nd Trip	Mis Det	Govt Trips	Mis Omt	Xmas Hrs
	S	M	T	W	T	F	OT	Trn	COP	Ltdy	Relf						
Week 1	4800				P	P	P										
Week 2	4000	G	J	P	P									1			

Des Act	Last Name	Employee ID	Week 1						Week 2												
			Wrk Hrs	T R	No Em	Mis Dev	Mis Omt	2nd Trip	Wrk Hrs	T R	No Em	Mis Dev	Mis Omt	2nd Trip							
780		XXXXXXXXXX	2500	3								2425	3								

The route is an EMA route, and the regular worked DACA G in a non-rural capacity. Because DACA G will pay EMA by default (on an EMA route), a "1" must be added to the Govt Trips field to prevent the carrier from being overpaid EMA. A relief carrier may have work hours and trips if they carried the route that day.

- USPS-Observed Holiday is Monday Week 2, which is the carrier's K day.
- Regular works in a non-rural capacity on Saturday (supervisor, etc)
- Route is a Govt Vehicle route. Do not place a 1 in the GT-Vehicle box, or the carrier will be incorrectly paid EMA.

Route Schedule		07:00	10:00	14:00	15:00	Rotating Relief: No										
Day of Week	Date (1)	Rptd. at Post Office (2)	Left Office to Serve Route (3)	Rtnd. to Post Office (4)	Comp. Work Post Office (5)	Lunch Period Actual Time (6)		Total Actual Daily Hours and Hundredths		Daily Overtime (9)	DACA Info		EM/GT	Rte Dev/Miles Omit	2nd Trip Time	8127 Time
						Office	Street	Reg (7)	Rel (8)		DACA	Carrier Name				
Week: 1	Sat. 08/28/2021	07:00	10:00	14:00	15:00			8.00					E			
	Mon. 08/30/2021	07:00	10:00	14:00	15:00				8.00		K	78-FIRST LAST	E			
	Tue. 08/31/2021	07:00	10:00	14:00	15:00			8.00	8.00		P	78-FIRST LAST	E			
	Wed. 09/01/2021	07:00	10:00	14:00	15:00			8.00	8.00		P	78-FIRST LAST	E			
	Thu. 09/02/2021	07:00	10:00	14:00	15:00			8.00	8.00		P	78-FIRST LAST	E			
	Fri. 09/03/2021	07:00	10:00	14:00	15:00			8.00	8.00		P	78-FIRST LAST	E			
Weekly Work Hours								40.00	40.00		Regular Carrier Weekly Overtime					
Week: 2	Sat. 09/04/2021	07:00	10:00	14:00	15:00			8.00	8.00		G	78-FIRST LAST	E			
	Mon. 09/06/2021	--- Postal Holiday ---											K-10-Day Route (Must use H, B, G, or V for previous day)	Reg. Carrier Assist (0.00)		
	Tue. 09/07/2021	07:00	10:00	14:00	15:00			8.00					E			
	Wed. 09/08/2021	07:00	10:00	14:00	15:00			8.00					E			
	Thu. 09/09/2021	07:00	10:00	14:00	15:00			8.00					E			
	Fri. 09/10/2021	07:00	10:00	14:00	15:00			8.00					E			
Weekly Work Hours								40.00	8.00		Regular Carrier Weekly Overtime					

- USPS-Observed Holiday is Monday Week 2, which is the carrier's K day
- Regular works in a non-rural capacity on Saturday (supervisor, etc)
- Route is a Govt Vehicle route. Do not place a 1 in the GT-Vehicle box, or the carrier will be incorrectly paid EMA.

TAC300F0
Rural 1314 Entry Module
25-Feb-2023  
Restricted Information

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1314 Regular

Employee ID: XXXXXXXXX	Fin No: 45-7520	Rte No: 034	Validate Rt:	Cert Status: Valid	Clear
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Employee Name	Des Act	Route	FLSA	Year - PP	EMA	HOL	Find
	71/0	K034	B	2023-05	G	Y	Add

A/L Bal: 0	A/L Earned: 0	S/L Bal: 0	S/L Earned: 0	WWA Bal: 0	Delete
M/L Bal: 0	D/L Bal: 0	X Day Bal: 0	8127 Time(Min):		Error Log

Wrk Hrs	DACA						HOURS						2nd Trip	Mis Dev	Govt Trips	Mis Omt	Xmas Hrs
	S	M	T	W	T	F	OT	Trn	COP	Ltdy	Relf						
Week 1	4000		K	P	P	P											
Week 2	3800	G	K														

Des Act	Last Name	Employee ID	Week 1						Week 2										
			Wrk Hrs	T	No Em	Mis Dev	Mis Omt	2nd Trip	Wrk Hrs	T	No Em	Mis Dev	Mis Omt	2nd Trip					
780		XXXXXXXXXX	3700	5								0700	1						

The route is a govt vehicle route, and the regular worked DACA G in a non-rural capacity. Because DACA G will not pay EMA by default on a govt vehicle route, **DO NOT** make an entry in the Govt Trips field. A relief carrier may still have work hours and trips if they carried the route that day.

- TACS checks the placement of J and K days. If the J and K days sent from RMSS do not match TACS, you will get error message R070.
- To avoid problems at closeout, verify the assigned SDO for all regular rural carriers (Des/Act 71-0) in TACS. Do not wait until day 14 to validate the SDO in TACS. Getting the changes done timely will assist you and the TACS Help Desk.
- Please follow the sample instructions in [HQ TACS email #2022-070](#) to determine if a schedule ID correction is necessary.