

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	<i>Regular Rural Carrier Time Certificate</i>
520b	PS Form 1314-A	<i>Auxiliary Rural Carrier Time Certificate</i>
520c	PS Form 1314-F	<i>Rural Carrier FMLA Certificate</i>
Supporting Forms		
Exhibit	PS Form	Title
520d	PS Form 4240	<i>Rural Carrier Trip Report</i>
520e	PS Form 2240-R	<i>Rural Pay or Leave Adjustment Request</i>
520f	PS Form 4241	<i>Rural Delivery Statistics Report</i>
520g	PS Form 4003	<i>Official Rural Route Description</i>
520h	PS Form 4241-A	<i>Rural Route Evaluation</i>
520i	PS Form 2847	<i>Rural Carrier Payment Authorization</i>
520j	PS Form 8127	<i>Rural Carrier Supplemental Payment</i>
120f	PS Form 3971	<i>Request for or Notification of Absence</i>
120g	PS Form 1723	<i>Assignment Order</i>
120h	PS Form 1221	<i>Advanced Sick Leave Authorization</i>
120i	PS Form 1224	<i>Court Leave Duty — Statement of Service</i>
120j	PS Form 3973	<i>Military Leave Control</i>

Exhibit 520a
PS Form 1314, Regular Rural Carrier Time Certificate

U.S. Postal Service PS Form 1314, August 1998 (Page 1 of 2)	Name of Assigned Carrier										Finance Number				Social Security Number				Des/Act	Route No.	FLSA	Year	PP				
	WK	Actual Weekly Hours		Days Assigned Carrier Absent (codes on reverse)							Daily Overtime	Training Hours	COP Hours	Limited Duty Hours		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							
	2	Hours	100s							Hours	100s	Hours	100s	Hours	100s				Hours	100s							
											Week 1 Information					Week 2 Information											
	Des/Act	Name of Relief Carrier								Social Security Number				Actual Weekly Hours		Tr	No EM	EM	Whole Miles		Actual Weekly Hours		Tr	No EM	EM	Whole Miles	
														Hours	100s				Dev +	Omit -	Hours	100s				Dev +	Omit -
														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							

REGULAR RURAL CARRIER TIME CERTIFICATE

Identify all Absences with the following codes:

U - Absent W/O Leave	O - Other Leave *
A - Annual Leave	F - QWL/EI
C - Cont. of Pay	G - QWL/EI Relief Day Taken
D - Donated Leave	X - Relief Day Taken (Previous "R") **
H - Holiday Leave	R - Relief Day Worked (No Sub)
V - Holiday Work	Y - Relief Day Worked - Non-Rural Assignment
B - Holiday Work - Non-Rural Assignment	S - Sick Leave
W - IOD/LWOP	Z - Steward Duty
L - Leave w/o Pay	T - Training
E - Limited Duty	P - Work Hours Other Than Rural
M - Military Leave	K - 10-Day Route
N - Military LWOP	J - 11-Day Route

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

**Relief day taken for working previous "R" 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, August 1998 (Page 2 of 2)

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 520b
PS Form 1314-A, Auxiliary Rural Carrier Time Certificate

PS Form 1314-A, August 1998 (Page 1 of 2) U.S. Postal Service	Name of Assigned Carrier		Finance Number				Social Security Number				Des/Act	Route No.			FLSA	Year	PP										
	WK	Actual Weekly Hours	Work Days	Training Hours	Equipment Allowance			Leave - Whole Hours				N - No Service			Xmas Assist Work Hours												
		Hours 100s		Hours 100s	Hours	Tr	Miles	GT	Annual	Sick	Other	COP	Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	Hours	100s							
1																											
2																											
Week 1 Information												Week 2 Information															
Des/Act	Name of Relief Carrier			Social Security Number				Actual Weekly Hours				Equipment Allowance				Actual Weekly Hours				Equipment Allowance							
								Hours 100s				Hours				Tr				Miles				GT			
								Hours 100s				Hours				Hours				Hours				Hours			
								Hours 100s				Hours				Hours				Hours				Hours			
								Hours 100s				Hours				Hours				Hours				Hours			
								Hours 100s				Hours				Hours				Hours				Hours			
								Hours 100s				Hours				Hours				Hours				Hours			
This certifies that the above carrier rendered service in compliance with Postal regulations.												Postmaster's Signature								Date				Carrier's Initials			

AUXILIARY RURAL CARRIER TIME CERTIFICATE

- Equipment Maintenance Allowance

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

Each hours type = 2 digits. All leave hours are valid for Auxiliary Carriers (Des. 77 and Des. 79) only. (COP hours valid for Des. 73-75-78-79.)
- DACA (Days Assigned Carrier Absent) for Auxiliary Route only. Enter N (No Service) when service is performed by relief carrier.

PS Form 1314-A, August 1998 (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 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 1314-F, *Rural Carrier FMLA Certificate*, is used to record FMLA hours. The certificate is processed with the other rural certificates.

Exhibit 520f
PS Form 4241, Rural Delivery Statistics Report

US Postal Service Rural Delivery Statistics Report												Post Office, State, and ZIP + 4			
(Follow Instructions in Chapter 5 of Handbook PO-603)															
District						District ZIP Code				Carrier's Name					
Date of Count From - Through	Finance No.		Route No.	Route Miles (Hundredths)		Regular Boxes		Centralized Boxes	NDCBU Coll. Comps.	Parcel Lockers	Vehicle Stops				
Date	Letter Size (A)	Sector/Segment Letters (B)	Papers, Magazines, and Catalogs (C)	Parcels (D)	Box Holders (E)	Reg. Cert. Ins. Spec. Exp. (F)	COD Customs Due Del. (G)	Postage Due (H)	Change of Add. (I)	Mark-Ups (J)	Form 3821 (K)				
Total															
Date	DPS Letters (L)	M.O. Applications (M)	Letter Size and Flats Coll. (N)	Ord. Ins. PP Accepted (O)	Reg. & Cert. Accepted (P)	Loading in Actual Minutes (Q)	Other Suitable Allow (R)	Pur. Stamp Stock (S)	Return Receipts (T)	Auth. Daily Dismounts (Total) (U)	Total Distance of Auth. Daily Dismount Del. (Feet) (V)	Locked Pouch Weight (Z)			
Total															
(A) <input type="checkbox"/> National <input type="checkbox"/> Special <input type="checkbox"/> Amended			(F) Current Detour <input type="checkbox"/> Yes <input type="checkbox"/> No			In the event that I am eligible to elect a higher route classification, I agree to use sufficient annual leave during the guarantee period to assure that my total actual work hours will not exceed 2,080 during the guarantee period.									
(B) Families Served			(F) Detour Miles (Hundreds)												
(C) Number of Locked Pouch Stops			(G) Seasonal Route? <input type="checkbox"/> Yes <input type="checkbox"/> No			Carrier's Signature									
(D) Mail Withdrawal <input type="checkbox"/> Yes <input type="checkbox"/> No			(G) In Season? <input type="checkbox"/> Yes <input type="checkbox"/> No												
Time Used During Count (Hrs. & Hund.) (Subtract Lunch Time from Office and/or Route Time as Reported on Form 4240)			(G) Seasonal Miles (Hundreds)			Date of Local Conference									
Office Time			Regular Boxes												
Route Time			Central Boxes			Certified To Be Correct									
(E) Net Total Time			(H) <input type="checkbox"/> EMA <input type="checkbox"/> OEMA <input type="checkbox"/> Govt. Veh.												
Auxiliary Assistance Used			(I) If 39:00 Plus Convert to Regular <input type="checkbox"/> Yes <input type="checkbox"/> No			Carrier's Signature									
Office			(J) High Option <input type="checkbox"/> Yes <input type="checkbox"/> No												
Route			(K) Leave Commitment <input type="checkbox"/> Yes <input type="checkbox"/> No			Postmaster's Signature and Date									
Waiting and Counting Time			(L) Rotating Relief Day <input type="checkbox"/> Yes <input type="checkbox"/> No												

PS Form 4241, May 1994 All Entries in Column "R" Must Be Explained on Reverse. (Discard Previous Edition)

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

Exhibit 520g
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								
			Adjustment			Coll/Comp			Consolidation*		
			Convert to Reg.			Discontinued			New Route*		
			Extension			Locked Pouch			Detour*		
State and ZIP+4 Code			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		Low
Locked Pouch		Weekly Dismounts	Weekly Dismount Distance	Regular Boxes	Centralized Boxes	Stops	Base Change	Vehicle Data		Effective Date	
No.	Avg dly. wt.							EMA			
								OEMA			
								Govt. Veh.			
Name of Carrier				Approved By				Date			
PS Form 4003, August 1993 (computerized)											

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 dismissals, weekly dismissal 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 dismissals, and weekly dismissal 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 4241-A, Rural Route Evaluation



DIS		U.S. Postal Service										FOR PP	
Post Office, State and Zip + 4 Code		RURAL ROUTE EVALUATION										DATE PROCESSED	
		EFFECTIVE											
		Finance No.										Date of Count	
Line No.	Letters	Weekly Time Allowances For Number Delivered					Reg Cert Spec Exp and Ins	COD's Customs Due	Address Changes	Markups	Forms 3821	DPS Letters (Route Time)	
		Sec/Seg Letters	Flats	Parcels	Boxholders	Parcels (ordinary & insured)							
1													
Line No.	M.O. Applications	Collected Letters and Flats	Accepted Parcels (ordinary & insured)	Postage Due	Loading	Other	Withdrawing	Strapping	Stamps	Personal Time	Return Receipts		
2													
Line No.	Reg Cert Spec Exp and Ins	Weekly Time Allowance For Number Accepted					Parcels Registered & Certified	Miles	Box	Locked Pouch Delivery	NDCBU Coll/Comp Parcel Locker	Dismount Allow	
		Wkly Time Allowance For Number Delivered	M.O. Application	Parcels (ordinary & insured)	Registered & Certified	Parcels Route-Time							
3													
Line No.	Volume Factor	Standards (in hours and minutes)					Actual Time (in hours and minutes)		Aux Assist (hrs & mins)	Route	Wait & Count	Reload Unload (Route Time)	
		Office	Route	Total	Office	Route	Total	Office					
4													
Line No.	Miles	Number Of			Total Boxes	Vehicle Stops	Families Served	USPS Vehicle Used	Weekly Dismounts	Dismount Distance	Rotate Relief		
		Regular Boxes	Central Boxes	Total Boxes									
5													
Line No.	Rte No.	Name		Social Security Number	Des	Step	Salary	FLSA Hours	EMA	Lock Pouches	Protected Salary	Guaranteed Salary	
		Office	Route										
6													

NOTE: The figures shown on Lines 1, 2, and 3 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 Form 4241. All Line 1 and 2 items except DPS Letters represent office time. Line 1 DPS Letters and all Line 3 items and Line 4 Reload/Unload represent route time. Line 4 (standard salary except Reload/Unload) is a composite of Lines 1, 2, and 3. If temporary loaded parcel allowance is authorized, the time shown for Loaded Pouch Delivery on Line 3 is not included in the Standard time shown on Line 4. Line 5 represents current route statistics from latest base hour change. Line 6 represents the carrier's salary information.

PS Form 4241-A February 2005


The Integrated Business Solutions Services Center (IBSSC) prints and issues PS 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 PS 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 2847, Rural Carrier Payment Authorization

		Rural Carrier Payment Authorization	
INSTRUCTIONS			
1. This form MUST be completed for every Rural Carrier Route Test.		4. Be sure to record the carrier's time in minutes, including all time needed to explain the test, identify the mail, sample boxes and delay caused by counting the mail. This information is used to pay the carrier for time spent assisting in the test.	
2. Record the date, location, route type, and route number of the Rural Route being tested.		5. Both carrier and postmaster MUST sign this form.	
3. Record name of carrier/carrier substitute, roster designation, and Social Security Number.			
Date of Test (MM/DD/YYYY)	Name of Facility	ZIP + 4 Code	
Facility Finance Number	Rural Route Type (H, J, K, M, A)	<input type="checkbox"/>	Rural Route Number
Name of Carrier	Roster Designation	Social Security Number	Time Assisting on Test (in Minutes)
Signature of Rural Carrier		Signature of Postmaster	
 RURAL UNIT US POSTAL SERVICE 2825 LONE OAK PKY EAGAN MN 55121-9635			
PS Form 2847, September 1998			

PS Form 2847, Rural Carrier Payment Authorization, is used only when a carrier is involved in a Rural Carrier Route Test conducted in support of the Office of Revenue and Cost Systems.

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	
<p>PS Form 8127, July 1994</p>		

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.

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 345-64-9382		7 10		H001 B		03 02									
Name of Assigned Carrier		Finance Number		Social Security Number		Des/Act		Rt. No.		FISA Yr. PP									
WK	Actual Wkly Hrs	Days assigned Carrier absent (codes on reverse)					Daily Overtime	Training Hours	CDP Hrs	Limited Dty Hrs	Relief Hours	Rte Dev	GT Veh	Miles Omit	MMAS ASSIST WORK HOURS				
1	35 00	Sat.	Sun.	Tue.	Wed.	Thur.	Fri.	Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s			Hrs 100s					
2	38 08	A					H								Hrs 100s				
043		Des/Act		Name of Relief Carrier		S S N		Actual Wkly Hrs		Tr		Whole Miles Dev +		Actual Wkly Hrs		Tr		Whole Miles Dev +	
		70-1		Murphy J		014-56-789		Hrs 100s				08 10		Hrs 100s				Hrs 100s	
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Exhibit 531.12b
PS Form 1314-A, Auxiliary Rural Carrier Time Certificate

Name of Assigned Carrier <i>Murphy J</i>		Finance Number <i>24-0145</i>		Social Security Number <i>014-56-7891</i>		Des <i>7D-1</i>		Pl No <i>J006</i>		FLSA <i>P</i>		Yr <i>03</i>		PP <i>02</i>											
WK	Actual Wkly Work Hours	Work Days	Training Hours	Equipment Allowance				Leave-Whole Hours				N-No Service					Xmas Assist Work Hours								
	Hrs 100s		Hrs 100s	Hrs	Tr	Miles	GT	Annual	Sick	Other	COP	Devote	Mat Lv	Sat	Mon	Tue	Wed	Thur	Fri	Hrs 100s					
<i>1</i>	<i>02.00</i>	<i>0</i>																							
<i>2</i>	<i>02.00</i>	<i>0</i>																							
002		Week 1 Information																							
		Des	Name of Relief Carrier			SSN			Actual Wkly Hrs			Equip Allow			Actual Wkly Hrs			Equip Allow							

This certifies that the above carrier rendered service in compliance with Postal regulations				Postmaster's Signature				Date				Carrier Initial													
AUXILIARY RURAL CARRIER TIME CERTIFICATE												PS Form 1314-A, Nov 2001 U.S. Postal Service												EDM-7833	

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.

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 in 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. Exhibit 532a and 532b 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.

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

Name of Assigned Carrier										Phone Number		Social Security Number		Date/Act		R.R. No.		EISA		Yr.		No.	
No.	Actual Daily Hrs	Total Hrs	Sat. Hrs	Sun. Hrs	Mon. Hrs	Tue. Hrs	Wed. Hrs	Thurs. Hrs	Fri. Hrs	Daily Swartles	Traveling Hrs	GDP Hrs	Limits Hrs	Relief Hrs	Relief Hrs	Rth Dev	Rth Veh	Rth Mail	Rth Deliv	Rth Work	Rth Hrs	Rth Min	
																							Month Information
1	XX	XX								XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
2	XX	XX								XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
044																							
District		Name of Carrier		S.S.N.		Actual Hrs		Rth		Rth		Rth		Rth		Rth		Rth		Rth		Rth	
		760 Jones JJ		11-22-3383		09-22		1						09-09		1							
		760 Black LJ		343-21-1204		09-14		1															

PS Form 1314, Jan 2000 U.S. Postal Service

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

REGULAR RURAL CARRIER TIME CERTIFICATE

Name of Assigned Carrier										Phone Number		Social Security Number		Date/Act		R.R. No.		EISA		Yr.		No.	
No.	Actual Daily Hrs	Total Hrs	Sat. Hrs	Sun. Hrs	Mon. Hrs	Tue. Hrs	Wed. Hrs	Thurs. Hrs	Fri. Hrs	Daily Swartles	Traveling Hrs	GDP Hrs	Limits Hrs	Relief Hrs	Relief Hrs	Rth Dev	Rth Veh	Rth Mail	Rth Deliv	Rth Work	Rth Hrs	Rth Min	
																							Month Information
Brown C																							
		760 Jones JJ		11-22-3383		09-22		1						09-09		1							
		760 Black LJ		343-21-1204		09-14		1															

PS Form 1314, Jan 2000 U.S. Postal Service

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

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.

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
- F** – QWL/EI
- G** – QWL/EI X Day
- 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.

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
Saturday	12.12
Monday	Relief day taken
Tuesday	12.05
Wednesday	10.80
Thursday	10.52
Friday	10.45
Total hours	55.94

Exhibit 546
FLSA Code Guide

Rural Carrier Salary and Overtime		Carrier On Rolls at the Beginning Guar Year	Commit- ment Signed	Salary - RSC B Overtime = 150% RSC B Rate		Salary - Evaluation Overtime = FLSA Reg Hly Rate		Salary - Eval OT = 50%		Salary - under 40.01 (Evaluation)				Salary - Evaluation at contractual hourly rate if under 40.01 hrs			
Route Criteria	Mileage			71	72	71	72	71	72	72	73	76	77	74	75	78	79
Under 31 miles	N/A	N/A															
Over 30 miles	yes	N/A			x												
Over 30 miles	no	yes			x												
Over 30 miles	no	no	x														
Evaluated Routes																	
Under 35 hours	N/A	N/A															
35 hrs or over	yes	N/A			x												
35 hrs or over	no	yes			x												
35 hrs or over	no	no		x													
Aux Service	N/A	N/A															
RCA, RCR, TRC	N/A	N/A															

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 52:54, 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 H-46
		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 = \$49,113 (basic salary)
111 pay miles Step 12 = \$45,114 (basic salary)
- c. Since RCS pays less than 44 evaluated hours, the low option is K-40 and the high option is J-44. If RCS paid more than 44 evaluated hours (\$49,113), the options would be J-44, low, and H-46, high.

Exhibit 554a (p. 1)
Classification Chart

From	To	Evaluated Hours and Minutes (Reported on PS Form 4241-A, Rural Route Evaluation)	Pay	Option
00:01	24:29		RCS	
24:30	25:29	RCS More than 25 hrs. HD Less than 25 hrs. HD	RCS H-25	
25:30	26:29	RCS More than 26 hrs. HD Less than 26 hrs. HD	RCS H-26	
26:30	27:29	RCS More than 27 hrs. HD Less than 27 hrs. HD	RCS H-27	
27:30	28:29	RCS More than 28 hrs. HD Less than 28 hrs. HD	RCS H-28	
28:30	29:29	RCS More than 29 hrs. HD Less than 29 hrs. HD	RCS H-29	
29:30	30:29	RCS More than 30 hrs. HD Less than 30 hrs. HD	RCS H-30	
30:30	31:29	RCS More than 31 hrs. HD Less than 31 hrs. HD	RCS H-31	
31:30	32:29	RCS More than 32 hrs. HD Less than 32 hrs. HD	RCS H-32	
32:30	33:29	RCS More than 33 hrs. HD Less than 33 hrs. HD	RCS H-33	
33:30	34:29	RCS More than 34 hrs. HD Less than 34 hrs. HD	RCS H-34	
34:30	35:29	RCS More than 35 hrs. HD Less than 35 hrs. HD	RCS H-35	
35:30	36:29	RCS More than 36 hrs. HD Less than 36 hrs. HD	RCS H-36	
36:30	37:29	RCS More than 37 hrs. HD Less than 37 hrs. HD	RCS H-37	
37:30	38:29	RCS More than 38 hrs. HD Less than 38 hrs. HD	RCS H-38	
38:30	39:29	RCS More than 39 hrs. HD Less than 39 hrs. HD	RCS H-39	
39:30	40:29	RCS More than 40 hrs. HD Less than 40 hrs. HD	RCS H-40	
40:30	41:29	RCS More than 41 hrs. HD Less than 41 hrs. HD	RCS H-41	
41:30	42:29	RCS More than 42 hrs. HD Less than 42 hrs. HD	RCS H-42	
42:30	43:29	RCS More than 43 hrs. HD Less than 43 hrs. HD	RCS H-43	

Exhibit 554a (p. 2)
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	RCS	
		Less than 44 hrs. HD	H-44	
44:11	44:29	RCS More than 44 hrs. HD	RCS	
		Less than 44 hrs. HD	J-41	H-44
44:30	45:15	RCS More than 45 hrs. HD	RCS	
		Less than 45 hrs. HD	J-41	H-45
45:16	45:29	RCS More than 45 hrs. HD	RCS	
		Less than 45 hrs. HD	J-42	H-45
45:30	46:21	RCS More than 46 hrs. HD	RCS	
		Less than 46 hrs. HD	J-42	H-46
46:22	46:29	RCS More than 46 hrs. HD	RCS	
		Less than 46 hrs. HD	J-43	H-46
46:30	47:23	RCS More than 43 hrs. HD	J-43	H-46
		Less than 43 hrs. HD	J-43	
47:24	47:27	RCS More than 43 hrs. HD	J-43	H-46
		Less than 43 hrs. HD	K-40	J-43
47:28	48:32	RCS More than 44 hrs. HD	J-44	H-46
		Less than 44 hrs. HD	K-40	J-44
48:33	48:35	K-40	J-45
48:36	49:37	K-41	J-45
49:38	49:47	K-41	J-46
49:48	50:43	K-42	J-46
50:44	50:59	RCS More than 42 hrs. HD	K-42	J-46
		Less than 42 hrs. HD	K-42	
51:00	52:11	RCS More than 43 hrs. HD	K-43	J-46
		Less than 43 hrs. HD	K-43	
52:12	52:54	RCS More than 44 hrs. HD	K-44	J-46
		Less than 44 hrs. HD	K-44	
52:55	53:23	K-44	
53:24	54:35	K-45	
54:36	55:47	K-46	
55:48	56:59	K-47	
57:00	OVER	K-48	

Comparison to mileage salary is made when a route has not been vacant after PP 26-78.

Exhibit 554b
Auxiliary Classification Chart

From	To	Evaluated Hours	From	To	Evaluated
11:30	12:29	12	34:30	35:29	35
12:30	13:29	13	35:30	36:29	36
13:30	14:29	14	36:30	37:29	37
14:30	15:29	15	37:30	38:29	38
15:30	16:29	16	38:30	39:29	39
16:30	17:29	17	39:30	40:29	40
17:30	18:29	18	40:30	41:29	41
18:30	19:29	19	41:30	42:29	42
19:30	20:29	20	42:30	43:29	43
20:30	21:29	21	43:30	44:29	44
21:30	22:29	22	44:30	45:29	45
22:30	23:29	23	45:30	46:29	46
23:30	24:29	24	46:30	47:29	47
24:30	25:29	25	47:30	48:29	48
25:30	26:29	26	48:30	49:29	49
26:30	27:29	27	49:30	50:29	50
27:30	28:29	28	50:30	51:29	51
28:30	29:29	29	51:30	52:29	52
29:30	30:29	30	52:30	53:29	53
30:30	31:29	31	53:30	54:29	54
31:30	32:29	32	54:30	55:29	55
32:30	33:29	33	55:30	56:29	56
33:30	34:29	34	56:30	57:29	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 section 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.

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

Route Type	Regular Carrier		Substitute Carrier	
	Evaluated Daily Rate	Evaluated Hourly Rate	Evaluated Daily Rate	Evaluated Hourly Rate
H or M (6-day workweek)	$\text{BAR} \div 312$	$\text{BAR} \div 2,496$	$\text{BAR} \div 302$	$\text{BAR} \div 2,416$
J (5.5-day workweek)	$\text{BAR} \div 286$	$\text{BAR} \div 2,288$	$\text{BAR} \div 276$	$\text{BAR} \div 2,208$
K (5-day workweek)	$\text{BAR} \div 260$	$\text{BAR} \div 2,080$	$\text{BAR} \div 250$	$\text{BAR} \div 2,000$

561.32 Rounding Up

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

562 FLSA Code A Calculation

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

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 = \$42,163

$\$42,163 \div 2,000 = \21.08

Hourly Rate = \$21.08

Base AR for 40 hours at step 12 = \$42,163

$\$42,163 \div 2,080 = \20.2707 (hourly rate)

$\$20,2707 \times 150\% = \30.4061 (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 **Combining Service**

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

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

563 **FLSA Code B Calculation**

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

563.1 **Regular Rural Carriers**

563.11 **Compensation**

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

Exhibit 563
Rural Carrier Compensation

ALBRECHT RA		01-1600		E 011-33-1818		7 10		K002 B		03 23		
Name of Assigned Carrier		Finance Number		Social Security Number		Des/Act		Rt. No.		FLSA Yr. PP		
WK	Actual Wkly Hrs	Days assigned Carrier Absent (codes on reverse)		Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Relief Hours	Rte Dev	OT Veh	Miles Omit	MMAS ASSTST WORK HOURS
1	57.12	K		Hrs 100s	Hrs 100s		Hrs 100s	Hrs 100s				Hrs 100s
2	58.00	R		22.55								Hrs 100s
043		Week 1 Information		Week 2 Information								
Des/Act	Name of Relief Carrier	S S N		Actual Wkly Hrs	Tr	Ho	EN	Whole Miles Dev +	Actual Wkly Hrs	Tr	Ho	EN
	750 Hagey S	460-24-6541		09.22	1							
				Hrs 100s					Hrs 100s			
				Hrs 100s					Hrs 100s			
				Hrs 100s					Hrs 100s			
				Hrs 100s					Hrs 100s			
				Hrs 100s					Hrs 100s			
This certifies that the above carrier rendered service in compliance with Postal regulations				Postmaster's Signature				Date		Carrier Initial		

REGULAR RURAL CARRIER TIME CERTIFICATE

The assigned carrier is compensated as follows:

Week 1 5 days at evaluation of the route plus 1.12 hours at the carrier's regular FLSA hourly overtime rate and five trips EMA. All hours in excess of 56 per week are paid at the FLSA hourly overtime rate and are compensated in that pay period.

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

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

The replacement carrier is compensated as follows:

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

563.12 **Computation**

To compute evaluated rate:

Example: H or M Type Route

Base AR (40 hours or 42 miles) at step 12 = \$42,163

$\$42,163 \div 312 \text{ days} = \135.1378 (evaluated daily rate)

$\$42,163 \div 2,496 \text{ hours} = \16.8922 (evaluated hourly rate)

Example: J Type Route

Base AR (41 hours) at step 12 = \$43,744

$\$43,744 \div 286 \text{ days} = \152.9510 (evaluated daily rate)

$\$43,744 \div 2,288 \text{ hours} = \19.1189 (evaluated hourly rate)

Example: K Type Route

Base AR (42 hrs) at step 12 = \$45,322

$\$45,322 \div 260 \text{ days} = \174.3154 (evaluated daily rate)

$\$45,322 \div 2,080 \text{ hours} = \21.7894 (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 \div 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 = \$42,163

$\$42,163 \div 302 \text{ days} = \139.6126 (evaluated daily rate)

$\$42,163 \div 2,416 \text{ hours} = \17.4516 (evaluated hourly rate)

Example: J Type Route

Base AR (41 hours) at step 12 = \$43,744

$\$43,744 \div 276 \text{ days} = \158.4928 (evaluated daily rate)

$\$43,744 \div 2,208 \text{ hours} = \19.8116 (evaluated hourly rate)

Example: K Type Route

Base AR (42 hours) step 12 = \$45,322

$\$45,322 \div 250 \text{ days} = \181.2880 (evaluated daily rate)

$\$45,322 \div 2,000 \text{ hours} = \22.6610 (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.

564 FLSA Code N Calculation**564.1 Description**

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

564.2 Compensation

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

Example: Using previous H Type Route example

Annual salary \$28,464 (heavy duty - 27 hours)

Employee works 41.67 hours at evaluated daily rate of \$91.2308

$\$91.2308 \times 6 \text{ days} = \547.38

$\$547.38 \div 41.67 = \13.1361

$\$13.1361 \times 50\% = \6.5681 (OT rate)

$\$6.5681 \times 1.67$ (hours over 40) = \$10.97

\$10.97 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 = \$25,294

$\$25,294 \div 302 \text{ days} = \83.7550 (evaluated daily rate)

$\$25,294 \div 2,416 \text{ hours} = \10.4694

Example: J Type Route

Base AR (46 hours) at step 12 = \$51,645

$\$51,645 \div 276 \text{ days} = \187.1196 (evaluated daily rate)

$\$51,645 \div 2,208 \text{ hours} = \23.3899 (evaluated hourly rate)

Example: K Type Route

Base AR (48 hours) at step 12 = \$54,814

$\$54,814 \div 250 \text{ days} = \219.2560 (evaluated daily rate)

$\$54,814 \div 2,000 \text{ hours} = \27.4070 (evaluated hourly rate)

Example: M Type Route

Base AR (116 miles) at step 12 = \$44,747

$\$44,747 \div 302 = \148.1689 (evaluated daily rate)

$\$44,747 \div 2,416 = \18.5211 (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 = \$42,163

$\$42,163 \div 2,000 \text{ hours} = \21.0815

\$21.0815 (Substitute Rate 40 hours)

Base AR (RSC B) at step 12 = \$42,163

$\$42,163 \div 2,080 \text{ hours} = \20.2707

$\$20.2707 \times 150\% = \30.41 (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 = \$42,163

$\$42,163 \div 2,000 \text{ hours} = \21.0815

\$21.0815 (auxiliary rate)

Base AR (RSC B) at step 12 = \$42,163

$\$42,163 \div 2,080 \text{ hours} = \20.2707

$\$20.2707 \times 150\% = \30.41 (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 section 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 \$15.04 per hour. If the carrier was hired prior to August 24, 1991, the rate is \$18.24 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:

$$9.20 \text{ daily evaluated hours} \times 3 \text{ days} = 27.60$$

$$8.20 \text{ daily evaluated hours} \times 3 \text{ days} = 24.60$$

$$\text{Total evaluated hours for the week} = 52.20$$

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

$$52.20 \times \$15.04 \text{ (hourly rate)} = \$785.09$$

\$785.09 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 × \$15.04 = \$601.60

\$15.04 × 150% = \$22.56 (OT rate)

16.77 OT hours X \$22.56 (OT rate) = \$378.33

Total weekly compensation = \$979.93

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 section 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 = \$42,931
 Regular weekly compensation = \$825.60
 Annual rate RSC B, step 12 = \$42,163
 Annual hourly rate ($\$42,163 \div 2,080$) = \$20.27
 OT rate RSC B, step 12 = \$30.41
 Employee worked 39.76 hours in 5 days
 Weekly evaluated hours = 41.6 = 6.83 evaluated daily hours
 Hours worked 39.76 + 1 day's evaluation of 6.83 = 46.59
 40.00 hours × \$20.27 = \$810.80
 6.59 OT × \$30.41 = \$200.40
 Total RSC B compensation \$1,011.20
 Less regular weekly compensation of \$825.60
 Christmas OT = \$185.60
 To arrive at OT hours, divide the overtime dollars by the RSC B OT rate.
 $\$185.60 \div \$30.41 = 6.10$ 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 = \$42,613

Regular weekly compensation = \$819.48

Annual rate RSC B, step 6 = \$40,028

To compute the RSC B annual hourly rate:

Basic rate of RSC B = \$40,028

$\$40,028 \div 2,000 = \20.01

RSC B annual hourly rate = \$20.01

RSC B OT rate = $\$20.01 \times 150\% = \30.02

Total amount computed at RSC B

$40.00 \text{ hours} \times 20.01 = \800.40

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

$16 \text{ OT hours} \times \$28.87 = \$461.92$

Total RSC B compensation = \$1,262.32

To calculate computed overtime:

Total RSC B compensation of \$1,262.32

Minus regular weekly compensation of \$800.40 = \$461.92

$\$461.92 \div \$28.87 \text{ (RSC B OT rate)} = 16.00 \text{ hours computed OT}$

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

$112 \text{ hours} - 26.64 \text{ (computed OT for the PP)} = 85.36 \text{ calculated hours}$

$\$800.40 \text{ (regular weekly compensation)} \times 2 \text{ weeks} = \$1,600.80$

$\$1,600.80 \times 0.96154 \text{ (holiday factor)} = \$1,539.2332$

$\$1,539.2332 \div 85.36 \text{ (calculated hours)} = \18.0322 per hour

$\$18.0322 \times 150\% = \$27.0498 \text{ (developed OT)}$

$\$27.0498 \times 13.97 \text{ hours} = \377.89

To determine the overtime dollars from 56 to 80 hours

$80 - 56 \text{ hours} = 24 \text{ OT hours}$

$\$18.0322 \times 150\% = \27.0498

$\$27.0498 \times 24 \text{ OT hours} = \649.20

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 = 4.67 daily evaluated hours

20.73 workhours reported for 4 workdays

+9.34 hours for 2 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: $\div 3$ and then $\times 2$.

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

OT hours over 40 = +7.50

Total Christmas OT hours = 9.50

567.33 **Routes of 40 to 48 Hours**

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

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

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

To determine workhours when workdays are less than the required days of service, take the appropriate daily evaluation, multiply by the number of 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
+ <u>9.16</u>	Christmas assistant workhours performed on J day
56.41	
-56.00	
.41	FLSA OT
47.25	actual workhours reported for 4 days' work
+ <u>8.36</u>	evaluated hours for 1 paid leave day
55.61	
-41.82	(46 heavy duty 5.5 × 5 days)
13.79	
+ <u>8.75</u>	(9.16 Christmas assistant hours minus .41 FLSA OT)
22.54	Total Christmas OT

568 Salary Protection**568.1 Entitlement**

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

568.2 How It Works

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

569 Protected/Salary Code E**569.1 Entitlement**

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

569.2 How It Works

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

570 Equipment Maintenance Allowance

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

571 PS Form 1314, Regular Rural Carrier Time Certificate

Preceding the regular rural carrier's Social Security 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		01-1023		E 459-26-9546		7 10		K001 B		03 18													
Name of Assigned Carrier		Finance Number		Social Security Number		Des/Act		Rt. No.		FLSA Yr. PP													
WK	Actual Wkly Hrs	Days Issued Carrier Absent (codes on reverse)					Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Relief Hours	Rte Dev	GT Veh	Miles Omit	MMAS ASSIST WORK HOURS								
		Sat.	Sun.	Tue.	Wed.	Thur.	Fri.																
1	Hrs 100s																						
2	Hrs 100s																						
043	Week 1 Information																						
	Des/Act	Name of Relief Carrier		S S N		Actual Wkly Hrs	Tr	No EK	EN	Whole Miles Dev +		Dalt -		Actual Wkly Hrs	Tr	No EK	EN	Whole Miles Dev +		Dalt -			
						Hrs 100s								Hrs 100s									
						Hrs 100s								Hrs 100s									
						Hrs 100s								Hrs 100s									
						Hrs 100s								Hrs 100s									
						Hrs 100s								Hrs 100s									
This certifies that the above carrier rendered service in compliance with Postal regulations												Postmaster's Signature		Date		Carrier Initial							
REGULAR RURAL CARRIER TIME CERTIFICATE																							

Exhibit 571b
EMA Code G — Rural Carrier Uses a Government Vehicle

MILES		G		24-3162		G 251-26-7361		7 10		J001 B 03 18					
Name of Assigned Carrier				Finance Number		Social Security Number				Des/Act Rt. No. FLSA Yr. PP					
WK	Actual Mly Hrs	Days Assigned Carrier Absent (codes on reverse)			Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Relief Hours	Rte Dev	OT Veh	Miles Omit	XMAS ASSIST WORK HOURS		
1	Hrs 100s	Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s		Hrs 100s		
2	Hrs 100s							Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s		Hrs 100s		
043	Des/Act Name of Relief Carrier				S S N		Actual Mly Hrs		Tr	No ER	Whole Miles Dev + Omit -		Week 2 Information		
							Hrs 100s				Hrs 100s				
							Hrs 100s				Hrs 100s				
							Hrs 100s				Hrs 100s				
							Hrs 100s				Hrs 100s				
							Hrs 100s				Hrs 100s				
This certifies that the above carrier rendered service in compliance with Postal regulations										Postmaster's Signature		Date		Carrier Initial	

REGULAR RURAL CARRIER TIME CERTIFICATE

571.1 **EMA Code E**

571.11 **Description**

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

571.12 **Compensation**

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

Exhibit 571.1
PS Form 1314 — Compensation EMA Code E

ROSEMARK		DA		11-8000		E 468-23-3012		7 10		K001 B 03 18					
Name of Assigned Carrier				Finance Number		Social Security Number				Des/Act Rt. No. FLSA Yr. PP					
WK	Actual Mly Hrs	Days Assigned Carrier Absent (codes on reverse)			Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Relief Hours	Rte Dev	OT Veh	Miles Omit	XMAS ASSIST WORK HOURS		
1	42.15	K						Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s		Hrs 100s		
2	36.10	K	X					Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s		Hrs 100s		
043	Des/Act Name of Relief Carrier				S S N		Actual Mly Hrs		Tr	No ER	Whole Miles Dev + Omit -		Week 2 Information		
	730 Barnick P				338 22 4422		0690		1		14 08 2				
							Hrs 100s				Hrs 100s				
							Hrs 100s				Hrs 100s				
							Hrs 100s				Hrs 100s				
							Hrs 100s				Hrs 100s				
This certifies that the above carrier rendered service in compliance with Postal regulations										Postmaster's Signature		Date		Carrier Initial	

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		AE		24-5092		G 987-67-4321		7 10		K003		B 03		16							
Name of Assigned Carrier				Finance Number				Social Security Number				Des/Act		Rt. No.		FLSA Yr.		PP			
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)					Daily Overtime Hrs	Training Hours	COP Hrs	Limited Dty Hrs	Relief Hours	Rte Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS						
		Sat.	Mon.	Tue.	Wed.	Thur.									Fri.	Hrs	100s	Hrs	100s	Hrs	100s
1	8 42	K		A	A	A															
2	45 32	K																			
043																					
Des/Act		Name of Relief Carrier				S S N				Actual Wkly Hrs		Ir		Whole Miles Dev + Dist -		Actual Wkly Hrs		Ir		Whole Miles Dev + Dist -	
780		Chew R				953 21 4236				30 25		4				07 42		1			
										Hrs 100s				Hrs 100s				Hrs 100s			
										Hrs 100s				Hrs 100s				Hrs 100s			
										Hrs 100s				Hrs 100s				Hrs 100s			
										Hrs 100s				Hrs 100s				Hrs 100s			
This certifies that the above carrier rendered service in compliance with Postal regulations										Postmaster's Signature				Date		Carrier Initial					
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 section 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.

Exhibit 572a
PS Form 1314 — Route Deviation — Under 40 Miles

Name of Assigned Carrier		Finance Number		Social Security Number		Des/Act	Rt. No.	FISA	Vr.	PP					
MAGARTY J		41-2341		E 231-42-9365		7 10	J004 B	03	18						
Wk	Actual Wkly Hrs	Days Assigned	Carrier	Aband.	Codes on reverse	Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Relief Hours	Rte Dev	OT Veh	Miles Omit	MMAS ASSIST	WORE HOURS
1	46.52					Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s	030			Hrs 100s	
2	47.38					Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s	030			Hrs 100s	
043		Name of Relief Carrier		S S N		Week 1 Information		Week 2 Information							
		780 Saul T		425 977349		Hrs 100s		Actual Wkly Hrs Tr ER Dev + Omit -		25.92 4		010			

REGULAR RURAL CARRIER TIME CERTIFICATE

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

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

Name of Assigned Carrier		Finance Number		Social Security Number		Des/Act	Rt. No.	FISA	Vr.	PP					
FALLS SF		41-2531		E 326-87-8365		7 10	J004 B	03	18						
Wk	Actual Wkly Hrs	Days Assigned	Carrier	Aband.	Codes on reverse	Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Relief Hours	Rte Dev	OT Veh	Miles Omit	MMAS ASSIST	WORE HOURS
1	28.92					Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s	010			Hrs 100s	
2	12.98	J	A	A	A	Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s	019			Hrs 100s	
043		Name of Relief Carrier		S S N		Week 1 Information		Week 2 Information							
		780 Saul T		425 977349		Hrs 100s		Actual Wkly Hrs Tr ER Dev + Omit -		25.92 4		010			

REGULAR RURAL CARRIER TIME CERTIFICATE

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, heavy-duty 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: 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

SMITH		E		24-4721		E		341-56-9871		7 10		J001		B		03		18									
Name of Assigned Carrier				Finance Number				Social Security Number				Des/Act		Rt. No.		FISA		Yr.		PP							
Name of Relief Carrier				S S N				Actual Wkly Mfs		No Tr		EM		Whole Miles		Actual Wkly Mfs		No Tr		EM		Whole Miles					
780 Jones G				421629542				Mrs 100s		Tr		EM		0902.1		Mrs 100s		Tr		EM		Whole Miles					
WK		Actual Wkly Mfs		Days Assigned		Carrier Absent		Reasons of Absence		Daily Overtime		Training Hours		CDP MFS		Limited DCY MFS		Relief Hours		Rte Dev		GT Veh		Miles Omit		XMAS ASSIST WORK HOURS	
1		48		4		3														2							
2		40		3		5																					

PS Form 1314, Jun 2000 U.S. Postal Service

043

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

Postmaster's Signature

Date

Carrier Initial

REGULAR RURAL CARRIER TIME CERTIFICATE

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

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

573.2 **EMA Code G**

When a carrier provides his or her own vehicle on a route with an EMA code of G, record the number of occurrences in the weekly GT Veh. Used block.

Equipment maintenance allowance is paid by the number of trips, times the current daily EMA rate for the route. If the replacement carrier provides a vehicle in this situation, record the appropriate trips in the EM Only block (see exhibit 573.2).

Exhibit 573.2
PS Form 1314 — Use of Employee Vehicle

HANG		J		35-4595		G 124-56-9876		7 10		K001, B		03 18													
Name of Assigned Carrier				Finance Number				Social Security Number				Des/Act		Rt. No.		FLSA Yr.		PP							
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)			Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Relief Hours	Rte Dev	GT Veh	Miles Omit	MMAS ASSIST WORK HOURS												
1	37 1/2	K			Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s				Hrs 100s												
2	42	K A A A			Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s		2		Hrs 100s												
043																									
Des/Act				Name of Relief Carrier				S S N				Actual Wkly Hrs		Ir No ER		Whole Miles		Actual Wkly Hrs		Ir No ER		Whole Miles			
750				Conway T				241629586				0695		1		Dev +		2256		2		2			
												Hrs 100s				Hrs 100s		Hrs 100s				Hrs 100s			
												Hrs 100s				Hrs 100s		Hrs 100s				Hrs 100s			
												Hrs 100s				Hrs 100s		Hrs 100s				Hrs 100s			
												Hrs 100s				Hrs 100s		Hrs 100s				Hrs 100s			
This certifies that the above carrier rendered service in compliance with Postal regulations														Postmaster's Signature				Date				Carrier Initial			
REGULAR RURAL CARRIER TIME CERTIFICATE																									

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

Relief Replacement carrier:

Week 1 One day's evaluation, no EMA.

Week 2 Four days' evaluation and 2 trips EMA. (Two trips entered in the EM block will reimburse the carrier EMA.)

574 Miles Omitted

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

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

Example:

Miles omitted = 49

Pay miles = 61

$$49 \div 61 = .8033$$

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

Example:

Daily EMA rate = \$19.22

$$\$19.22 \times .8033 = \$15.44$$

\$15.44 = amount to be reduced

- c. No miles are omitted from the regular carrier when auxiliary assistance is given to a route.

575 EMA for Nonrural Postal Employee

When a nonrural postal employee services the regular rural route, enter the employee's name and Social Security 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

MYERS		JJ		01-2432		E 984-24-9741		7.10		K001B		03		23				
Name of Assigned Carrier				Finance Number		Social Security Number				Des/Act		Rt. No.		FISA Yr. PP				
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)			Daily Overtime	Training Hours	CDP Hrs	Limited Dty Hrs	Relief Hours	Rte Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS					
1	42.43	K			Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s				Hrs 100s					
2	44.98	K			Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s				Hrs 100s					
043																		
Des/Act		Name of Relief Carrier			S S N		Actual Wkly Hrs		Tr	EM	Whole Miles		Actual Wkly Hrs		Tr	EM	Whole Miles	
990		JOAN M			243849432		Hrs 100s		1		Hrs 100s		Hrs 100s		1		Hrs 100s	
							Hrs 100s				Hrs 100s		Hrs 100s				Hrs 100s	
							Hrs 100s				Hrs 100s		Hrs 100s				Hrs 100s	
							Hrs 100s				Hrs 100s		Hrs 100s				Hrs 100s	
							Hrs 100s				Hrs 100s		Hrs 100s				Hrs 100s	
This certifies that the above carrier rendered service in compliance with Postal regulations																		
Postmaster's Signature												Date		Carrier Initial				
REGULAR RURAL CARRIER TIME CERTIFICATE																		

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

Exhibit 575b
PS Form 1314 — EMA for Nonrural Employee Using Government Vehicle

JONES		RR		01-2432		E 784-24-1234		7.10		K001B		03		23				
Name of Assigned Carrier				Finance Number		Social Security Number				Des/Act		Rt. No.		FISA Yr. PP				
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)			Daily Overtime	Training Hours	CDP Hrs	Limited Dty Hrs	Relief Hours	Rte Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS					
1	49.52	R			Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s				Hrs 100s					
2	43.50	K			Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s				Hrs 100s					
043																		
Des/Act		Name of Relief Carrier			S S N		Actual Wkly Hrs		Tr	EM	Whole Miles		Actual Wkly Hrs		Tr	EM	Whole Miles	
990		Smith E			987-65-1023		Hrs 100s				Hrs 100s		Hrs 100s		1		Hrs 100s	
							Hrs 100s				Hrs 100s		Hrs 100s				Hrs 100s	
							Hrs 100s				Hrs 100s		Hrs 100s				Hrs 100s	
							Hrs 100s				Hrs 100s		Hrs 100s				Hrs 100s	
							Hrs 100s				Hrs 100s		Hrs 100s				Hrs 100s	
This certifies that the above carrier rendered service in compliance with Postal regulations																		
Postmaster's Signature												Date		Carrier Initial				
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), A994 (Replacement on QWL/EI), A995 (Census), 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 = \$4.25 per hour

EMA trips = \$14.60 per trip

EMA miles = \$ 0.365 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 \times \$4.25 = \119.00

6 trips $\times \$14.60 = \87.60

The amount (\$87.60) is compared with calculated miles:

250 miles $\times \$ 0.365 = \91.25

The greater amount (\$91.25) is then paid.

Comparison:

$$20 \times \$4.25 = \$85.00$$

$$3 \text{ trips} \times \$14.60 = \$43.80$$

The lesser amount (\$43.80) is compared with calculated miles:

$$90 \text{ miles} \times \$ 0.365 = \$32.85$$

The greater amount (\$43.80) 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 section 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 position 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 exhibits 581.12).

Exhibit 581.12
Sick Leave (K Route)

REEVES		MG		54-9898		E 518-23-5647		7 10		K002 B		03 17									
Name of Assigned Carrier				Finance Number				Social Security Number				Des/Act		Rt. No.		FLSA		Yr.		PP	
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)						Daily Overtime Hrs	Training Hours	COP Hrs	Limited Dty Hrs	Relief Hours	Rte Dev	OT Veh	MILES Omit	XMAS ASSIST	WORK HOURS				
		Set.	Mon.	Tue.	Wed.	Thur.	Fri.											Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s
1		K	S	S	S	S															
2		K	S	L	L	L															
043		Des/Act		Name of Relief Carrier		S S N		Actual Wkly Hrs		No. of Trips		Miles		Actual Wkly Hrs		No. of Trips		Miles			
		750		Griffin A		011232681		38276		6		38186		6							
								Hrs 100s				Hrs 100s									
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Exhibit 581.132
Holiday Worked

THOMAS		DN		01-0001		E 123-45-6789		7-14		K001		E 03 24			
DACA				Relief				Week				Information			
1 4395				K											
2 4373				V K											
043				Hand DC				987.65.4321				0775			

REGULAR RURAL CARRIER TIME CERTIFICATE

The holiday falls on the second Tuesday, which is the carrier's scheduled relief day. Monday becomes the holiday, and the relief day code (K) is entered for Tuesday. 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.

Exhibit 581.133
Holiday on Relief Day

JONES		ML		03-8753		E 476-92-4561		7 10		K001 B		03 24	
Name of Assigned Carrier				Finance Number		Social Security Number				Des/Act		Rt. No.	
Days assigned Carrier absent (codes on reverse)				Daily Overtime		Training Hours		COP Hrs		Limited Dty Hrs		Relief Hours	
Sat. Mon. Tue. Wed. Thur. Fri.				Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s		Rte Dev	
1 42 95				K									
2 41 75				H K									
043													
Des/Act		Name of Relief Carrier		S S N		Actual Mly Hrs		No. Tr EA		Miles Dev +		Actual Mly Hrs	
780		Smith K		485 72 6382		0392		1				0850	
						Hrs 100s						Hrs 100s	
						Hrs 100s						Hrs 100s	
						Hrs 100s						Hrs 100s	
						Hrs 100s						Hrs 100s	
						Hrs 100s						Hrs 100s	
This certifies that the above carrier rendered service in compliance with Postal regulations				Postmaster's Signature				Date		Carrier Initial			

REGULAR RURAL CARRIER TIME CERTIFICATE

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

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

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

581.14 **Relief Days**

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

581.141 **Provisions of Relief Day**

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

581.142 **Working a Relief Day**

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

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).

Smith G										01-2345 E 123-45-6789 710										K001		04		16													
Name of Assigned Carrier										Finance Number										Social Security Number										Dir.		Route No.		Year		PF	
044										700 Riley R										04567-8910										1292		0908					
Postmaster's Signature										Date										7/20/04		Carrier Initials		AS													

REGULAR RURAL CARRIER TIME CERTIFICATE

Smith G										01-2345										123-45-6789										710		K001		04		16	
Name of Assigned Carrier										Finance Number										Social Security Number										Dir.		Route No.		Year		PF	
FAMILY LEAVE HOURS										FAMILY LEAVE HOURS										FAMILY LEAVE HOURS										Hours		100s		Hours		100s	
FAMILY LEAVE DEPENDENT CARE										FAMILY LEAVE DEPENDENT CARE										FAMILY LEAVE DEPENDENT CARE										Hours		100s		Hours		100s	
FAMILY LEAVE REPLACEMENT CARRIER UNAVAILABLE										FAMILY LEAVE REPLACEMENT CARRIER UNAVAILABLE										FAMILY LEAVE REPLACEMENT CARRIER UNAVAILABLE										Hours		100s		Hours		100s	
FAMILY LEAVE DOWNSIDE										FAMILY LEAVE DOWNSIDE										FAMILY LEAVE DOWNSIDE										Hours		100s		Hours		100s	
Postmaster's Signature										Date										7/23/04		Carrier's Initials		AS													

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.

Name of Assigned Carrier		Financial Number		Annual Security Number		Date		Route No.		Year		PP	
Jones G		24-1982		589-40-045770		A996		04		16			
PSLAAL Hours		FMLA SL Hours		FMLA SL Hours		Hours		YTD		Hours		YTD	
FMLA LWOP Hours		FMLA SL Dependence Time		FMLA SL Dependence Time		Hours		YTD		Hours		YTD	
Non-FMLA SL Dependence Days		FMLA Replacement Carrier Unavailable		FMLA Replacement Carrier Unavailable		Hours		YTD		Hours		YTD	
FMLA COP Hours		FMLA Replacement # Hours		FMLA Replacement # Hours		Hours		YTD		Hours		YTD	
Supervisor's Signature		Date		Carrier's Initials									
J. Hansen		7/23/04		[Signature]									
PS Form 1314-F, June 1999		Rural Carrier FMLA Coordinator											

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.

581.2 **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 or exceed 40.00, leave cannot be used (see exhibit 581.3).

Exhibit 581.3
Auxiliary Rural Carrier Leave

REYES		JR		08-5645		E 519-42-7895		7 70		A003 P 03		18									
Name of Assigned Carrier				Finance Number				Social Security Number				Des.		Rt. No.		FLSA		Yr.		PP	
WK	Actual Wkly Work Hours	Work Days	Training Hours	Equipment Allowance		Leave-Whole Hours		N-No Service		Xmas Assist Work Hours											
1	41 25		Hrs 100s	34	6 250																
2	33 18		Hrs 100s	25	5 200		04			N											
002								Week 1 Information		Week 2 Information											
Des.		Name of Relief Carrier		S S N		Actual Wkly Hrs		Equip. Allow		Actual Wkly Hrs		Equip. Allow									
		Replacement		999-99-9999		Hrs 100s		Hrs 100s		Hrs 100s		1									
						Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s									
						Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s									
						Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s									
						Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s									
This certifies that the above carrier rendered service in compliance with Postal regulations.				Postmaster's Signature				Date				Carrier Initial									
AUXILIARY RURAL CARRIER TIME CERTIFICATE						PS Form 1314-A, Nov 2001 U.S. Postal Service						EDM-7833									

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 equal or exceed 40.00, leave cannot be used.

581.41 **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 hours worked.

581.5 Replacement Carrier - Partial Trip Served

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

582 Administrative Leave**582.1 Definition**

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

582.2 Acts of God**582.21 Definition**

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

582.22 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.

582.23 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.

582.231 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) 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 582.231).
- d. Preparation of PS Form 1314-A for Designation 79:
 - (1) Record an N (No service) on the appropriate day.
 - (2) Enter the number of evaluated hours in the Other leave block to the nearest hour.

Exhibit 582.231
Acts of God

JORGENSEN		H		54-6262		E 011-23-3681		7 10		H005 N		03, 23											
Name of Assigned Carrier				Finance Number				Social Security Number				Des/Act		Rt. No.		FISA		Yr.		PP			
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)							Daily Overtime	Training Hours	CDP Hrs	Limited Dty Hrs	Relief Hours	RCE	GT Veh	Miles Omit	MMAS ASSIST	WORK HOURS					
		Sat.	Sun.	Tue.	Wed.	Thur.	Fri.	Sat.											Sun.	Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s
1	32.45				O																		
2	28.25																						
043		Des/Act		Name of Relief Carrier		S S N		Week 1 Information				Week 2 Information											
				Replacement		999-99-9999		Actual Wkly Hrs		Ir		No EMA		Whole Miles		Actual Wkly Hrs		Ir		No EMA		Whole Miles	
								Hrs 100s						Hrs 100s									
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								Hrs 100s						Hrs 100s									

- 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.
- 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.

582.234 **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, 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.

583 **Continuation of Pay**

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

583.1 **Determination of Pay**

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

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

For all WAE (when actually employed), intermittent and part-time workers, either permanent or temporary, who do not work each week of the year, or each week of the period of appointment if less than one year, the weekly pay rate shall be the average weekly earnings established by dividing the total earnings during the one year immediately preceding the date of injury, excluding overtime, by the number of weeks worked during that one year period. For the purposes of this computation, if the employee worked only a

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 (Examples)

JOHNSON		DE		59-1298		E 912-18-0001		7 10		J004 B		03 10							
WK	Actual Wkly Hrs	Name of Assigned Carrier							Daily Overtime	Training Hours	COP Hrs	Limited Duty Hrs	Relief Hours	Des/Act Rte Dev	Rt. No. Veh	Miles Omit	FISA	Yr.	PP
		Sat.	Sun.	Tue.	Wed.	Thur.	Fri.	Sat.											
1	8.09	J			O	C	C												
2	07.83	C	C	E	E	E				12	12.84								
043		Des/Act		Name of Relief Carrier		S S N		Actual Wkly Hrs		Miles		Actual2 Wkly Hrs		Miles					
		750		Johnson H		638-73-9457		28.56		3									
		700		Sorenson L		863 85 6281		08.33		1		43.09		5					
This certifies that the above carrier rendered service in compliance with Postal regulations																			
REGULAR RURAL CARRIER TIME CERTIFICATE												Postmaster's Signature		Date		Carrier Initial			

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. 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-A, *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-A to assign the employee back to the rural carrier position.

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 section 585.4). Hours over 8 are not accumulated for day off. Only hours worked under QWL/EI are accumulated.
- 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 Quality of Work Life/Employee Involvement**586.1 FLSA Guidelines**

All time devoted by regular rural carriers to the performance of Quality of Work Life/Employee Involvement (QWL/EI) activities is treated as work time for purposes of the Fair Labor Standards Act (FLSA). Pursuant to section 7(b)(2) of the FLSA, rural carriers cannot be employed for more than 2,240 hours during a 52-week guarantee period and must be paid FLSA overtime for all hours worked in excess of 12 hours in a workday, 56 hours in a workweek, and 2,080 hours during the guarantee period. Thus the dollars paid for hours worked (including QWL/EI hours) must be accumulated to determine the FLSA overtime rate.

586.2 Absence Codes

The following chart shows the relationship between certain absence codes used on PS Form 1314, *Regular Rural Carrier Time Certificate*, and the FLSA requirements:

- a. No code entered in Days Assigned Carrier Absent (DACA) day (workday):
 - (1) A charged workday for the office.
 - (2) Workhours are recorded and accumulated toward 2,080.
 - (3) Dollars are also accumulated.
- b. Code F (QWL/EI):
 - (1) A charged workday for the office.
 - (2) Workhours are recorded and accumulated toward 2,080.
 - (3) Dollars are also accumulated.

- c. Code R (Relief Day Worked):
 - (1) Not a charged workday for the office.
 - (2) Workhours are recorded and accumulated toward 2,080.
 - (3) Dollars are not accumulated.
- d. Code G (QWL/EI Relief Day Taken):
 - (1) A charged workday for the office.
 - (2) Workhours are not recorded and accumulated toward 2,080.
 - (3) Dollars are accumulated.
- e. Code O (Other Leave):
 - (1) Not a charged workday for the office.
 - (2) Workhours are not recorded and accumulated toward 2,080.
 - (3) Dollars are not accumulated.

586.3 **Compliance With FLSA Requirements**

Sections 586.4 through 586.6 apply to regular rural carriers. Section 586.7 applies to replacement rural carriers.

586.4 **Accumulation of QWL/EI**

586.41 **Two Local Records**

When rural carriers are working on QWL/EI activities, it may be necessary to maintain two separate local records for the accumulation of workhours, depending on the situation. The employees will be granted an O (Other Leave) or G (QWL/EI Relief Day Taken) for each 8 hours of accumulated time. Rural carriers on J or K routes may need to have two local records to be established.

586.42 **DACA Code**

When rural carriers are not serving the route and DACA code F is entered on PS Form 1314, then if the workhours are 8 or less on QWL/EI activities, no time will be accumulated on the local record. If more than 8 hours are spent on QWL/EI activities, the time in excess of 8 will be accumulated on the local record toward a future O (Other Leave) day.

586.43 **Relief Day**

When rural carriers are not serving the route and perform QWL/EI activities on their relief day (J or K), enter the relief day (J or K) on PS Form 1314. A replacement carrier works the route. All QWL/EI workhours are entered on PS Form 1314 as actual workhours. Time in excess of 8 hours will be accumulated on the local record toward a future G (relief day worked) day (see exhibit 586.56a).

586.44 **Overtime**

When rural carriers under FLSA code B work more than 12 hours in a day in any situation, all hours in excess of 12 must be recorded in the Daily Overtime block on PS Form 1314. Do not accumulate any time that exceeds 12 hours on the local record for which overtime has been paid (see exhibit 586.55a).

586.5 **Examples of Completion of PS Form 1314 for QWL/EI Situations**

586.51 **Situation 1**

The regular carrier works the route a full day and also performs QWL/EI duties on the scheduled workday. Use the following procedure:

- a. Leave blank the appropriate DACA day (workday).
- b. Report all time worked, including QWL/EI time, in the Actual Weekly Work Hours block on PS Form 1314 (see exhibit 586.51a).
- c. Add the number of actual hours/hundredths worked on QWL/EI duties this day to the employee's local accumulated work record for granting Other Leave (see exhibit 586.51b).
- d. Since the workhours and dollars have been accumulated, enter O (Other Leave) when the carrier is granted a day off for each 8 hours of such accumulated time.

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. No travel time to and from the facility is added to the weekly hours if within the normal commute. If the employee is covered under FLSA code A, time spent at the site is added to the workhours.

Exhibit 586.51a

Full Day of QWL/EI Plus Regular Service During Same Workday

Week 1			Week 2		
Days	Hours	QWL/EI	Days	Hours	QWL/EI
Saturday	7.35		Saturday	7.85	
Monday	7.25	+ 2.5	Monday	8.02	+ 2.5
Tuesday	7.77		Tuesday	7.88	
Wednesday	8.08		Wednesday	8.35	
Thursday	8.68		Thursday	8.57	
Friday	8.38		Friday	7.85	
Total	47.51	+ 2.5	Total	48.52	+ 2.5
Total Actual Weekly Workhours = 50.01			Total Actual Weekly Workhours = 51.02		

JONES		SM		24-2012		E		987-42-3498		71/0		H002		B		03/09					
Name of Assigned Carrier				Finance Number				Social Security Number				Des/Act		Rt. No.		FLSA Yr.		PP			
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)							Daily Overtime	Training Hours	CP	Limited Dty Hrs	Relief Hours	Rte Dev	DT Veh	Miles Omit	MAS ASSIST	WORK HOURS			
		Sat.	Sun.	Tue.	Wed.	Thur.	Fri.		Hrs	100s	Hrs	100s	Hrs	100s	Hrs	100s			Hrs	100s	
1	50.9																				
2	51.02																				
044																					
Des/Act		Name of Relief Carrier				S S N				Actual Wkly Hrs		Tr	ER	Whole Miles Dev + Omit -		Actual Wkly Hrs		Tr	ER	Whole Miles Dev + Omit -	
										Hrs		100s			Hrs		100s				
										Hrs		100s			Hrs		100s				
										Hrs		100s			Hrs		100s				
										Hrs		100s			Hrs		100s				
										Hrs		100s			Hrs		100s				
										Hrs		100s			Hrs		100s				
										Hrs		100s			Hrs		100s				
This certifies that the above carrier rendered service in compliance with Postal regulations																					
Postmaster's Signature												Date		Carrier Initial							
REGULAR RURAL CARRIER TIME CERTIFICATE																					

The regular carrier performs service for the entire pay period. Each Monday after servicing the route, the carrier works 2.5 hours on QWL/EI activities. This time should be included in actual weekly workhours when completing PS Form 1314.

Exhibit 586.51b
Local Record

Local Record						
Date	Hours Charged to Other Leave	Hours Granted	Balance	Hours Charged to G-Relief Day	Hours Granted	Balance
1/23/03	2.5		2.5			
2/01/03	2.5		5.0			
2/10/03	3.0		8.0			
3/02/03		8.0	0.0			

For the local record, accumulate the QWL/EI hours to be charged to Other Leave and maintain a balance.

586.52 **Situation 2**

The regular carrier performs QWL/EI duties on the scheduled workday, and the replacement carrier works the route. Use the following procedure:

- a. Enter F (QWL/EI) in the appropriate DACA block on the carrier's PS Form 1314 for this day.
- b. Report all time worked, including QWL/EI time, in the Actual Weekly Work Hours block (see exhibit 586.52).
- c. If 8 hours or less are spent on QWL/EI activities, no time will be accumulated on the employee's local record for this day.
- d. If more than 8 hours are spent on QWL/EI activities, the time that exceeds 8 hours will be added to the employee's local accumulated workhours record for granting Other Leave.
- e. Since the workhours and dollars have been accumulated, enter O (Other Leave) when the carrier is granted a day off for each 8 hours of such accumulated time.

Exhibit 586.54

QWL/EI — Hours Are More Than Four a Day

WADE EV		24-8754		E 287-84-9765		710		K001		B		0303	
Name of Assigned Carrier		Finance Number		Social Security Number		Des/Act		Rt. No.		FLSA		Yr. PP	
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)		Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Relief Hours	Rte Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS	
1	36.92	K F		Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s				Hrs 100s	
2	38.50	K		Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s	Hrs 100s				Hrs 100s	
044				Week 1 Information				Week 2 Information					
Des/Act	Name of Relief Carrier	S S N		Actual Wkly Hrs	Tr	EN	EN	Whole Miles	Actual Wkly Hrs	Tr	EN	EN	Whole Miles
700	Jones JK	156937498		16	23	2			07	92	1		
				Hrs 100s					Hrs 100s				
				Hrs 100s					Hrs 100s				
				Hrs 100s					Hrs 100s				
				Hrs 100s					Hrs 100s				
This certifies that the above carrier rendered service in compliance with Postal regulations				Postmaster's Signature				Date				Carrier Initial	

The regular carrier performs 7.5 hours of QWL/EI on Monday. An F is entered in the DACA block. Because less than 8 hours are spent on QWL/EI activities, no time is accumulated on the employee's local record for this day.

586.55 **Situation 5**

The regular carrier works the route on the assigned relief (J or K) day and also performs QWL/EI duties on the assigned relief (J or K) day. This situation must be avoided whenever possible. Use the following procedure:

- a. Enter R, 3, or 5 in the appropriate DACA block on PS Form 1314 to indicate the carrier worked the route that day and, therefore, is entitled to EMA. As in any instance in which a rural carrier works the route on a relief day, the carrier must be granted an X day (relief day taken) within 12 weeks (unless the 150 percent option is selected). This is in addition to any days off to which the carrier is entitled based on accumulated QWL/EI time. Do not record any QWL/EI time in the relief days block on PS Form 1314.
- b. Report all time worked, including QWL/EI time, in the Actual Wkly Hrs block on PS Form 1314 (see exhibit 586.55a).
- c. Add the number of actual hours/hundredths worked on QWL/EI duties this day to the employee's local accumulated workhours record for granting G days (QWL/EI relief day taken) (see exhibit 586.55b).
- d. Since the workhours have been accumulated, but the dollars have not, enter G (QWL/EI relief day taken) when the carrier is granted a day off for each 8 hours of accumulated QWL/EI time.

Exhibit 586.55a

QWL/EI — Work and Relief Hours on Same Day

	Days	Hours	QWL/EI
Week 1	Saturday	8.08	3.92
	Monday	8.02	
	Tuesday	7.57	
	Wednesday	7.85	
	Thursday	7.38	2.0
	Friday	7.68	2.0
	Total	46.58	
Total Actual Weekly Workhours = 54.5			

MARTIN ST		D1-2496		E 579-84-9256		71/0		J003		B		03103	
Name of Assigned Carrier				Finance Number		Social Security Number		Des/Act		Rt. No.		FLSA Yr. PP	
WK	Actual Mkly Hrs	Days Assigned Carrier Absent (codes on reverse)			Daily Overtime Hrs	Training Hours	CDP Hrs	Limited Dty Hrs	Relief Hours	Rte Dev	GT Veh	Miles Omit	XPMS ASSIST WORK HOURS
1	54.58	R			00.08								
2	50.38												
044													
Des/Act		Name of Relief Carrier			SSN		Actual Mkly Hrs		Ir	EA	Whole Miles		Actual Mkly Hrs
							Hrs 100s				Dev + Omit -		Hrs 100s
							Hrs 100s				Dev + Omit -		Hrs 100s
							Hrs 100s				Dev + Omit -		Hrs 100s
							Hrs 100s				Dev + Omit -		Hrs 100s
							Hrs 100s				Dev + Omit -		Hrs 100s
							Hrs 100s				Dev + Omit -		Hrs 100s
This certifies that the above carrier rendered service in compliance with Postal regulations													
Postmaster's Signature										Date		Carrier Initial	

REGULAR RURAL CARRIER TIME CERTIFICATE

The regular carrier works the relief day and performs QWL/EI duties on Saturday, Week 1. The carrier work 8.08 hours on the route and 4.0 hours on QWL/EI. Total hours for the day is 12.08. All hours must be added to the Actual Wkly Hrs. Any hours over 12 in a day are listed in the Daily Overtime block. In this case, .08 hour is entered in the Daily Overtime block. Time recorded in the Daily Overtime block is not accumulated toward an G day. Record 3.92 hours toward a future G day.

Exhibit 586.55b

Local Record

Local Record						
Date	Hours Charged to Other Leave	Hours Granted	Balance	Hours Charged to G-Relief Day	Hours Granted	Balance
1/21/03				3.92		3.92
2/07/03	2.0		2.0			
2/14/03	2.0		4.0			
3/07/03				2.00		5.92
4/02/03	1.0		5.0			

QWL/EI time must be accumulated separately when the regular carrier performs service on his/her relief day or scheduled workday. An off day is granted at a later date (within 12 weeks) for each segment of 8 hours accumulated in each column on the local record. When granting days off, it is important to record the proper code (O or G) on PS Form 1314 to properly capture the workhours and dollars.

586.6 Equipment Maintenance Allowance While on QWL/EI

When a regular carrier is on QWL/EI for a whole day, no EMA is paid. A DACA code F is entered on PS Form 1314. If the carrier spends only a portion of the day on QWL/EI activities and does not deliver any mail that day or does not deliver mail for any portion of the route, enter the number of miles in the Miles Omitted block on PS Form 1314. See section 574 concerning miles omitted. The rural carrier will be paid the standard postal mileage rate when using a personal vehicle to travel to and from a QWL/EI activity.

586.7 Replacement Rural Carriers

Record QWL/EI service by a replacement carrier on PS Form 1314-A using A994 in the Rt. No. block. Record actual workhours spent performing authorized QWL/EI duties in the Actual Wkly Hrs block. Do not enter EMA on this form. Any mileage in excess of the normal commute is paid at the standard Postal Service Mileage rate for local travel.

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

ROGERS GL														35-9853		E 290-58-3907		7 10		K006 B		03 03			
Name of Assigned Carrier														Finance Number		Social Security Number		Des/Act		Rt. No.		FLSA Yr.		PP	
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)							Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Relief Hours	Rta Dev	GT Veh	Miles Omit	MMAS ASSIST WORK HOURS								
1	40.74	K	T	T	T				23.92																
2	39.62	K																							
043														Week 1 Information				Week 2 Information							
Des/Act		Name of Relief Carrier			S S N			Actual Wkly Hrs		Tr		Whole Miles		Actual Wkly Hrs		Tr		Whole Miles							
780		White T			237 94 8643			31.924				07.38		1											
								Mrs 100s				Mrs 100s													
								Mrs 100s				Mrs 100s													
								Mrs 100s				Mrs 100s													
								Mrs 100s				Mrs 100s													
								Mrs 100s				Mrs 100s													
								Mrs 100s				Mrs 100s													
This certifies that the above carrier rendered service in compliance with Postal regulations														Postmaster's Signature		Date		Carrier Initial							

- 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) (see exhibit 587.3).

Exhibit 587.3
Replacement Carrier Training

HYATT		WH		27-5793		E 672-95-5387		7 80		A999 P		03 25													
Name of Assigned Carrier				Finance Number				Social Security Number				Des.		Rt. No.		EISA		Yr.		PP					
WK	Actual Wkly Work Hours	Wkly Days	Training Hours	Equipment Allowance				Leave-Whole Hours				N-No. Service								Xmas Assist Work Hours					
1	16.00		16.00	Hrs	Tr	Miles	GT	Annual	Sick	Other	ODP	Dom/Le	Mil	Ly	Sat	Mon	Tue	Wed	Thur	Fri			Hrs	100s	
2																							Hrs	100s	
002				Week 1 Information				Week 2 Information																	
				Des.		Name of Relief Carrier		S S N		Actual Wkly Hrs		Equip. Allow		Actual Wkly Hrs		Equip. Allow									
										Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s									
										Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s									
										Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s									
										Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s									
										Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s									
This certifies that the above carrier rendered service in compliance with Postal regulations										Postmaster's Signature										Date		Carrier Initials			
AUXILIARY RURAL CARRIER TIME CERTIFICATE										PS Form 1314-A, Nov 2001 U.S. Postal Service										EDM-7833					

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

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 Minneapolis 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.

Exhibit 589.2b
Original PS Form 1314 (Deceased Carrier)

Name of Assigned Carrier		Finance Number		Social Security Number		Des/Act	Rt. No.	FISA	Yr.	PP					
WK	Actual Wkly Hrs	Days assigned Carrier absent (codes on reverse)					Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Relief Hours	Rte Dev	GT Veh	Miles Deliv	PMAS ASSIST WORK HOURS
1	38.95														
2	32.40					OL									
043											10/2/03				
Des/Act	Name of Relief Carrier	S S N		Actual Wkly Hrs	Tr	EA	Whole Miles Deliv	Actual Wkly Hrs	Tr	EA	Whole Miles Deliv				
	780 Johnson M	453987654						10542			703				
This certifies that the above carrier rendered service in compliance with Postal regulations											Postmaster's Signature		Date	Carrier Initial	

REGULAR RURAL CARRIER TIME CERTIFICATE

Exhibit 589.2c
Form 2240-R, Rural Pay or Leave Adjustment Request

										Date 11/7/03						
Rural Pay or Leave Adjustment Request										<input type="checkbox"/> Form 1314 Correction <input type="checkbox"/> Form 1314-A Correction						
Corrected Form 1314 (Attach original)																
Name of Assigned Carrier		Finance Number		Social Security Number			Des/Act	Route No.	FLSA	Year	PP					
Waters DL		336767		231980002			710	H005	B	2003	23					
Wk	Actual Wkly Work Hours	Days Assigned Carrier Absent					Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Route Dev.	GT Veh.	Miles Omit	Xmas Assist Work Hours		
		Sat.	Mon.	Tue.	Wed.	Thur.									Fri.	
1	Hours 100s						Hours 100s	Hours 100s	Hours 100s				Hours 100s			
2	Hours 100s						Hours 100s	Hours 100s	Hours 100s				Hours 100s			
						Week 1 Information			Week 2 Information							
Des/Act	Name of Relief Carrier		Social Security Number			Actual Wkly Work Hours	Trips	No EM	EM	Whole Miles	Actual Wkly Work Hours	Trips	No EM	EM	Whole Miles	
						Hours 100s				Dev + Omit -	Hours 100s				Dev + Omit -	
	Deceased		on 10/30/03			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	
Corrected Form 1314-A (Attach original)																
Name of Assigned Carrier		Finance Number		Social Security Number			Des/Act	Route No.	FLSA	Year	PP					
Wk	Actual Wkly Work Hours	Work Days	Training Hours	Equipment Allowance			Leave Annual	Whole Hours		N - No Service					Xmas Assist Work Hours	
				Hours	Trips	Miles		CT	Sick	Other	COP	Sat.	Mon.	Tue.		Wed.
1	Hours 100s		Hours 100s													Hours 100s
2	Hours 100s		Hours 100s													Hours 100s
						Week 1 Information			Week 2 Information							
Des/Act	Name of Relief Carrier		Social Security Number			Actual Wkly Work Hours	Equipment Allowance			Actual Wkly Work Hours	Equipment Allowance					
						Hours 100s	Hours	Trips	Miles	GT	Hours 100s	Hours	Trips	Miles	GT	
						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	
Remarks (If more space is needed use reverse side)																
Remarks: Original 1314 attached. Carrier died 10/30/03 Replacement was paid on duplicate 1314																
Return to: (Issuing office complete this block)						Employee's Signature and Date										
						Adjustment Clerk's Signature and Date 11/7/03										
Approving Officer's Signature and Date 11/7/03																

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 Forms 1314 and 1314-A

MARTIN		ST		01-2496		E 579-84-9256		710		K003		B 03		04											
Name of Assigned Carrier				Finance Number				Social Security Number				Des/Act		Rt. No.		FLSA		Yr.		PP					
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)		DAILY QUARTIME		TRAINING HOURS		COP HRS		LIMITED DTY HRS		RELIEF HOURS		RTE DEV		MILES VEH		MILES OBT		XMAS ASSIST WORK HOURS					
1	35 92	K																							
2	36 58	K																							
044																									
Des/Act		Name of Relief Carrier				S S N				Actual Wkly Hrs		Ir		No EN		Miles Dev		Actual Wkly Hrs		Ir		No EN		Miles Dev	
		780 Miles N				698 248541				0750		11				0798		11							
This certifies that the above carrier rendered service in compliance with Postal regulations																									
Postmaster's Signature												Date		Carrier Initial											
												27/03		SM											

REGULAR RURAL CARRIER TIME CERTIFICATE

MARONEY		J		53-4968		164-96-8594		780		A005		P 03		04																	
Name of Assigned Carrier				Finance Number				Social Security Number				Des		Rt. No.		FLSA		Yr.		PP											
WK	Actual Wkly Work Hours	Work Days		Training Hours		Equipment Allowance		Leave-Whole Hours						N-No Service				Xmas Assist Work Hours													
1	23 04					13 5 100		GT		Annual Sick		Other		COP		Donate		M/Lv		Sat		Mon		Tue		Wed		Thur		Fri	
2	24 50					13 5 100																									
002																															
Des		Name of Relief Carrier				S S N				Actual Wkly Hrs		Equip. Allow		Actual Wkly Hrs		Equip. Allow															
		750 Carter				787-524982				0392		02 1 021		Hrs 100s		Hrs 100s															
		780 Nelson				521-42-4121				Hrs 100s				Hrs 100s		02 1 021															
This certifies that the above carrier rendered service in compliance with Postal regulations																															
Postmaster's Signature												Date		Carrier Initial																	
												10/31/03		MJ																	

AUXILIARY RURAL CARRIER TIME CERTIFICATE

Exhibit 592.11b
 Preparing PS Form 2240-R to Adjust PS Form 1314



										Date 2/14/03								
Rural Pay or Leave Adjustment Request										<input checked="" type="checkbox"/> Form 1314 Correction <input type="checkbox"/> Form 1314-A Correction								
Corrected Form 1314 (Attach original)																		
Name of Assigned Carrier		Finance Number		Social Security Number				Des/Act	Route No.	FLSA	Year	PP						
Martin ST		012496		578849256				710	K003	8	2003	04						
Wk	Actual Wkly Work Hours	Days Assigned Carrier Absent					Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Route Dev.	GT Veh.	Miles Omit	Xmas Assist Work Hours				
1	3592 <small>Hours 100s</small>	K																
2	3658 <small>Hours 100s</small>	K																
						Week 1 Information			Week 2 Information									
Des/Act	Name of Relief Carrier		Social Security Number		Actual Wkly Work Hours	Trips	No EM	EM	Whole Miles	Actual Wkly Work Hours	Trips	No EM	EM	Whole Miles				
	780 miles N		698-24-8541		0750 <small>Hours 100s</small>	1				0798 <small>Hours 100s</small>	1							
Corrected Form 1314-A (Attach original)																		
Name of Assigned Carrier		Finance Number		Social Security Number				Des/Act	Route No.	FLSA	Year	PP						
Wk	Actual Wkly Work Hours	Work Days	Training Hours	Equipment Allowance		Leave - Whole Hours			N - No Service				Xmas Assist Work Hours					
1	<small>Hours 100s</small>		<small>Hours 100s</small>	Hours	Trips	Miles	GT	Annual	Sick	Other	COP	Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	
2	<small>Hours 100s</small>		<small>Hours 100s</small>															
						Week 1 Information			Week 2 Information									
Des/Act	Name of Relief Carrier		Social Security Number		Actual Wkly Work Hours	Equipment Allowance				Actual Wkly Work Hours	Equipment Allowance							
					<small>Hours 100s</small>	Hours	Trips	Miles	GT	<small>Hours 100s</small>	Hours	Trips	Miles	GT				
Remarks (If more space is needed use reverse side)																		
Remarks: Replacement carrier paid EMA for week 2 in error. Used gov't vehicle																		
Return to: (issuing office complete this block)																		
										Employee's Signature and Date J. Miller 2/14/03								
										Adjustment Clerk's Signature and Date J. Miller 2/14/03								
										Approving Officer's Signature and Date E. Matton 2/14/03								
PS Form 2240-R, August 1998																		

Exhibit 592.11c
Preparing PS Form 2240-R to Adjust PS Form 1314-A

										Date 11/7/2003									
Rural Pay or Leave Adjustment Request																			
<input type="checkbox"/> Form 1314 Correction <input checked="" type="checkbox"/> Form 1314-A Correction																			
Corrected Form 1314 (Attach original)																			
Name of Assigned Carrier		Finance Number		Social Security Number		Des/Act	Route No.	FLSA	Year	PP									
Wk	Actual Wkly Work Hours	Days Assigned Carrier Absent					Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	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						
2	Hours 100s							Hours 100s	Hours 100s	Hours 100s			Hours 100s						
Week 1 Information						Week 2 Information													
Des/Act	Name of Relief Carrier	Social Security Number		Actual Wkly Work Hours	Trips	No EM	EM	Whole Miles Dev + Omit	Actual Wkly Work Hours	Trips	No EM	EM	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										
Corrected Form 1314-A (Attach original)																			
Name of Assigned Carrier		Finance Number		Social Security Number		Des/Act	Route No.	FLSA	Year	PP									
Maroney J.		534968		164968594		780	A005	P	2003	23									
Wk	Actual Wkly Work Hours	Work Days	Training Hours	Equipment Allowance			Leave - Whole Hours				N - No Service			Xmas Assist Work Hours					
1	2804		Hours 100s	Hours	Trips	Miles	GT	Annual	Sick	Other	COP	Sat	Mon	Tue	Wed	Thur	Fri	Hours 100s	
2	2450		Hours 100s	13	5	100													Hours 100s
Week 1 Information						Week 2 Information													
Des/Act	Name of Relief Carrier	Social Security Number		Actual Wkly Work Hours	Equipment Allowance				Actual Wkly Work Hours	Equipment Allowance									
				Hours 100s	Hours	Trips	Miles	GT	Hours 100s	Hours	Trips	Miles	GT						
				Hours 100s					Hours 100s										
				Hours 100s					Hours 100s										
				Hours 100s					Hours 100s										
				Hours 100s					Hours 100s										
				Hours 100s					Hours 100s										
Remarks (If more space is needed use reverse side)																			
Remarks: Actual hours for Maroney incorrect for week 1. Should be 2804																			
Return to: (Issuing office complete this block)																			
Employee's Signature and Date J. Maroney 11/7/2003																			
Adjustment Clerk's Signature and Date [Signature] 11/7/03																			
Approving Officer's Signature and Date G. Jones 11/7/03																			
PS Form 2240-R, August 1998																			

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, the timekeeper and/or adjustment clerk, 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.

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