UNITED STATES POSTAL SERVICE

Time and Attendance

Handbook F-21

February 2002
Transmittal Letter 35

A. Explanation. This is a complete revision of Handbook F-21 that contains the December 2001 Chapter 1 and the June 1997 Chapter 5 (Transmittal Letter 34).

B. Distribution. Handbook F-21 is available on the corporate intranet at *http://blue.usps.gov/cpim* (Click on *Information*, then *Policies & Procedures*, then *HBKs*.) If you do not have access to the corporate intranet, hard copies are stocked at the Material Distribution Center (MDC) and may be ordered as follows:

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C. Comments and Questions. Address all questions and comments on the content of this handbook to:

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D. Effective Date. This revision is effective upon receipt.

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Contents

1 Overview 1

110 Introduction 1

111 Purpose 1

111.1 Recording Time and Attendance 1

111.2 Instructions 1

111.3 Systems Integrity 1

111.4 Related Instructions 1

112 System Overview 2

112.1 Rural Carrier Procedures 2

112.2 Time and Attendance Data Collection 2

112.3 Time and Attendance Documents 2

112.4 Employee Classifications 3

112.5 Indicative Data Codes 4

113 Timekeeping Organization 7

113.1 Overview 7

113.11 Functional Areas 7

113.12 Delegation of Timekeeping Function 7

113.2 Privacy Act Considerations 8

113.21 Disclosure 8

113.22 Privacy System 8

114 Division of Timekeeping Responsibility 8

114.1 Supervisor Responsibilities 8

114.2 Timekeeper Responsibilities 8

114.3 Other Timekeeping-Related Activities 9

114.31 Designation of an Adjustment Clerk 9

114.32 Time Card Custodian 9

120 Time Cards and Supporting Forms 10

130 Time Cards 33

131 Use of Preprinted Time Cards 33

131.1 Description 33

131.2 Importance of Using Preprinted Time Cards 33

132 Purpose and Use of Blank Time Cards 33

132.1 Description 33

132.2 Determining When Blank Time Cards Should Be Used 33

132.21 When to Use Form 1230-C 33

132.22 When Not to Use Form 1230-C 33

133 Sorting Time Cards by Pay Location 34

133.1 General . . . 34
133.2 Adjusting for Incorrect Pay Location Number . . . 34
133.3 Arranging Time Cards Within Pay Location . . . 35
133.4 Marking Nonscheduled Days for Each Employee . . . 35
133.5 Identifying Time Cards Requiring Special Handling . . . 36
133.6 Placing Time Cards and Employee Badges in Racks . . . 36
133.61 Employee Badges . . . 36
133.62 Timekeeper Responsibilities . . . 36
133.63 Supervisor Responsibilities . . . 37
133.64 Overtime or Out-of-Schedule Status . . . 37
140 Recording Time . . . 38
141 Who Must Record Time . . . 38
141.1 Employees Who Are Required to Use a Time Clock . . . 38
141.11 Bargaining Unit and Casual Clock Rings . . . 39
141.12 Time Clocks Not Available . . . 39
141.13 Supervisor's Entry of Employee's Clock Rings . . . 39
141.2 Employees Who Are Required to Record Daily Clock Rings . . . 40
141.21 When Supervisor Records Daily Clock Rings . . . 40
141.22 Rural Carriers . . . 40
141.23 Postmasters in CAG L Offices . . . 40
141.3 Employees Who Are Not Required to Record Daily Clock Rings . . . 40
141.31 Only Leave Entries Are Required . . . 41
142 Attendance Rules and Assignment Control . . . 41
142.1 Applicable to Employee Badges . . . 41
142.2 Reporting for Duty . . . 41
142.21 Employees Required to Use Time Clocks . . . 41
142.22 Time Card as Assignment Card . . . 42
142.23 Mealtime . . . 42
142.24 Employee Time Card Retention . . . 42
142.25 Supervisor Must Identify and Remove Time Cards of Employees Who Did Not Clock In . . . 42
142.3 Call Ins . . . 42
142.31 Unscheduled Absence Procedures . . . 42
142.32 Form 3971 for Unscheduled Absence . . . 42
142.33 Absent Without Leave . . . 45
142.34 Supervisor Responsibilities . . . 45
142.35 Storage of Form 3971 . . . 45
142.4 Break in Continuous Daily Service . . . 45
142.5 Moving Employees to Another Work Center . . . 45
142.6 Clocking Out at the End of the Tour . . . 47
142.7 Attendance Checks . . . 47

143 Tardiness 48
143.1 Time Card Handling 48
143.11 0.10 Hours (6 minutes) After Scheduled Reporting Time 48
143.12 Up to 0.50 Hours (30 minutes) After Scheduled Reporting Time 48
143.13 More Than 0.50 Hours (30 minutes) After Scheduled Reporting Time 48
143.14 Tour Extension Because of Tardiness 48
143.2 Restrictions 48
143.21 Regular Schedule Employees 48
143.22 Unexcused Tardiness 49
143.23 Act of God 49
144 Making Daily Time Card Entries 49
144.1 Hours and Hundredths of an Hour 49
144.2 Calculating Daily Totals 49
144.3 Adjusting for Missing Clock Rings 49
144.31 Special Attention Required 49
144.32 Missing Clock Ring 50
144.4 Adjusting for Incorrect Entries 50
145 Adjusting Clock Rings for the 5-Minute Leeway Rule 52
145.1 General 52
145.11 Two Definitions 52
145.12 Definition of “5-Minute Leeway Rule” 52
145.13 Leeway Rule Applies Only to Scheduled Tour of Duty 53
145.14 Definition of 5-Minute Rounding Rule 53
145.15 Night Differential and Sunday Premium Hours 53
145.2 Special Situations 54
145.21 Clock Hours Greater or Less Than 8 54
145.22 Combination of Work and Paid Leave 54
145.23 Part–Time Regular Employee’s Clock Hours 54
145.24 Use of Form 1230 With 1230-C 54
146 Approving Entries 54
146.1 General 54
146.2 Clock Time Requiring Approval 55
146.21 Approving Clock Rings 55
146.22 Disallowing Time 56
146.23 Examples of Proper Disallowance of Time 56
146.24 Unauthorized Work Time 56
146.25 Time Card Entry 56
146.251 Form 1017-A, Time Disallowance Record 57
146.252 Form 1017-B, Unauthorized Overtime Record 58
146.253 Retention 58
146.26 Creditable Work Time 58

146.27 Fitness for Duty Examinations 58
147 Rate Schedule Code F Postmasters 59
147.1 Rate Schedule Code F 59
147.2 Leave Entries 59
147.3 Free Saturday 59
147.4 Holiday 59
147.5 Overtime 59
147.6 Training Time 60
147.7 Higher Level Pay 60
148 Recording Time for Postmaster and Postmaster Leave Replacements 60
149 Postal Service Service Week and Service Day 63

2 Work and Other Paid Hours 65
210 Overview 65
211 Purpose 65
212 Procedures 65
213 Hour Types 66
220 Basic Paid Hours 67
221 Straight Time 67
221.1 Definition 67
221.2 Eligibility 67
221.3 Authorization and Supporting Forms 67
221.4 Timecard Handling 67
221.5 Timecard Recording 67
222 Guaranteed Time 69
222.1 Definition 69
222.2 Eligibility 69
222.3 Authorization and Supporting Forms 71
222.4 Timecard Handling 71
222.5 Timecard Recording 71
223 PDC-Teletime/Guarantee Teletime/Guarantee Tele Overtime 72
223.1 Definition 72
223.2 Eligibility 72
223.3 Authorization and Supporting Forms 73
223.4 Timecard Handling 73
223.5 Timecard Recording 73
224 Beeper Time 75
224.1 Definition 75
224.2 Eligiblity 77
224.3 Authorization and Supporting Forms 77

224.4 Timecard Handling 77
224.5 Timecard Recording 77
225 Training Time 77
230 Overtime and Compensatory Time 80
231 Overtime 80
231.1 Definition 80
231.2 Eligibility 80
231.3 Authorization and Supporting Forms 81
231.4 Time Card Handling 83
231.5 Time Card Recording 83
231.6 Entries for Dual Rate Employees 84
232 Out of Schedule Premium 84
232.1 Definition 84
232.2 Eligibility 86
232.3 Authorization and Supporting Forms 89
232.4 Time Card Handling 90
232.5 Time Card Recording 90
233 Holiday Scheduling Premium 90
233.1 Definition 90
233.2 Eligibility 90
233.3 Authorization and Supporting Forms 91
233.4 Timecard Handling 91
233.5 Timecard Recording 91
234 Nonbargaining Rescheduling Premium 92
234.1 Definition 92
234.2 Eligibility 92
234.3 Authorization and Supporting Forms 92
234.4 Time Card Handling 93
234.5 Time Card Recording 93
235 Penalty Overtime 93
235.1 Definition 93
235.2 Eligibility 94
235.3 Authorization and Supporting Forms 95
235.4 Timecard Handling 95
235.5 Timecard Recording 95
240 Premium Hours 99
241 Night Differential 99
241.1 Definition 99
241.2 Eligibility 99
241.3 Authorization and Supporting Forms 100
241.4 Timecard Handling 100

241.5 Timecard Recording 100
242 Sunday Premium 101
242.1 Definition 101
242.2 Eligibility 101
242.3 Authorization and Supporting Forms 102
242.4 Timecard Handling 102
242.5 Timecard Recording 102
243 Holiday Worked Pay 103
243.1 Definition 103
243.2 Eligibility 103
243.3 Authorization and Supporting Forms 104
243.4 Time Card Handling 105
243.5 Time Card Recording 105
244 Christmas Worked Pay Hours 105
244.1 Definition 105
244.2 Eligibility 105
244.3 Authorization and Supporting Forms 106
244.4 Time Card Handling 106
244.5 Time Card Recording 106
250 Work Related, Nonproductive Hours 108
251 Meeting Time 108
251.1 Definition 108
251.2 Eligibility 108
251.3 Authorization and Supporting Forms 110
251.4 Time Card Handling 110
251.5 Time Card Recording 110
252 Steward's Duty Time 110
252.1 Definition 110
252.2 Eligibility 111
252.3 Authorization and Supporting Forms 113
252.4 Timecard Handling 113
252.5 Timecard Recording 113
260 Travel Time 115
261 General 115
261.1 Definition 115
261.15 Commuting to and From Work 115
261.16 Types of Compensable Travel Time 115
261.161 General. 115
261.162 Travel From Job Site to Job Site 116
261.163 One-Day Assignment Outside the Local Commuting Area 116
261.164 Travel Away From Home Overnight 116

261.17 Special Travel Provisions 117
261.171 Use of Private Automobile for Personal Convenience 117
261.172 Required Use of an Automobile 117
261.173 Work Performed While Traveling 117
261.2 Eligibility 117
261.25 Effect on Other Travel Reimbursement 118
261.3 Authorization and Supporting Forms 118
262 Timecard Procedures 118
262.1 Timecard Handling 118
262.2 Timecard Recording 118

3 Leave Hours 123
310 Overview 123
311 Purpose 123
312 General Procedures 123
313 FLSA Exempt Procedures 125
314 CAG L Postmaster Procedures 125
320 Annual Leave (See ELM 512) 127
321 Definition 127
322 Eligibility 127
322.1 Eligibility Chart 127
322.2 New Employees 127
322.3 Transfers 127
322.4 Rural Carriers 127
323 Authorization and Supporting Forms 127
323.1 Requests 127
323.2 Emergencies 128
323.3 Absences of More Than 5 Days 128
323.4 Granting Leave 128
323.5 Part-Time Regular 128
323.6 Part-Time Flexible 128
324 Timecard Handling 128
325 Timecard Recording 129
330 Sick Leave (See ELM 513) 131
331 Definition 131
332 Eligibility 131
332.1 Eligibility Chart 131
332.2 Rural Carriers 131
333 Authorization and Supporting Forms 131
334 Timecard Handling 132

335 Timecard Recording 132
336 Advance Sick Leave 132
340 Leave Without Pay (See ELM 514) 136
341 Definition 136
342 Eligibility 136
342.1 Eligibility Chart 136
342.2 Rural Carriers 136
343 Authorization and Supporting Forms 136
344 Timecard Handling 137
345 Timecard Recording 137
350 Court Leave (See ELM 516) 141
351 Definition 141
352 Eligibility 141
352.1 Eligibility Chart 141
352.2 Noneligibles 141
352.3 Other Factors 141
352.4 Rural Carriers 141
353 Authorization and Supporting Forms 141
353.3 Form 1224 142
354 Timecard Handling 143
355 Timecard Recording 143
360 Military Leave (See ELM 517) 144
361 Definition 144
362 Eligibility 144
362.1 Eligibility Chart 144
362.2 Armed Forces Categories 144
362.3 Other Factors 144
362.4 Non-work Days 144
362.5 Reference 145
362.6 Rural Carriers 145
363 Authorization and Supporting Forms 145
364 Timecard Handling 148
365 Timecard Recording 148
370 Holiday Leave (See ELM 518) 148
371 Definition 148
372 Eligibility 149
372.1 Eligibility Chart 149
372.2 Other Factors 149
372.3 Rural Carriers 149
373 Authorization and Supporting Forms 150
374 Timecard Handling 150

375 Timecard Recording 150
380 Administrative Leave (See ELM 519) 152
381 “Acts of God” 152
381.1 Definition 152
381.2 Eligibility 152
381.21 Eligibility Chart 152
381.3 Authorization and Supporting Forms 153
381.4 Timecard Handling 153
381.5 Timecard Recording 153
382 Civil Disorders 154
382.1 Definition 154
382.2 Eligibility 154
382.21 Eligibility Chart 154
382.23 Rural Carriers 155
382.3 Authorization and Supporting Forms 155
382.4 Timecard Handling 155
382.5 Timecard Recording 155
383 Civil Defense 155
383.1 Definition 155
383.2 Eligibility 157
383.21 Eligibility Chart 157
383.22 Rural Carriers 157
383.3 Authorization and Supporting Forms 157
383.4 Timecard Handling 157
383.5 Timecard Recording 157
384 Voting and Registration 158
384.1 Definition 158
384.2 Eligibility 158
384.21 Eligibility Chart 158
384.22 Other Factors 158
384.23 Rural Carriers 158
384.3 Authorization and Supporting Forms 159
384.4 Timecard Handling 159
384.5 Timecard Recording 159
385 Blood Donations 160
385.1 Definition 160
385.2 Eligibility 160
385.22 Rural Carriers 160
385.3 Authorization and Supporting Forms 160
385.4 Timecard Handling 160
385.5 Timecard Recording 160

386 Funeral Services 161
386.1 Definitions 161
386.11 Absence of Veterans to Attend Funeral Services 161
386.12 Funerals of Immediate Relatives Who Died in Combat Zone 161
386.2 Eligibility 162
386.3 Authorization and Supporting Forms 162
386.4 Timecard Handling 162
386.5 Timecard Recording 162
387 Postmaster Conventions and Organization Business 163
387.1 Definitions 163
387.11 Postmaster Conventions 163
387.12 Postmaster Organization Business 163
387.2 Eligibility 163
387.3 Authorization and Supporting Forms 163
387.4 Timecard Handling 164
387.5 Timecard Recording 164
388 Relocation 165
388.1 Definition 165
388.2 Eligibility 165
388.21 Eligibility Chart 165
388.3 Authorization and Supporting Forms 166
388.4 Timecard Handling 166
388.5 Timecard Recording 166
389 Other Paid Leave 167
389.1 Definition 167
389.2 Eligibility 167
389.3 Authorization and Supporting Forms 167
389.4 Timecard Handling 167
389.5 Timecard Recording 167
390 Other Types of Leave and Absence 169
391 Absence for Maternity/Paternity Reasons 169
391.1 Absence for Maternity Reasons 169
391.2 Absence for Paternity Reasons 169
392 Continuation of Pay/Injury on Duty 169
392.1 Definition 169
392.2 Eligibility 170
392.21 Eligibility Chart 170
392.3 Authorization and Supporting Forms 170
392.4 Timecard Handling 171
392.5 Timecard Recording 171
393 Absence Without Leave 173

393.1 Definition . . . 173
393.2 Eligibility . . . 173
393.3 Authorization and Supporting Forms . . . 173
393.4 Timecard Handling . . . 173
393.5 Timecard Recording . . . 173

4 Other Duty Hours . . . 175
410 Overview . . . 175
411 Purpose . . . 175
412 Procedures . . . 175
413 Other Duty Card . . . 175
413.1 Special Situations . . . 175
413.2 Procedures . . . 176
413.3 Racking of Timecard . . . 176
413.4 Recording of Premium Pay and Leave . . . 177
413.5 Marking Forms 1230-A (and 1230-B) . . . 177
414 Familiarity with Procedures . . . 178
415 Adjustment Procedures . . . 178
420 Procedures . . . 178
421 Higher Level . . . 178
421.1 Definition . . . 178
421.2 Eligibility . . . 178
421.3 Authorization and Supporting Forms . . . 181
421.4 Timecard Handling . . . 185
421.5 Timecard Recording . . . 187
421.6 Special Situations . . . 187
422 Transferred Hours . . . 188
422.1 Definition . . . 188
422.2 Eligibility . . . 188
422.3 Authorization and Supporting Forms . . . 188
422.4 Timecard Handling . . . 189
422.5 Timecard Recording . . . 189
422.6 Special Handling . . . 189
423 Loaned Hours . . . 191
423.1 Definition . . . 191
423.2 Eligibility . . . 191
423.3 Authorization and Supporting Forms . . . 191
423.4 Timecard Handling . . . 194
423.5 Timecard Recording . . . 194
423.6 Special Handling . . . 194

424 Training 195
424.1 Definitions 195
424.11 Job Training 195
424.12 Developmental Training 195
424.13 Senior Bidder Scheme Training 195
424.2 Eligibility 196
424.3 Compensation for Exempt Employees 196
424.4 Compensation for Nonexempt Employees 196
424.42 Job Training 197
424.43 Developmental Training 197
424.5 Authorization and Supporting Forms 197
424.6 Timecard Handling 201
424.7 Timecard Recording 201
424.8 Timecard Recording for Scheme Training 202
424.9 Special Handling 206
425 Form 1236, Loan, Transfer, and Training Hours 207
425.1 Definition 207
425.2 Preparation and Submission 207
425.3 Recording of Hours 208
425.31 Recording Transfer Hours 208
425.32 Recording Loaned Hours 208
425.33 Recording Training Hours 208
425.4 Totaling of Pay Period From Form 1236 209
425.41 Summarizing Entries 209
425.42 Special Considerations 209
425.5 Adjusting Hours for Prior Pay Periods 209
425.51 Adjustment Section 209
425.52 Adjusting Transfer Hours 210
425.53 Adjusting Loaned Hours 210
425.54 Adjusting Training Hours 211
425.55 Submitting Adjustments 211
426 Postmaster Relief and Leave Replacement 211
426.1 Definition 211
426.2 Eligibility 211
426.3 Authorization and Supporting Forms 212
426.4 Timecard Handling 218
426.5 Timecard Recording 218
427 New Employees and Replacement Timecard 219
427.1 Eligibility 219
427.2 Authorization and Supporting Forms 219
427.3 Timecard Handling 219

427.4 Timecard Recording 220
428 Dual Appointment Employee Timecards 220
428.1 Definition 220
428.2 Eligibility 220
428.3 Authorization and Supporting Forms 221
428.4 Timecard Handling 221
428.5 Timecard Recording 221

5 Rural Carrier Procedures 223
510 Introduction 223
511 Purpose 223
511.1 Recording Time and Attendance 223
511.2 Instructions 223
511.3 System Integrity 223
512 System Overview 223
520 Forms Used 224
530 Designation Codes and Time Certificates 236
531 Designation Codes 236
531.1 Temporary Relief Carrier 237
531.11 Designation/Activity Code 70 – 0 237
531.12 Designation/Activity Code 70 – 1 237
531.2 Regular Rural Carrier (Career) — Designation 71 238
531.3 Substitute Rural Carrier 238
531.31 Designation 72 238
531.32 Designation 73 239
531.4 Rural Carrier Relief — Designation 75 239
531.5 Nonrural Postal Employee — Designation 76 239
531.6 Auxiliary Rural Carrier — Designation 77 239
531.7 Rural Carrier Associate 239
531.71 Designation 78 239
531.72 Designation 74 239
531.8 Designation 79 240
531.9 Miscellaneous 240
531.91 Multipositions 240
531.92 Dual Employees 240
532 Time Certificates 241
540 Fair Labor Standards Act 244
541 Application 244
541.1 Compensation Under FLSA, Section 7(a) 244
541.2 Compensation Under FLSA, Section 7(b)(2) 244

542 Guarantee — Evaluated Compensation Schedule 245
543 Guarantee — Nonevaluated Compensation — Mileage Schedule 245
544 Maximum Actual Workhours 246
545 Bona Fide Overtime 246
545.1 Definition 246
545.2 Recording Overtime in Excess of 12 Hours a Day 246
545.3 Payment of FLSA Overtime Compensation 247
546 FLSA Codes 247
546.1 Purpose 247
546.2 Types of Codes 249
546.21 FLSA Code B 249
546.22 Designation 72 FLSA Code B 249
546.23 FLSA Code A 249
546.24 Designation 72 FLSA Code A 249
546.25 FLSA Code N 249
546.26 FLSA Code L 249
546.27 FLSA Code P 250
550 Route Types 250
551 Regular Rural Routes 250
551.1 M — Mileage (Rate Schedule Code — RSC) Route 250
551.2 H — Evaluated Hour Route 250
551.3 J — Evaluated Hour Route 250
551.4 K — Evaluated Hour Route 250
552 Auxiliary Route 250
553 L Route Classification 251
554 Route Classifications/Option 251
554.1 Determining Classification 251
554.2 Comparison 251
554.3 Option Election 255
554.4 Submission Procedures 255
554.5 Vacant Mileage Routes 255
554.6 Vacant Evaluated Routes 255
554.7 New Route 255
555 Phantom Routes 255
555.1 Establishment 255
555.2 Routes 980–989 256
555.3 Form 4003, Official Rural Route Description 256
555.4 Form 1314, Regular Rural Carrier Time Certificate 256
556 Injured On Duty/Leave Without Pay Routes 256
556.1 Establishment 256
556.2 Routes 960–979 256

556.3 Form 4003, Official Rural Route Description 256
556.4 Form 1314, Regular Rural Carrier Time Certificate 257
560 Compensation 257
561 Rates of Pay 257
561.1 Basic Rate 257
561.2 Base Rate 257
561.3 Calculating the Rate 257
561.31 Base or Basic Daily and Hourly Rates 257
561.32 Rounding Up 257
562 FLSA Code A Calculation 257
562.1 Regular Rural Carrier 258
562.11 Pay 258
562.12 Leave 258
562.13 Relief Day Worked — X Days 259
562.2 Substitute Rural Carrier (Designation 72) 259
562.21 Pay 259
562.22 Leave 259
562.23 Relief Day Worked — X Days 259
562.24 Combining Service 259
563 FLSA Code B Calculation 260
563.1 Regular Rural Carriers 260
563.11 Compensation 260
563.12 Computation 261
563.13 Calculating the Overtime Rate 261
563.2 Substitute Rural Carriers (Designation 72) 261
563.21 Compensation 261
563.22 Overtime 262
563.23 Holidays 262
563.24 Relief Days 262
563.25 Combined Service 262
563.26 Computation of Overtime Rate 262
564 FLSA Code N Calculation 262
564.1 Description 262
564.2 Compensation 263
564.3 Overtime 264
565 FLSA Code L Calculation 264
565.1 Description 264
565.2 Compensation 264
565.21 Basis for Compensation 264
565.22 Computing Evaluated Rate 265
565.3 Overtime 265

565.4 Combined Service . . . 266
566 FLSA Code P Calculation . . . 266
566.1 Description . . . 266
566.2 Compensation . . . 266
566.21 Auxiliary Rural Carriers . . . 266
566.22 Rural Carrier Relief, Rural Carrier Associate . . . 266
566.3 Auxiliary Rural Carriers (Designation 77) . . . 266
566.31 Compensation . . . 266
566.311 Auxiliary Route . . . 266
566.312 Auxiliary Assistance . . . 266
566.32 Leave . . . 267
566.4 Substitute Rural Carriers (Designation 73) . . . 267
566.5 Rural Carrier Relief (Designation 75) and Rural Carrier Associate (Designations 74, 78, and 79) . . . 267
566.51 Compensation . . . 267
566.52 Calculation . . . 267
566.53 Overtime . . . 268
566.6 Temporary Relief Carrier (Designation 70) . . . 268
566.61 Compensation . . . 268
566.62 Calculation . . . 268
567 Christmas Overtime Calculation . . . 269
567.1 General . . . 269
567.2 Mileage Carriers . . . 269
567.21 Routes of Less Than 35 Hours per Week . . . 269
567.22 Routes of 35 to 39 Hours per Week . . . 269
567.23 Routes With 40 Hours or More per Week . . . 269
567.24 Routes With 40 Hours or More per Week — Designation 72 Only . . . 270
567.3 Evaluated Carriers . . . 271
567.31 Routes of Less Than 35 Standard Hours . . . 271
567.32 Routes of 35 to 39 Hours . . . 272
567.33 Routes of 40 to 48 Hours . . . 272
568 Salary Protection . . . 273
568.1 Entitlement . . . 273
568.2 How It Works . . . 273
569 Protected/Salary Code E . . . 274
569.1 Entitlement . . . 274
569.2 How It Works . . . 274
570 Equipment Maintenance Allowance . . . 274
571 Form 1314, Regular Rural Carrier Time Certificate . . . 274
571.1 EMA Code E . . . 274
571.11 Description . . . 274

571.12 Compensation . . . 274
571.13 Government Vehicle Used . . . 276
571.14 Auxiliary Route . . . 276
571.2 EMA Code G . . . 276
571.21 Description . . . 276
571.22 Employee Vehicle Used . . . 276
571.23 Auxiliary Route . . . 277
571.3 EMA Code P . . . 277
571.31 Description . . . 277
571.32 Compensation . . . 278
572 Temporary Route Deviation . . . 278
572.1 Recording Temporary Route Deviation . . . 278
572.2 Recording Temporary Route Deviation in Excess of 30 Calendar Days . . . 278
573 Government Vehicle Used Block . . . 281
573.1 EMA Code E . . . 281
573.2 EMA Code G . . . 281
574 Miles Omitted . . . 282
575 EMA for Nonrural Postal Employee . . . 283
576 Auxiliary Rural Certificate . . . 284
576.1 Compensation . . . 284
576.2 Recording EMA . . . 284
576.3 Overburdened Route . . . 286
580 Leave/Other . . . 287
581 Overview . . . 287
581.1 Regular Rural Carriers . . . 287
581.11 Annual Leave . . . 287
581.12 Sick Leave . . . 287
581.13 Holiday . . . 289
581.131 Holiday Leave . . . 289
581.132 Holiday Worked Pay . . . 289
581.133 Holiday Falls on Relief Day . . . 291
581.14 Relief Days . . . 292
581.141 Provisions of Relief Day . . . 292
581.142 Working a Relief Day . . . 292
581.15 Free Saturday . . . 292
581.151 Free Saturday Combined With Annual/ Sick Leave . . . 292
581.152 Maximum Free Saturdays Within a Pay Period . . . 293
581.16 Military Leave . . . 294
581.17 Other Paid Leave . . . 294
581.18 Family Medical Leave Act (FMLA)/Sick Leave Dependent Care . . . 296
581.2 Substitute Rural Carriers and Rural Carrier Associates . . . 300

581.21 Description . . . 300
581.22 Qualifying Period . . . 300
581.23 Appointments . . . 301
581.24 Change to Leave Earning Status . . . 301
581.25 Change to Nonleave Earning Status . . . 301
581.26 Leave Earned . . . 301
581.3 Auxiliary Rural Carrier . . . 301
581.4 Regular Rural Carrier — Partial Trip Served . . . 302
581.5 Replacement Carrier — Partial Trip Served . . . 302
582 Administrative Leave . . . 302
582.1 Definition . . . 302
582.2 Acts of God . . . 303
582.21 Definition . . . 303
582.22 Approval . . . 303
582.23 Rules . . . 303
582.231 Situation 1 . . . 303
582.232 Situation 2 . . . 305
582.233 Situation 3 . . . 305
582.234 Situation 4 . . . 305
583 Continuation of Pay . . . 305
583.1 Determination of Pay . . . 305
583.2 Regular Carrier (Designation 71), Substitute Carrier (Designation 72), and Rural Carrier Associate (Designation 74) . . . 306
583.3 Rural Carriers, Other Than Regular . . . 307
584 Limited Duty . . . 307
584.1 Regular Rural Carrier . . . 307
584.2 Designations 70, 73, 75, 77, 78, and 79 . . . 309
585 Higher Level Assignments . . . 309
585.1 Form 1723, Assignment Order . . . 310
585.2 Assignments of 30 Days or More . . . 310
585.3 Calculation of Pay . . . 310
585.4 Assignments of Fewer Than 30 Days — Intermittent . . . 310
585.41 Reporting on Form 1314. . . . 310
585.42 Transferring Hours . . . 310
585.5 Rural Carriers as Trainers . . . 310
586 Quality of Work Life/Employee Involvement . . . 311
586.1 FLSA Guidelines . . . 311
586.2 Absence Codes . . . 311
586.3 Compliance With FLSA Requirements . . . 312
586.4 Accumulation of QWL/EI . . . 312
586.41 Two Local Records . . . 312

586.42 DACA Code . . . 312
586.43 Relief Day . . . 312
586.44 Overtime . . . 312
586.5 Examples of Completion of Form 1314 for QWL/EI Situations . . . 312
586.51 Situation 1 . . . 312
586.52 Situation 2 . . . 315
586.53 Situation 3 . . . 316
586.54 Situation 4 . . . 317
586.55 Situation 5 . . . 318
586.56 Situation 6 . . . 320
586.57 Situation 7 . . . 321
586.58 Situation 8 . . . 323
586.6 Equipment Maintenance Allowance While on QWL/EI . . . 323
587 Training . . . 323
587.1 Definition . . . 323
587.11 Purpose . . . 323
587.12 Time in Attendance . . . 323
587.13 Standard Program . . . 324
587.2 Regular Carrier . . . 324
587.3 Replacement Carrier . . . 325
588 Death . . . 325
588.1 Notifying the Minneapolis Information Service Center . . . 325
588.2 Preparing Form 1314, Regular Rural Time Certificate . . . 325
590 Adjustments . . . 329
591 Overview . . . 329
591.1 Pay Adjustment Criteria . . . 329
591.2 Methods for Pay Adjustments . . . 329
592 Preparing and Submitting Form 2240-R, Rural Pay or Leave Adjustment Request . . . 329
592.1 Preparation . . . 329
592.11 Corrected Data . . . 329
592.12 Outside the Timekeeping System . . . 333
592.13 Signatures Required . . . 333
592.2 Submission . . . 333

6 Totaling Timecards . . . 335
610 Overview . . . 335
620 Procedures . . . 336
621 Preparing Timecards for Totaling . . . 336
621.1 Collecting Cards from Racks . . . 336
621.2 Collecting Form 1234, Utility Cards . . . 337

621.3 Calculating Daily Clock Rings . . . 337
621.4 Arranging Timecards . . . 339
622 Totaling Timecards . . . 339
622.1 Reviewing Daily Totals . . . 339
622.2 Reviewing Documentation Supporting Timecard Entries . . . 339
622.3 Totaling the Timecard . . . 339
622.4 Transferring Totals to Face of Timecard . . . 342
622.5 Figuring Crossfoot Balances . . . 344
622.6 Verification of Completed Timecards . . . 346
623 Sending Timecards to the DDE/DR Site or the PDC . . . 348
623.1 Deadline . . . 348
623.2 Mailing Labels . . . 351
623.3 Special Considerations . . . 352

7 Adjustments . . . 353
710 Overview . . . 353
711 General . . . 353
712 Preparing Form 2240 . . . 354
713 Sending the Adjustment Request Form to the DDE/DR Site or the Postal Data Center as Designated . . . 357
720 Adjustments . . . 357
721 Pay Adjustments . . . 357
721.1 Definition . . . 357
721.2 Determining and Verifying the Amount of the Adjustment . . . 357
721.3 Completing the Pay or Leave Adjustment Request Form . . . 358
722 Leave Adjustments . . . 358
722.1 Definition . . . 358
722.2 Determining and Verifying the Amount of the Adjustment . . . 360
722.3 Completing the Form 2240 . . . 360
723 Work Hour Adjustments . . . 361
723.1 Definition . . . 361
723.2 Determining and Verifying the Amount of the Adjustment . . . 365
723.3 Completing the Form 2240 . . . 365
724 Higher Level Adjustment . . . 372
724.1 Definition . . . 372
724.2 Determining and Verifying the Amount of the Adjustment . . . 372
724.3 Completing the Adjustment Request Form . . . 372
725 Death Cases . . . 374
725.1 Notice to DDE/DR Site or PDC as Designated . . . 374
725.13 Certification . . . 374
725.14 Disposition . . . 375

725.2 Coordination with Postal Data Center 375

Appendix A — Time Conversion Charts 377

Appendix B — Numerical Listing of Timecard Codes 379

Exhibits

Exhibit 112.5a
Rate Schedule Codes 5

Exhibit 112.5b
Designation and Activity Codes 6

Exhibit 120a
Form 1230, Time Card 11

Exhibit 120b
Form 1230-C, Time Card (Other Service) 12

Exhibit 120c
Clock Ring Side of Forms 1230 & 1230-C 13

Exhibit 120d
Form 1234, Utility Card 14

Exhibit 120e
Form 3971, Request for or Notification of Absence 15

Exhibit 120f
Form 3972, Absence Analysis 17

Exhibit 120g
Form 1723, Assignment Order 19

Exhibit 120h
Form 1221, Advanced Sick Leave Authorization 21

Exhibit 120i
Form 1224, Court Duty Leave — Statement of Service 22

Exhibit 120j
Form 3973, Military Leave Control 23

Exhibit 120k
Form 2240, Pay, Leave, or Other Hours Adjustment Request 24

Exhibit 120l
Form 7020, Authorized Absence From Workroom Floor 25

Exhibit 120m
Form 3189, Request for Temporary Schedule Change for Personal Convenience 26

Exhibit 120n
Form 1377, Request for Payment of Postmaster Replacement and/or RSC F Postmaster Changes 27

Exhibit 120
Form 3981, Standard Roster 28

Exhibit 120p
Form 1017-A, Time Disallowance Record 29

Exhibit 120q
Form 1017-B, Unauthorized Overtime Record 31

Exhibit 133.2
Example of How to Change an Employee’s Pay Location 35

Exhibit 133.4
Indicating an Employee’s Nonscheduled Workday 36

Exhibit 141
Recording Time 38
Exhibit 141.13
Example of Clock Rings That Have Been Manually Recorded 39
Exhibit 141.31
Example of a Completed Time Card for Employees Who Are Required to Record Leave Only . . . 41
Exhibit 142.31
Form 3971, For Call In 43
Exhibit 142.32
Form 3971, For No Call 44
Exhibit 142.4
Time Card Entry for Employees Having More Than Four Clock Rings in a Day 46
Exhibit 144.1
Total Daily Clock Hours 50
Exhibit 144.32
Examples of How to Record Missing Clock Rings 51
Exhibit 144.4
Examples of How to Adjust Incorrect Clock Rings 52
Exhibit 146.21
Supervisor Approval of Clock Rings 55
Exhibit 146.25
Supervisor Disallowance of Clock Time 57
Exhibit 148a, Sample Form 1377
Recording Time for Schedule Code F Postmaster and Leave Replacement 61
Exhibit 148b
Rate Schedule L, Leave Replacement Sample Time Card 62
Exhibit 221.5
Example of How Straight Time Work Hours Should Be Recorded 68
Exhibit 222.2
Employees Who Are Guaranteed Time — Pay Eligibility Table 70
Exhibit 222.51
Authorizing and Recording Guaranteed Time 71
Exhibit 223.52b
Form 1234, Utility Card 74
Exhibit 223.53a, Authorizing Teletime
Form 1232, PDC Record of Telephone Calls and/or Authorization to Wear Pager 76
Exhibit 224.53a
Form 1232, PDC Record of Telephone Calls and/or Authorization to Wear Pager 78
Exhibit 224.53b
Form 1230, Recording Beeper Time on Time Card 79
Exhibit 231.21a
Employees Eligible for Postal Overtime 80
Exhibit 231.21b
Employees Eligible for FLSA Overtime 81

Exhibit 231.34
Example of Properly Completed Form 1377, Request for Payment of Postmaster Replacement and/or Postmaster (CAG L) Overtime 82

Exhibit 231.51
Authorizing and Recording Overtime 83

Exhibit 231.52
Authorizing and Recording Guaranteed Overtime 84

Exhibit 232.15
Out-of-Schedule Overtime Hours 85

Exhibit 232.21
Employees Who are Eligible for Out-of-Schedule Premium 86

Exhibit 232.23
Form 3189, Request for Temporary Schedule Change for Personal Convenience 88

Exhibit 232.32
Authorizing and Recording Out of Schedule Premium 89

Exhibit 233.24
Employees Eligible for Holiday Scheduling Premium 91

Exhibit 233.5
Authorizing and Recording Holiday Scheduling Premium 92

Exhibit 234.51
Authorizing and Recording Nonbargaining Rescheduling Premium 93

Exhibit 235.2
Employees Eligible for Penalty Overtime 94

Exhibit 235.51a
Example of How Penalty Overtime Is Recorded 96

Exhibit 235.51b
Example of Penalty Overtime Paid for Overtime Hours in Excess of 10 Paid Hours 96

Exhibits 235.52a and 235.52b
Examples of Penalty Overtime Paid for Overtime Hours Worked Over 6 Days in a Service Week 97

Exhibit 235.53
Example of Penalty Overtime Being Paid for Overtime Hours Worked in a Higher Level Nonexempt Position 98

Exhibit 241.21
Employees Who Are Eligible for Night Differential 99

Exhibit 241.51
Authorizing and Recording Night Differential 100

Exhibit 242.21
Employees Who Are Eligible for Sunday Premium 101

Exhibit 242.51
Authorizing and Recording Sunday Premium Hours 102

Exhibit 243.22
Employees Eligible for Holiday Worked Pay 103

Exhibit 243.32
Authorizing and Recording Holiday Worked Pay 104

Exhibit 244.23
Employees Eligible for Christmas Worked Pay 106
Exhibit 244.51
Authorizing and Recording Christmas Worked Pay 107
Exhibit 251.22
Decision Table for Determining How to Record Certain Types of Meetings 109
Exhibit 252.2
Steward's Duty Time 111
Exhibit 251.5. Authorizing and Recording Meeting Time
Recording Meeting Time on Time Card 112
Exhibit 252.5, Authorizing and Recording Steward's Duty Time
Recording Steward's Duty Time on Timecard 114
Exhibit 261.2
Eligibility for Travel Time 117
Exhibit 262.23, Authorizing and Recording Travel Time
Recording Travel Time on Timecard 119
Exhibit 213.2
Decision Table For Situations When Employee May Be Eligible for More Than One Type of Premium Pay for the Same Hour of Work 121
Exhibit 325a Authorizing Annual Leave
Form 3971, Request for or Notification of Absence 129
Exhibit 325b
Recording Annual Leave on Timecard 130
Exhibit 333.5
Form 3971, Authorizing Sick Leave 133
Exhibit 335
Recording Sick Leave on Timecard 134
Exhibit 336.2
Form 1221 Advanced Sick Leave Authorization 135
Exhibit 345.1
Form 3971, Authorizing LWOP—"Union Official" 138
Exhibit 345.3
Form 3971, Authorizing and Recording Leave Without Pay 139
Exhibit 345.4
Form 3971, Authorizing and Recording Leave Without Pay/IOD-OWCP 140
Exhibit 353.3
Form 1224, Court Duty Leave—Statement of Service 142
Exhibit 363.2, Authorizing and Recording Military Leave
Form 3971, Request for or Notification of Absence 146
Exhibit 363.3
Form 3973, Recording Military Leave 147
Exhibit 375.1
Recording Holiday Leave 151
Exhibit 381.5
Form 3971, Authorizing Administrative Leave—"Acts of God" 154

Exhibit 382.32
Form 7020, Authorizing and Recording Administrative Leave Due to Civil Disorder 156
Exhibit 383.5
Form 3971, Authorizing and Recording Administrative Leave for Civil Defense 158
Exhibit 384.52
Form 3971, Authorizing and Recording Administrative Leave for Voting and Registration 159
Exhibit 385.51
Form 3971, Authorizing Administrative Leave for Blood Donations 161
Exhibit 386.52
Form 3971, Authorizing Administrative Leave for Funeral Services 162
Exhibit 387.5a
Form 3971, Authorizing Administrative Leave to Attend Postmaster Conventions 164
Exhibit 387.5b
Form 3971, Authorizing Administrative Leave to Conduct Postmaster Organization Business 165
Exhibit 388.52
Form 3971, Authorizing Administrative Leave for Relocation Purposes 166
Exhibit 389.5
Form 3971, Authorizing and Recording Other Paid Leave 168
Exhibit 392.54
Form 3971, Authorizing Continuation of Pay 172
Exhibit 392.55
Worker's Compensation—Injury on Duty Report 172
Exhibit 413.5
Indicating on Form 1230-A That Time Has Been Recorded on Form 1230-C 177
Exhibit 421.21
Higher Level Pay Eligibility 179
Exhibit 421.31
Assignment Order Directing Employee to Perform Higher Level Duties 182
Exhibit 421.35a
Example of a Properly Prepared Form 1230-C, Time Card—Other Service, for a Bargaining Unit Employee Assigned to a Higher Level Position 183
Exhibit 421.35b
Example of a Properly Prepared Form 1230-C, Time Card—Other Service, for a Nonbargaining Employee Assigned to a Higher Level Position 184
Exhibit 421.43
Example of a Higher Level Form 1234, Utility Card 186
Exhibit 422.32
Example of a Properly Completed Form 1234, Utility Card, for an Employee Who Has Been Transferred to a Different Craft 190
Exhibit 423.31
Assignment Order Directing Employee to Report for Duty on a Temporary Basis at a Different Installation 192
Exhibit 423.33
Example of a Properly Completed Form 1234, Utility Card, for an Employee Who Has Been Loaned During the Week 193

Exhibit 424.5
Example of a Properly Completed Form 1234, Utility Card, to Be Used While Receiving Training . 198
Exhibit 424.52a
Scheme Study, Training, Testing, and Qualifying Memorandum 199
Exhibit 424.52b
Scheme Study, Training, Testing, and Qualifying Memorandum 200
Exhibit 424.8a
Sample Timecards Used for AL Alternative on STTQ 204
Exhibit 424.8b
Sample Timecards Used for TOS Alternative on STTQ 205
Exhibit 426.31a
Example of a Properly Completed Form 1377, Request for Payment of Postmaster Replacement and/or Postmaster (CAG L) Overtime 213
Exhibit 426.31b
Example of a Properly Completed Form 1377, Request for Payment of Postmaster Replacement and/or Postmaster (CAG L) Overtime 214
Exhibit 426.31c
Example of a Properly Completed Form 1377, Request for Payment of Postmaster Replacement and/or Postmaster (CAG L) Overtime 215
Exhibit 426.31d
Example of a Properly Completed Form 1377, Request for Payment of Postmaster Replacement and/or Postmaster (CAG L) Overtime 216
Exhibit 426.32
Properly Completed Assignment Order for a Postal Operations Administrator 217
Exhibit 426.35
Example of Form 1230-C to Be Used by a POA 218
Exhibit 427.3
Example of a Properly Prepared Form 1230-C, Time Card—Other Service 220
Exhibit 428.33
Example of Properly Completed Timecards for a Dual Appointment Employee 222
Exhibit 520a
Form 1314, Regular Rural Carrier Time Certificate 225
Exhibit 520b
Form 1314-A, Auxiliary Rural Carrier Time Certificate 226
Exhibit 520c
Form 1314-F, Rural Carrier FMLA Certificate 227
Exhibit 520d
Form 4240, Rural Carrier Trip Report 228
Exhibit 520e
Form 2240-R, Rural Pay or Leave Adjustment Request 230
Exhibit 520f
Form 4241, Rural Delivery Statistics Report 231
Exhibit 520g
Form 4003, Official Rural Route Description 232
Exhibit 520h

Form 4241-A, Rural Route Evaluation 233
Exhibit 520i
Form 2847, Rural Carrier Payment Authorization 234
Exhibit 520j
Form 8127, Rural Carrier Supplemental Payment 235
Exhibit 531.12a
Form 1314, Regular Rural Carrier Time Certificate 237
Exhibit 531.12b
Form 1314-A, Auxiliary Rural Carrier Time Certificate 238
Exhibit 532a
Form 1314, Regular Rural Carrier Time Certificate 242
Exhibit 532b
Form 1314-A, Auxiliary Rural Carrier Time Certificate 243
Exhibit 545a
Recording Daily Overtime 246
Exhibit 545b
Form 1314, Regular Rural Carrier Time Certificate 247
Exhibit 546
FLSA Code Guide 248
Exhibit 554
Classification Chart 253
Exhibit 561
Daily and Hourly Rate 257
Exhibit 562
FLSA Code A 258
Exhibit 563
Rural Carrier Compensation 260
Exhibit 564
FLSA Code N Compensation 263
Exhibit 571a
EMA Code E — Rural Carrier Furnishes Own Vehicle 275
Exhibit 571b
EMA Code G — Rural Carrier Is Furnished a Government Vehicle 275
Exhibit 571c
EMA Code P — Rural Carrier Declines the Use of a Government Vehicle and Furnishes Own Vehicle 275
Exhibit 571.1
Form 1314, Compensation EMA Code E 276
Exhibit 571.2
Form 1314, Compensation EMA Code G 277
Exhibit 572a
Form 1314, Route Deviation — Under 40 Miles 279
Exhibit 572b
Form 1314, Route Deviation — Over 40 Miles 280

Exhibit 573.1
Form 1314, Use of Government Vehicle 281
Exhibit 573.2
Form 1314, Use of Employee Vehicle 282
Exhibit 575a
Form 1314 — EMA for Nonrural Employee 283
Exhibit 575b
Form 1314, EMA for Nonrural Employee Using Government Vehicle 284
Exhibit 576.2
Form 1314-A, Recording EMA 285
Exhibit 576.3
Auxiliary Assistance on an Overburdened Route 286
Exhibit 581.12a
Sick Leave (K Route) 288
Exhibit 581.12b
Sick Leave (H Route) 289
Exhibit 581.132
Holiday Worked 290
Exhibit 581.133
Holiday on Relief Day 291
Exhibit 581.142
Relief Day 292
Exhibit 581.152
Free Saturdays 293
Exhibit 581.16
Military Leave 294
Exhibit 581.17
Other Paid Leave 295
Exhibit 581.3
Auxiliary Carrier Leave 302
Exhibit 582.231
Acts of God 304
Exhibit 583.2
Form 1314, Continuation of Pay 307
Exhibit 584.1
Limited Duty (Examples) 309
Exhibit 586.51a
Full Day of QWL/EI Plus Regular Service During Same Workday 314
Exhibit 586.51b
Local Record 314
Exhibit 586.52
Form 1314 — QWL/EI 315
Exhibit 586.53
QWL/EI — Service for Five Full Days 316

Exhibit 586.54
QWL/EI — Hours Are More Than Four a Day 317
Exhibit 586.55a
QWL/EI — Work and Relief Hours on Same Day 319
Exhibit 586.55b
Local Record 320
Exhibit 586.56a
QWL/EI Duties on an Assigned Relief Day 321
Exhibit 586.56b
Local Record 321
Exhibit 586.57a
Form 1314 — QWL/EI 322
Exhibit 586.57b
Local Record 323
Exhibit 587.2
Regular Carrier Training 324
Exhibit 587.3
Replacement Carrier Training 325
Exhibit 588.2a
Duplicate Form 1314 (Deceased Carrier) 326
Exhibit 588.2b
Original Form 1314 (Deceased Carrier) 327
Exhibit 588.2c
Form 2240-R, Rural Pay or Leave Adjustment Request 328
Exhibit 592.11a
Original Forms 1314 and 1314-A 330
Exhibit 592.11b
Preparing Form 2240-R to Adjust Form 1314 331
Exhibit 592.11c
Preparing Form 2240-R to Adjust Form 1314-A 332
Exhibit 621.17
An Example of How to Reconstruct Missing Timecards 338
Exhibit 622.31
Totaling Form 1230-A, Timecard 341
Exhibit 622.41
Posting Time on the Front of the Timecard 342
Exhibit 622.51
Nonscheduled Crossfoot Worksheet 344
Exhibit 622.52
Recording Nonscheduled Crossfoot Hours 345
Exhibit 622.61
Verifying Timekeeper Totals 347
Exhibit 622.62
Timecard Verification Checklist 349

Exhibit 622.63
Properly Totaled Timecard for Employees Who Are Required to Sign the Timecard 351
Exhibit 712.2
Preparing Form 2240 to Adjust Form 1230-A (or 1230-B) 355
Exhibit 712.3
Preparing Form 2240 to Adjust Form 1230-C 356
Exhibit 721.34
Making a “Pay” Adjustment 359
Exhibit 722.31a
Making a “Leave” Adjustment from a Form 1230-A or 1230-B 362
Exhibit 722.31b
Making a “Leave” Adjustment from a Form 1230-C 363
Exhibit 722.31c
Adjusting Annual Leave Hours Used on STTQ 364
Exhibit 723.31a
Adjusting a Work Hour Related Entry for a Form 1230-A or 1230-B 366
Exhibit 723.31b
Adjusting a Work Hour Related Entry for a Form 1230-C 367
Exhibit 723.31c
Adjusting Hours Used Outside Schedule on STTQ 368
Exhibit 723.32
Adjusting for Overpayments 369
Exhibit 723.33
Adjusting for No Pay 370
Exhibit 724.31
Making an Adjustment for Incorrect Higher Level Pay 373

1 Overview

110 Introduction

111 Purpose

111.1 Recording Time and Attendance

The purpose of this handbook is to provide a detailed description of the procedures that timekeepers and supervisors must follow when recording time- and attendance-related information on time cards.

111.2 Instructions

These instructions establish official time and attendance procedures for all postal installations including Headquarters and Headquarters-related units that use manual timekeeping procedures. The procedures related to the use of the Electronic Time Clock (ETC) system are provided by the help screens available within the system and the user's guide. It is not the intention of these instructions to amend or conflict with the provisions of the collective bargaining agreements negotiated between the Postal Service and officially recognized employee organizations or with policies contained in the *Employee and Labor Relations Manual* (ELM) or other manuals.

111.3 Systems Integrity

The payroll system has been designed with the necessary controls to ensure that all employees are properly paid. Payment is in compliance with the requirements of the Fair Labor Standards Act (FLSA). The integrity of the system depends upon the degree to which timekeepers and supervisors comply with these procedures. Therefore, it is extremely important that supervisors, timekeepers, or other personnel strictly follow these instructions and procedures.

111.4 Related Instructions

This handbook is to be used with related instructions that may appear in the following:

a. Postal manuals.

b. Postal handbooks.

c. *Postal Bulletin* items.

d. Management instructions.

e. User's guides.

112 System Overview

112.1 Rural Carrier Procedures

The procedures for handling rural carrier time and attendance are unique and are explained in Chapter 5.

112.2 Time and Attendance Data Collection

The Postal Service Time and Attendance Data Collection system has five distinct parts:

a. *Headquarters* — develops policies and procedures to be followed both in collecting time and attendance data and in calculating the pay due employees.

b. *Eagan Accounting Service Center (ASC)* — is responsible for receiving and processing time and attendance data from field offices; processing the data and calculating the pay due an employee; preparing and distributing employee paychecks to the proper postal facility; and, where necessary, processing adjustments to an employee's pay.

c. *Area offices* — are responsible for administering the system throughout the respective areas.

d. *District offices* — are responsible for collecting time cards from post offices and other installations at the end of each week; inputting time card data; transmitting time and attendance data to the Eagan ASC; and answering questions that may arise regarding time and attendance policies and procedures.

e. *Post offices and other postal facilities* — have the day-to-day responsibility for ensuring that the policies and procedures outlined in this handbook are followed; issuing paychecks; and, where necessary, initiating adjustments to an employee's pay.

112.3 Time and Attendance Documents

There are four primary documents that are used to report time and attendance information:

a. Form 1230, *Time Card* — is used to report an employee's time for a particular week of a pay period. The time card is provided to the installation by the Eagan ASC and has the employee's name and other indicative data preprinted on the form by the computer.

b. Form 1230-C, *Time Card* (Other Service) — is used to report an employee's time whenever the employee works in a higher level position; works in a transferred hour status; is loaned to another installation; or is in a training status. Form 1230-C is also used as a replacement time card when the preprinted time card is lost or

damaged or whenever a new employee joins the Postal Service. Each installation should have a supply of blank Form 1230-Cs. The indicative data on Form 1230-C must be entered manually.

c. Form 1314, *Regular Rural Carrier Time Certificate* — is used to report time for employees serving as rural carriers.

d. Form 1314-A, *Auxiliary Rural Carrier Time Certificate* — is used to report time for employees serving or providing assistance on an auxiliary rural route.

112.4 Employee Classifications

The Postal Service workforce is composed of the following eight types of employee classifications:

a. *Full-time regular schedule* — are career annual rate employees assigned to an established work schedule of 40 or more hours per service week. These include full-time bargaining unit employees, executive salaried employees, and full-time salaried nonbargaining unit employees.

b. *Part-time regular schedule* — are career hourly rate employees. These include part-time regular bargaining unit employees and part-time salaried employees who are assigned to an established work schedule of less than 40 hours per service week.

c. *Full-time flexible schedule* — are converted part-time flexible employees. When provided under the craft bargaining unit agreement, the senior part-time flexible employee is converted to full time after performing duties for at least 40 hours a week, 5 days a week, over a period of 6 months. Full-time flexible employees have flexible reporting times, flexible nonscheduled days, and flexible reporting locations within the installation depending upon operational requirements as established on the preceding Wednesday.

d. *Part-time flexible schedule* — career hourly rate bargaining unit employees available to work flexible hours as assigned by management during the course of a service week.

e. *Casuals* — hourly rate nonbargaining unit employees that have a noncareer appointment not to exceed two 90-day terms of employment in a calendar year and for no more than 21 days during the Christmas period. These employees are used as a supplemental workforce in accordance with the collective bargaining agreements.

f. *Temporary* — hourly rate nonbargaining unit employees who perform nonbargaining duties. They have a noncareer appointment for a period of up to, but not in excess of, 1 year.

g. *Transitional* — hourly rate bargaining unit employees with a non-career appointment not to exceed 359 days. This category of employee is applicable only to jobs covered by the American Postal Workers Union, AFL-CIO (APWU) or National Association of Letter Carriers, AFL-CIO (NALC) agreements.

h. *Rural carriers* — are covered by unique timekeeping procedures discussed in Chapter 5.

112.5 Indicative Data Codes

There are five codes that are used by the payroll system to calculate an employee's pay. Each of the codes is preprinted on the employee's Form 1230 time card or on the payroll exception reporting time sheet. The codes must also be used whenever a Form 1230-C time card is prepared.

a. *Rate Schedule Code (RSC)* — represents the salary schedule used to pay the employee. Exhibit 112.5a is a listing of rate schedule codes and a description of the employees who are covered by each code.

b. *Designation code* — is a two-digit number indicating the type of position to which an employee has been assigned so that the proper salary accounts can be charged. Exhibit 112.5b is a listing of the designation codes. As shown in Exhibit 112.5b, the designation code can also be used to determine whether an individual is a full-time, part-time regular, part-time flexible, casual, temporary or transitional employee, or rural carrier.

c. *Activity code* — is a one-digit number that supplements the designation code within a designation. The activity codes permit the accumulation and reporting of data for various management uses. Exhibit 112.5b also lists the activity codes.

d. *Labor distribution code (LDC)* — is a two-digit number used to identify the major activity of the employee. This code is used to compile workhour, labor utilization, and other financial reports for management use. The four-digit Functional Operations Number (FON) code is used for the same purposes as the LDC code.

e. *Fair Labor Standards Act (FLSA) code* — classifies the assigned position occupied by an employee. The following three codes are used to identify an employee's FLSA status:

(1) *Code E* — FLSA exempt (not covered by FLSA) position.

(2) *Code N* — FLSA nonexempt (covered by FLSA) position.

(3) *Code S* — FLSA special exempt (not covered by FLSA) position. Unlike regular exempt employees, FLSA Code S employees may be eligible for pay for workhours in excess of their normal schedule *providing certain criteria are met*.

Exhibit 112.5a
Rate Schedule Codes

Rate Schedule Code	Salary Schedule	Comments
A	Mail Transportation Equipment Centers	MTEC Craft Employees Grades 1-10
B	Auxiliary Rural Carrier, Auxiliary Rural Carrier Relief, and Rural Carrier Relief	Rural Craft Employees Grade 5
C	Mail Equipment Distribution Centers	MEDC Employees Grades 01-10
E	Executive & Administrative	Noncraft Management Grades 1-27 Casual Employees Grade 7
F	Postmasters (A–E)	Noncraft EAS Grades 51-55
G	Postal Nurses	Nurse Craft Employees Level 1
H	Inspectors	Inspectors (PCES) Positions I & II
K	Headquarters Operating Services Division	HQ Craft Employees Grades 1-9
L	Postmaster Replacement	Postmaster Leave Replacement Employees
M	Mailhandler Craft	Field Craft Employees Grades 3-6
N	Information Service Center Craft	ISC Craft Employees Grades 6-23
P	Postal Service Craft, PS (APWU)	Field Craft Employees Grades 1-10
Q	City Letter Carriers (NALC)	Field Craft Employees Grades 1 and 2
R	Rural Carriers	Rural Craft Employees Grade 5
S	Postal Career Executive (PCES)	PCES Employees Positions I & II
T	Tool and Die Shop Craft	Field Craft Employees Grades 4-11
U	Attorney Pay	Attorneys Grade 01
X	Inspector General Executive	Office of Inspector General
Y	Postal Police Officers (PPO)	Craft Employees Grade 6
Z	Inspector General	OIG Levels 61-64, 71-73

Exhibit 112.5b (p. 1)
Designation and Activity Codes

Employee Category	Regular Workforce				Supplemental Workforce			
	Management and supervisory	Full time	Part time regular schedule	Part time flexible schedule	Temporary	Casual	Transitional	Relief/ Replacement
CAG A								
Field District Manager/Postmaster	08-0							
CAG A through L								
Postmasters	08-0		38-0		58-9			58-0
Officers-in-Charge	88-0							
BMC General Managers	09-0							
Managers and Supervisors [1]	09-0							
Prof. Administrative and Technical[2]		19-0						
Medical Officers/Head Nurses	09-0		39-0					
Nurses (bargaining)		11-1		41-1		61-1		
Clerks		11-0	31-0	41-0		61-0	81-0	
Mail Handlers		12-0	32-0	42-0		62-0		
City Delivery Carriers		13-4	33-4	43-4		63-4	83-4	
Vehicle Operators		13-5	33-5	43-5		63-5		
Special Delivery Messengers		14-0	34-0	44-0		64-0		
VMF Mechanics and Analysts		15-1	35-1	45-1		65-1		
VMF Garagemen and Jr. Mechanics		15-2	35-2	45-2		65-2		
VMF Administrative	05-3	15-3	35-3	45-3		65-3		
Maintenance-Building Services	06-6	16-6	36-6			66-6		
Maintenance-Building & Plant Equipment	06-7	16-7	36-7			66-7		
Maintenance-Postal Operating Equipment	06-8	16-8	36-8			66-8		
Maintenance-Administrative	06-9	16-9	36-9			66-9		
Regular Rural Carrier		71-0						
Temp Relief Carrier[3]								70-0
Temp Relief Carrier[4]								70-1
Sub RC Serving Vacant Route								72-0
Substitute Rural Carrier								73-0
RCA Serving Vacant Route								74-0
Rural Carrier Relief								75-0
Rural Part-Time Flexible								76-0
Auxiliary Rural Carrier								77-0
Rural Carrier Associate								78-0
RCA Serving Auxiliary Route								79-0

Exhibit 112.5b (p. 2)
Designation and Activity Codes

Employee Category	Regular Workforce				Supplemental Workforce			
	Management and supervisory	Full time	Part time regular schedule	Part time flexible schedule	Temporary	Casual	Transitional	Relief/ Replacement
CAG M-Z Excluding 'S'-Headquarters, HQS Administrative Support Facilities, Regional and District Offices								
All Employees	11-9	11-9	31-9	41-9	51-9	61-9	81-9	
CAG S-Inspection Service Field								
Postal Police Officers	17-9	17-9		47-9				
Inspectors	08-9	08-9						
Non-Inspectors	11-9	11-9	31-9	41-9	51-9	61-9		

1 Does not include supervisor in certain maintenance activities (See DAs 05-3, 06-6, 06-7, 06-8, 06-9)

2 Field Nonbargaining Nonsupervisory positions

3 Temp Relief Carrier — 359 day appointment

4 Temp Relief Carrier — 359 day appointment — not to exceed 180 days worked in a calendar year.

113 Timekeeping Organization

113.1 Overview

113.11 Functional Areas

The timekeeping organization in a postal facility involves four functional areas:

a. *The postmaster or installation head* — is ultimately responsible for the accuracy of the entries on a time card; ensuring that the time and attendance data are totaled correctly and properly dispatched at week's end; distributing paychecks to employees; and, maintaining an up-to-date list of persons authorized to initial time cards.

b. *The supervisor* — schedules employees for work; monitors and, when required, acts on the day-to-day recording of time by individual employees; acts on all requests for leave; provides appropriate documents supporting time card entries to the timekeeper; and is responsible for ensuring that the timekeeper complies with the procedures in this handbook.

c. *The timekeeper* — totals clock rings each day and at the end of the week; assigns the correct leave and hours codes to each employee's reported time; and, maintains the necessary forms that support certain time card entries. The timekeeper should be a career postal employee.

d. *The adjustment clerk* — assists in adjusting an employee's pay.

113.12 Delegation of Timekeeping Function

In delegating timekeeping functions, postmasters or installation heads should make an effort to ensure that individuals responsible for processing personnel documents or distributing paychecks are not involved with recording time and attendance information.

In smaller installations that are unable to observe this division of responsibility, the official in charge is personally responsible for recording time and attendance information for all employees and distributing paychecks.

113.2 Privacy Act Considerations

113.21 Disclosure

Time and attendance records contain information about individuals. As such, they can be handled and disclosed only in accordance with the Privacy Act. (See *Administrative Support Manual* 13.)

113.22 Privacy System

An individual's time and attendance records are maintained within the Postal Service as the Privacy System titled USPS 050.020, *Finance Records — Payroll System*.

114 Division of Timekeeping Responsibility

114.1 Supervisor Responsibilities

For purposes of timekeeping, a *supervisor* is defined as the person responsible for directing an employee or group of employees in the performance of their duties. The supervisor is responsible for:

a. Controlling employee access to time cards and badges.

b. Making certain the employees clock in and out according to their assigned schedules.

c. Approving all daily clock rings, which the timekeeper has totaled, for full-time and part-time regular employees, and which deviate from the scheduled tour by more than 0.08 hours (5 minutes). (See section 143.)

d. Approving all daily clock rings that the timekeeper has totaled for part-time flexible, casual, temporary, and transitional employees.

e. Acting on all leave requests.

f. Acting on all requests for temporary schedule changes.

g. Completing supporting forms as required by established procedures.

h. Verifying and dispatching time and attendance data to the district or Eagan ASC.

114.2 Timekeeper Responsibilities

The timekeeper is the person who is responsible for keeping records of the time worked and the leave requested by employees. The timekeeper could be the postmaster, supervisor, or any other person whom the installation head designates. The timekeeper is responsible for:

a. Preparing time cards and/or other approved media for use by the employees.

b. Computing daily and weekly totals and recording entries where required.

c. Examining time cards and other records pertaining to hours worked, absences, and leave balances, making correct entries on time cards and other records and verifying that data input through the timekeeping system is correct.

d. Maintaining files of forms that support time and attendance entries.

e. Assisting the supervisor in timekeeping functions as the supervisor may require.

f. Assisting in the preparation of adjustment requests.

g. Answering time and attendance inquiries.

114.3 Other Timekeeping-Related Activities

114.31 Designation of an Adjustment Clerk

Postmasters and installation heads will designate an “adjustment clerk” responsible for assisting employees, timekeepers, and supervisors in making adjustments to pay or leave.

114.32 Time Card Custodian

Postmasters and installation heads will designate a “time card custodian.” The time card custodian is responsible for maintaining files of time cards and supporting forms for prior pay periods. This responsibility should be given to an employee not personally engaged in preparing or approving time cards, processing personnel documents, handling payroll listings, or distributing paychecks. At installations with a manager, Finance, an employee of the accounting unit would be designated as custodian. At post offices where the postmaster is the only supervisor, a senior clerk should be designated as custodian. The custodian for returned time cards must be designated in writing. The postmaster in CAG K (having revenue units of 36 to 189) offices is designated as the custodian of returned time cards.

120 Time Cards and Supporting Forms

The following chart lists time cards and supporting forms used to record and document time and attendance, and the exhibits that illustrate them.

Time Cards		
Exhibit	**Form**	**Title**
120a	1230	Time Card Week 1 & 2
120b	1230-C	Time Card — (Other Service)
120c	1230, 1230-C	Clock Ring Side of Time Card
Supporting Forms		
Exhibit	**Form**	**Title**
120d	Form 1234	Utility Card
120e	Form 3971	Request for or Notification of Absence
120f	Form 3972	Absence Analysis
120g	Form 1723	Assignment Order
120h	Form 1221	Advanced Sick Leave Authorization
120i	Form 1224	Court Duty Leave — Statement of Service
120j	Form 3973	Military Leave Control
120k	Form 2240	Pay, Leave, or Other Hours Adjustment Request
120l	Form 7020	Authorized Absence From Workroom Floor
120m	Form 3189	Request for Temporary Schedule Change for Personal Convenience
120n	Form 1377	Request for Payment of Postmaster Replacement and/or RSC F Postmaster Changes
120o	Form 3981	Standard Roster
120p	Form 1017-A	Time Disallowance Report
120q	Form 1017-B	Unauthorized Overtime Record

Exhibit 120a

Form 1230, *Time Card*

The time card is a record of the employee's service during a week of any given pay period. The indicative data across the top of the time card will be preprinted at the Eagan ASC. Detailed procedures for completing the front of the time card are in Chapter 6, Totaling Time Cards.

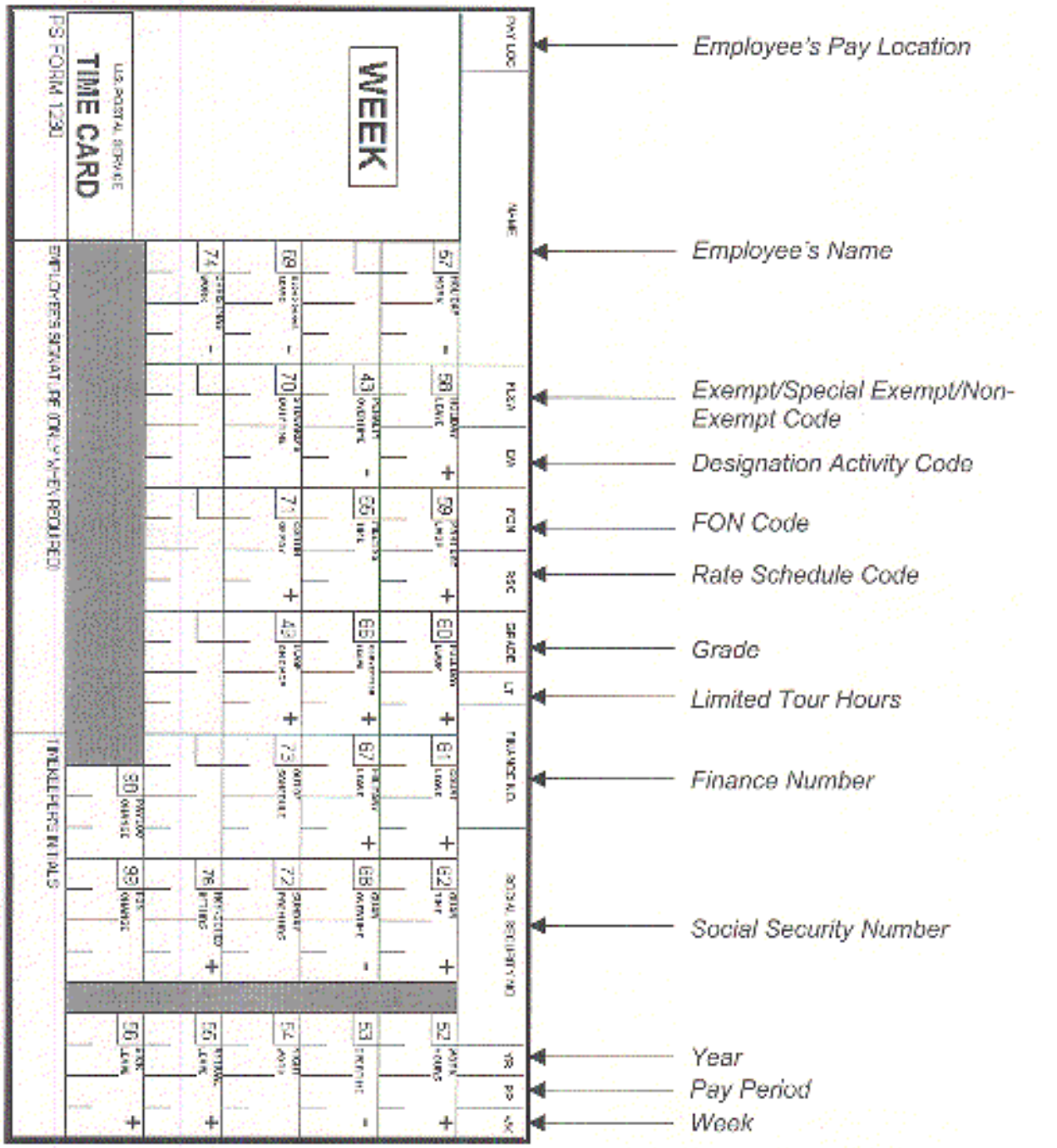


Exhibit 120b

Form 1230-C, *Time Card (Other Service)*

Form 1230-C, *Time Card (Other Service)*, is used whenever an employee works in a higher level status. It is also used for new employees who do not have a Form 1230, *Time Card*, and to replace time cards that are lost or destroyed. In most cases, the timekeeper will copy the indicative data directly from Form 1230. Detailed procedures for using this time card are found in Chapter 4.

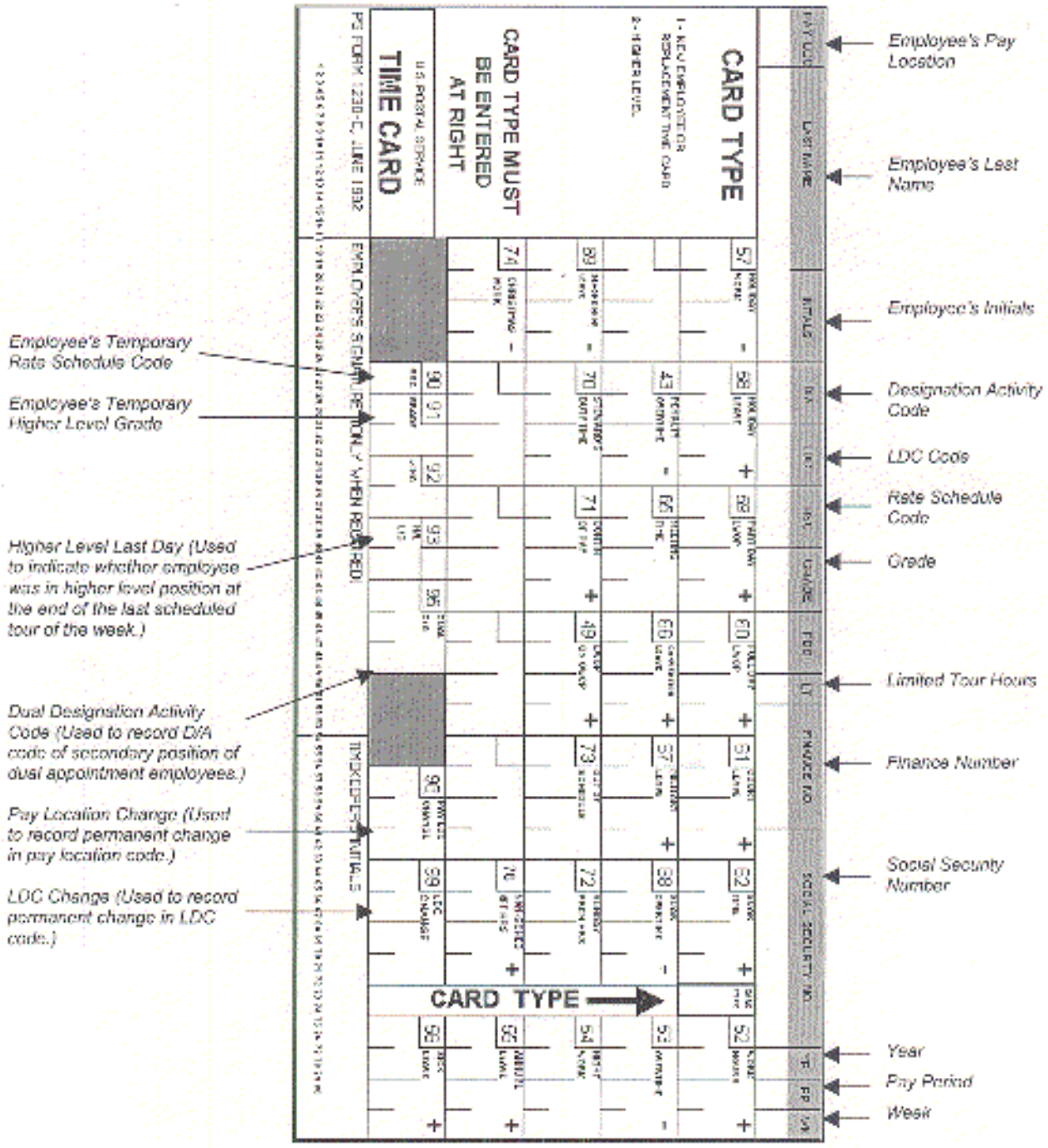


Exhibit 120c

Clock Ring Side of Forms 1230 & 1230-C

This is the clock ring side of Forms 1230 and 1230-C time cards. This side is used by employees to record their daily clock rings and service hours. Timekeepers will total or extend each employee's clock rings each day by using the various columns. The boxes at the top of the time card are used only for totaling the time cards at the end of the week. Procedures for completing this side of the time card are in Chapters 2, 3, 4, and 6.

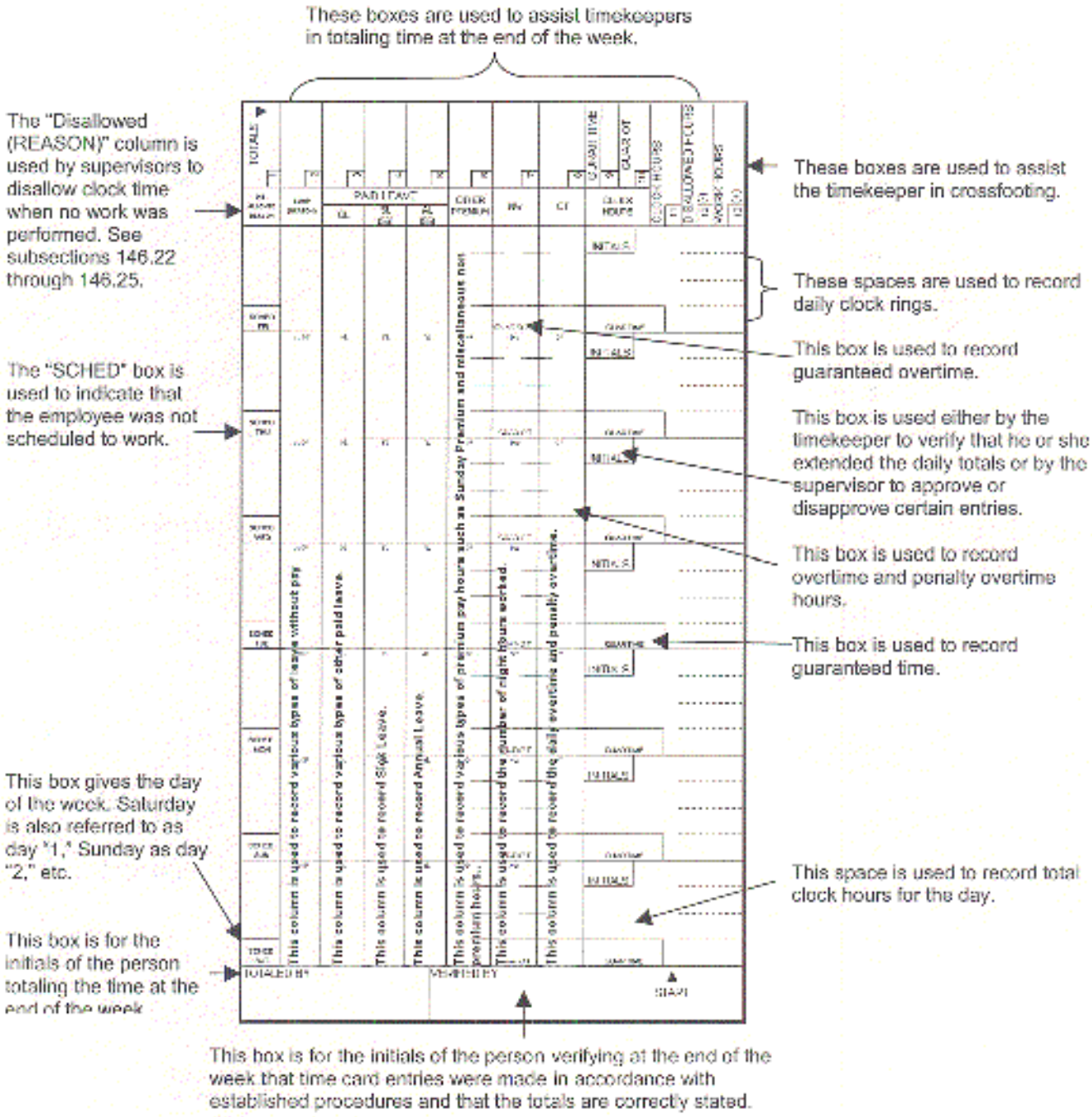


Exhibit 120d

Form 1234, *Utility Card*

This form is used whenever an employee is required to make more than four clock rings in a given day. It is also used whenever an employee works in a transferred, loaned, or training status.

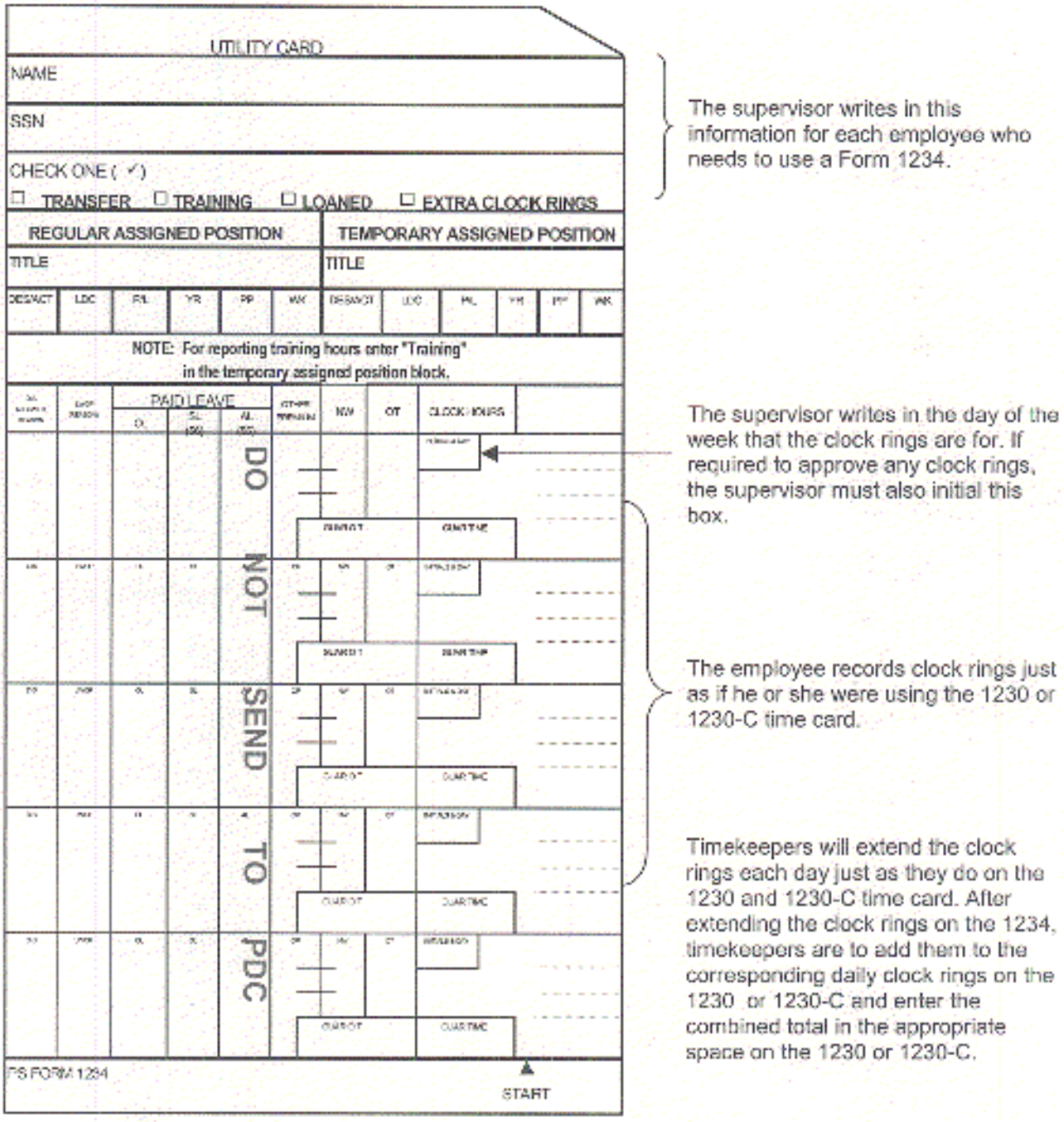


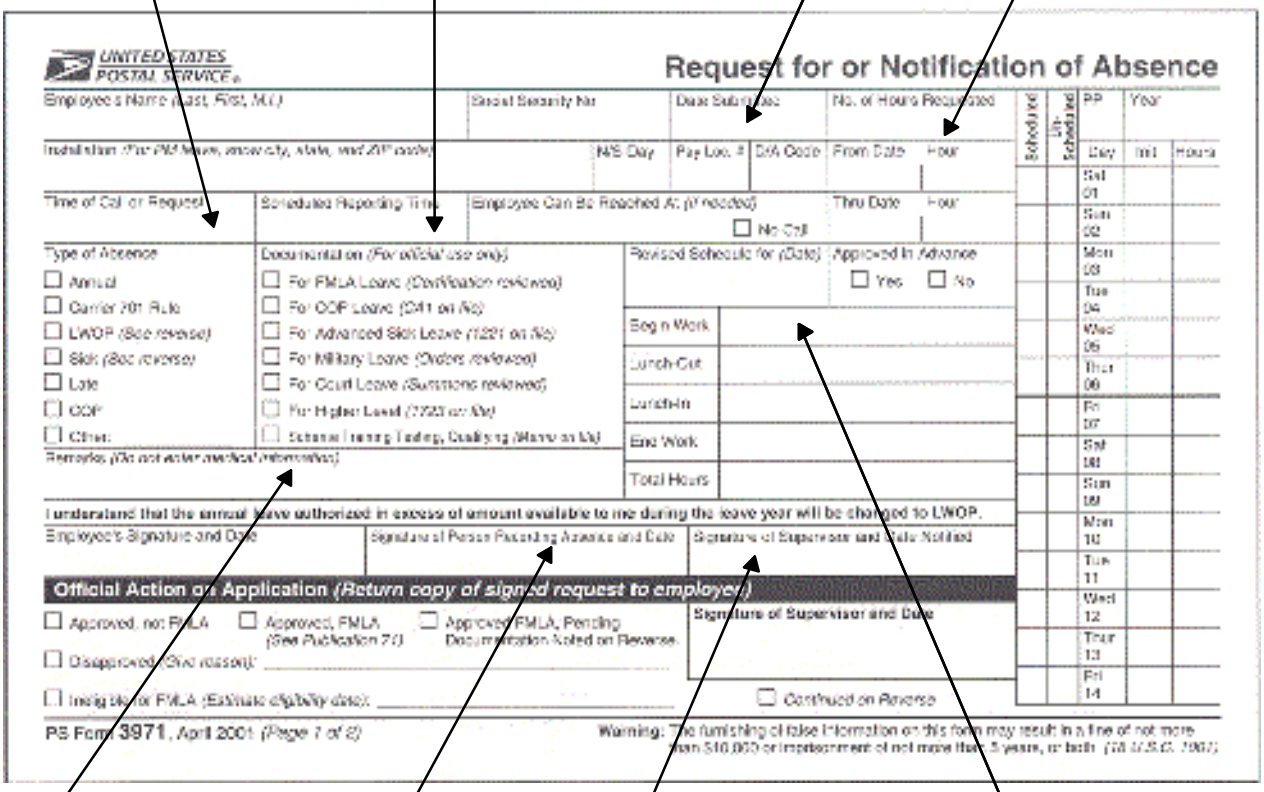
Exhibit 120e (p. 1)
Form 3971, *Request for or Notification of Absence*

Time call-in notice received.

Used by timekeepers and/or supervisors when required.

Date given to supervisor.

Amount of time and date of leave request.



UNITED STATES POSTAL SERVICE

Request for or Notification of Absence

Employee's Name (Last, First, M.I.) | Social Security No. | Date Submitted | No. of Hours Requested

Installation (For PM hours, enter city, state, and ZIP code) | NTE Day | Pay Loc. # | DIA Code | From Date | Hour

Time of Call or Request | Scheduled Reporting Time | Employee Can Be Reached At (If needed) ☐ No Cell | Thru Date | Hour

Type of Absence
☐ Annual
☐ Carrier 201 Rule
☐ LWOP (See reverse)
☐ Sick (See reverse)
☐ Late
☐ OCIP
☐ Other:

Documentation (For official use only)
☐ For FMLA Leave (Certification reviewed)
☐ For OCIP Leave (CA1 or 2)
☐ For Advanced Sick Leave (1221 or 1s)
☐ For Military Leave (Orders reviewed)
☐ For Court Leave (Summons reviewed)
☐ For Higher Level (7223 or 1s)
☐ Schedule Having Tardy, Qualifying (Memo or 1s)

Revised Schedule for (Date) | Approved in Advance ☐ Yes ☐ No

Beg n Work
Lunch Out
Lunch-in
End Work
Total Hours

Remarks (Do not enter medical information)

I understand that the annual leave authorized in excess of amount available to me during the leave year will be charged to LWOP.

Employee's Signature and Date | Signature of Person Recording Absence and Date | Signature of Supervisor and Date Notified

Official Action on Application *(Return copy of signed request to employee)*

☐ Approved, not FMLA ☐ Approved, FMLA (See Publication 71) ☐ Approved FMLA, Pending Documentation Noted on Reverse

☐ Disapproved (Give reason):

☐ Ineligible for FMLA (Estimate eligibility date):

Signature of Supervisor and Date

☐ Continued on Reverse

Scheduled	Un-scheduled	PP	Year	
		Day	Int	Hours
		Sat 01		
		Sun 02		
		Mon 03		
		Tue 04		
		Wed 05		
		Thur 06		
		Fri 07		
		Sat 08		
		Sun 09		
		Mon 10		
		Tue 11		
		Wed 12		
		Thur 13		
		Fri 14		

PS Form 3971, April 2001 (Page 1 of 2)

Warning: The furnishing of false information on this form may result in a fine of not more than $10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).

Used by employees, timekeepers to explain absences.

Signature of person who was notified of the absence by the employee.

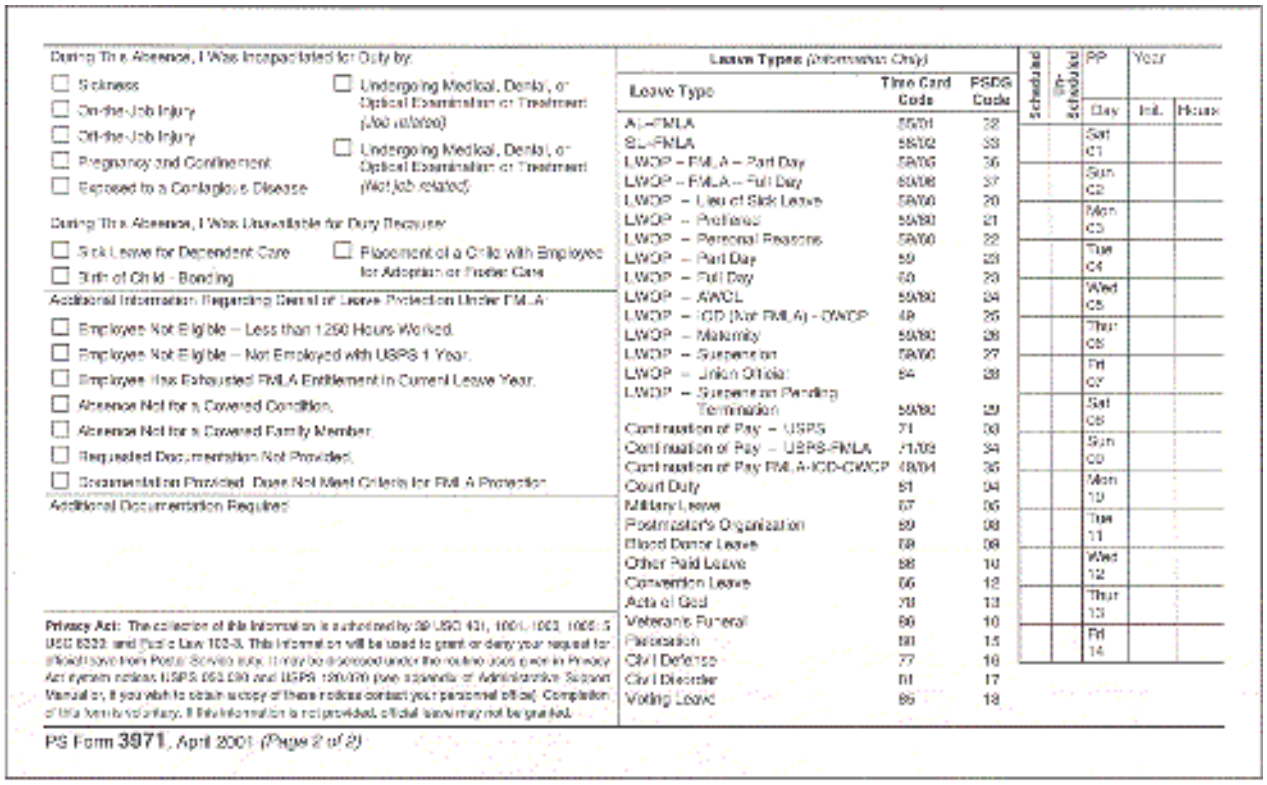
Signature of supervisor when he or she was notified of the absence.

Used only when an employee's tour is extended because of tardiness. It is never used when a bargaining unit employee's schedule is changed for his or her personal convenience.

Exhibit 120e (p. 2)

Form 3971, *Request for or Notification of Absence*

The reverse side of Form 3971 is used, where necessary, to document employee requests for sick leave. Detailed procedures for using this form are in Chapters 3 and 5.



During The Absence, I Was Incapacitated for Duty by:

- ☐ Sickness
- ☐ On-the-Job Injury
- ☐ Off-the-Job Injury
- ☐ Pregnancy and Confinement
- ☐ Exposed to a Contagious Disease
- ☐ Undergoing Medical, Dental, or Optical Examination or Treatment (Job related)
- ☐ Undergoing Medical, Dental, or Optical Examination or Treatment (Not job related)

During The Absence, I Was Unavailable for Duty Because:

- ☐ Sick Leave for Dependent Care
- ☐ Birth of Child - Bonding
- ☐ Placement of a Child with Employee for Adoption or Foster Care

Additional Information Regarding Denial of Leave Protection Under FMLA:

- ☐ Employee Not Eligible – Less than 1250 Hours Worked.
- ☐ Employee Not Eligible – Not Employed with USPS 1 Year.
- ☐ Employee Has Exhausted FMLA Entitlement in Current Leave Year.
- ☐ Absence Not for a Covered Condition.
- ☐ Absence Not for a Covered Family Member.
- ☐ Requested Documentation Not Provided.
- ☐ Documentation Provided Does Not Meet Criteria for FMLA Protection.

Additional Documentation Required:

Privacy Act: The collection of this information is authorized by 39 USC 401, 1001, 1003, 1005; 5 USC 8332; and Public Law 103-3. This information will be used to grant or deny your request for official leave from Postal Service duty. It may be disclosed under the routine uses given in Privacy Act system notices USPS 050.030 and USPS 120.020 (see appendix of Administrative Support Manual) or, if you wish to obtain a copy of these notices contact your personnel office. Completion of this form is voluntary. If this information is not provided, official leave may not be granted.

Leave Types (Information Only)

Leave Type	Time Card Code	PSDS Code
AL–FMLA	55701	32
SL–FMLA	55702	33
LWOP – FMLA – Part Day	55705	36
LWOP – FMLA – Full Day	55706	37
LWOP – Use of Sick Leave	55700	20
LWOP – Probation	55700	21
LWOP – Personal Reasons	55700	22
LWOP – Part Day	50	23
LWOP – Full Day	60	23
LWOP – AWOL	55700	24
LWOP – ICD (Not FMLA) - CWCP	49	25
LWOP – Maternity	55700	26
LWOP – Suspension	55700	27
LWOP – Union Official	64	28
LWOP – Suspension Pending Termination	55700	29
Continuation of Pay – USPS	71	30
Continuation of Pay – USPS-FMLA	71705	34
Continuation of Pay FMLA-ICD-CWCP	49701	35
Court Duty	61	04
Military Leave	67	05
Postmaster's Organization	69	08
Blood Donor Leave	70	09
Other Paid Leave	88	10
Convention Leave	66	12
Acts of God	78	13
Veteran's Funeral	80	10
Relocation	81	15
Civil Defense	77	16
Civil Disorder	81	17
Voting Leave	86	18

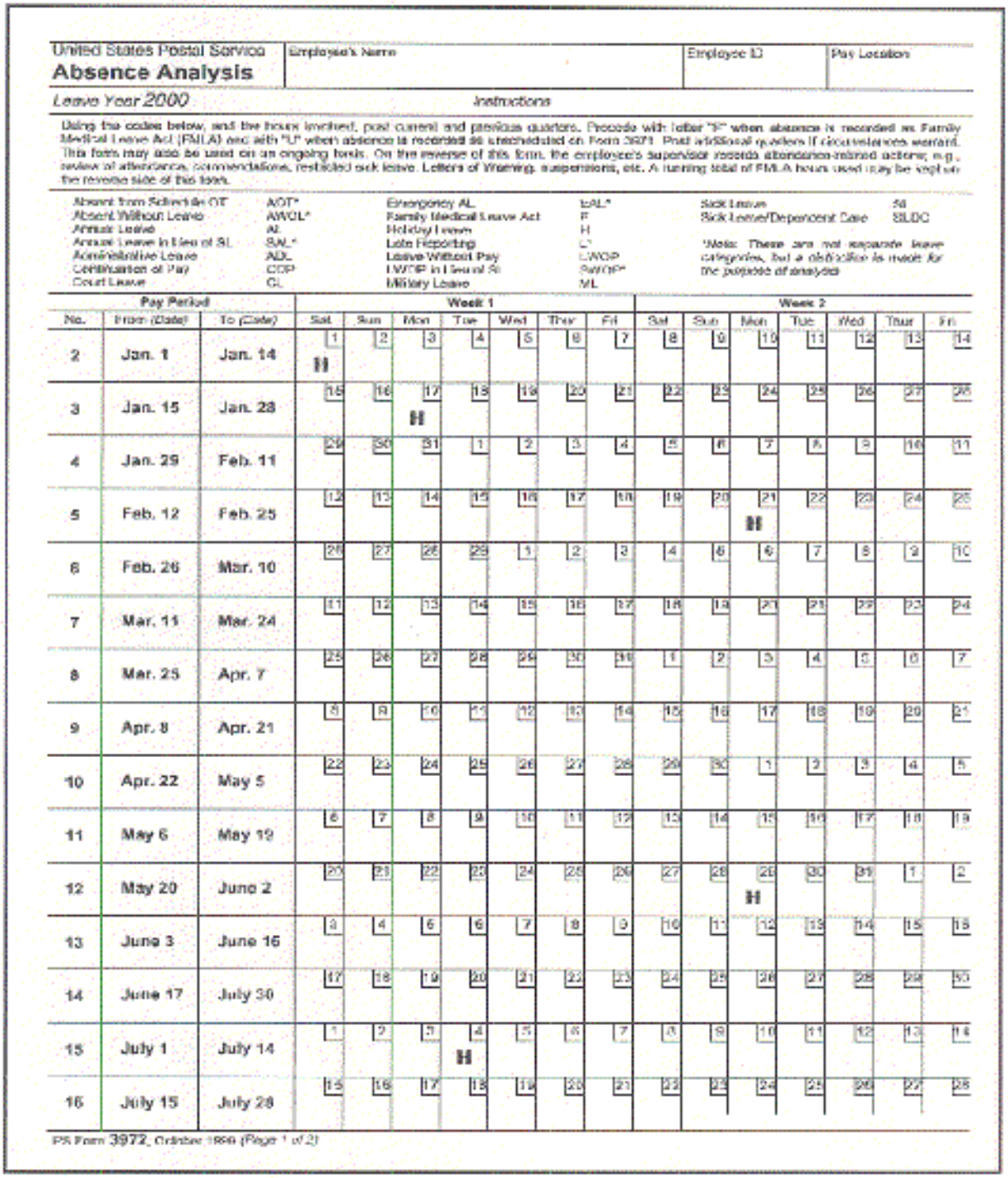
Scheduled	Unscheduled	PP	Year	
		Day	Init.	Hours
		Sat 01		
		Sun 02		
		Mon 03		
		Tue 04		
		Wed 05		
		Thur 06		
		Fri 07		
		Sat 08		
		Sun 09		
		Mon 10		
		Tue 11		
		Wed 12		
		Thur 13		
		Fri 14		

PS Form **3971**, April 2001 *(Page 2 of 2)*

Exhibit 120f (p.1)

Form 3972, *Absence Analysis*

This form is used by supervisors to track the leave record of their employees. The front side of Form 3972 provides information to assist management in completing the form.



United States Postal Service
Absence Analysis

Employee's Name | Employee ID | Pay Location

Leave Year 2000

Instructions

Using the codes below, and the hours involved, post current and previous quarters. Precede with letter "F" when absence is recorded as Family Medical Leave Act (FMLA) and with "U" when absence is recorded as unscheduled on Form 3971. Post additional quarters if circumstances warrant. This form may also be used on an ongoing basis. On the reverse of this form, the employee's supervisor records attendance-related actions; e.g., review of attendance, commendations, restricted sick leave, Letters of Warning, suspensions, etc. A running total of FMLA hours used may be kept on the reverse side of this form.

Absent from Scheduled Off	AOT*	Emergency AL	eAL*	Sick Leave	S
Absent Without Leave	AWOL*	Family Medical Leave Act	F	Sick Leave/Dependent Care	SLDC
Annual Leave	AL	Holiday Leave	H		
Annual Leave in Lieu of SL	SAL*	Late Reporting	L*		
Administrative Leave	ADL	Leave Without Pay	LWOP		
Combination of Pay	COP	LWOP in Lieu of SL	SWOP*		
Court Leave	CL	Military Leave	ML		

*Note: These are not separate leave categories, but a distinction is made for the purpose of analysis

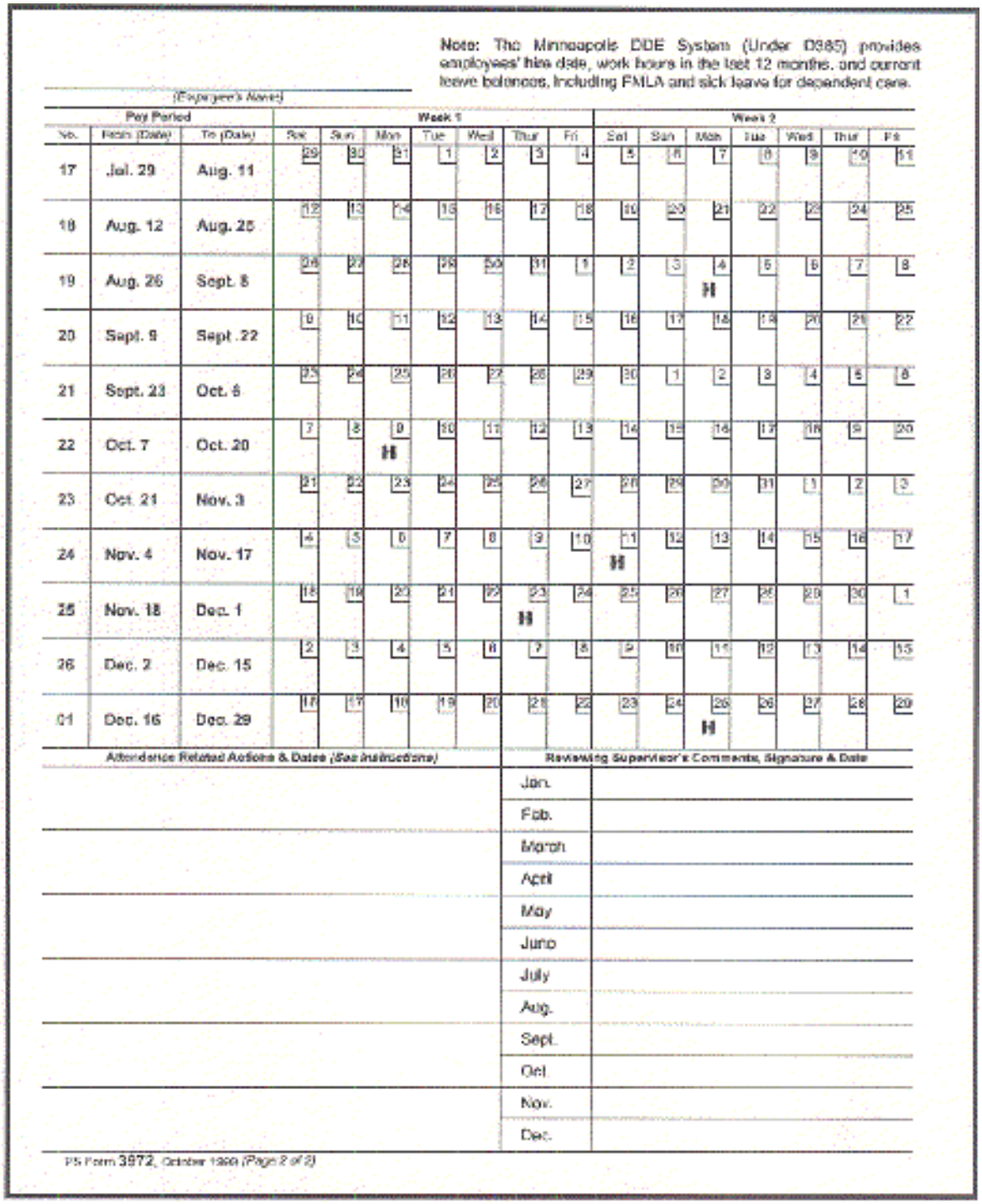
Pay Period			Week 1							Week 2						
No.	From (Date)	To (Date)	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri
2	Jan. 1	Jan. 14	1 H	2	3	4	5	6	7	8	9	10	11	12	13	14
3	Jan. 15	Jan. 28	15	16	17 H	18	19	20	21	22	23	24	25	26	27	28
4	Jan. 29	Feb. 11	29	30	31	1	2	3	4	5	6	7	8	9	10	11
5	Feb. 12	Feb. 25	12	13	14	15	16	17	18	19	20	21 H	22	23	24	25
6	Feb. 26	Mar. 10	26	27	28	29	1	2	3	4	5	6	7	8	9	10
7	Mar. 11	Mar. 24	11	12	13	14	15	16	17	18	19	20	21	22	23	24
8	Mar. 25	Apr. 7	25	26	27	28	29	30	31	1	2	3	4	5	6	7
9	Apr. 8	Apr. 21	8	9	10	11	12	13	14	15	16	17	18	19	20	21
10	Apr. 22	May 5	22	23	24	25	26	27	28	29	30	1	2	3	4	5
11	May 6	May 19	6	7	8	9	10	11	12	13	14	15	16	17	18	19
12	May 20	June 2	20	21	22	23	24	25	26	27	28	29 H	30	31	1	2
13	June 3	June 16	3	4	5	6	7	8	9	10	11	12	13	14	15	16
14	June 17	July 30	17	18	19	20	21	22	23	24	25	26	27	28	29	30
15	July 1	July 14	1	2	3	4 H	5	6	7	8	9	10	11	12	13	14
16	July 15	July 28	15	16	17	18	19	20	21	22	23	24	25	26	27	28

PS Form 3972, October 1999 (Page 1 of 2)

Exhibit 120f (p. 2)

Form 3972, *Absence Analysis*

The reverse side of Form 3972 contains additional pay periods and allows space for supervisor comments.



Note: The Minneapolis DDE System (Under D985) provides employees' hire date, work hours in the last 12 months, and current leave balances, including FMLA and sick leave for dependent care.

(Employee's Name)

Pay Period			Week 1							Week 2						
No.	From (Date)	To (Date)	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri
17	Jul. 29	Aug. 11	29	30	31	1	2	3	4	5	6	7	8	9	10	11
18	Aug. 12	Aug. 25	12	13	14	15	16	17	18	19	20	21	22	23	24	25
19	Aug. 26	Sept. 8	26	27	28	29	30	31	1	2	3	4 H	5	6	7	8
20	Sept. 9	Sept. 22	9	10	11	12	13	14	15	16	17	18	19	20	21	22
21	Sept. 23	Oct. 6	23	24	25	26	27	28	29	30	1	2	3	4	5	6
22	Oct. 7	Oct. 20	7	8	9 H	10	11	12	13	14	15	16	17	18	19	20
23	Oct. 21	Nov. 3	21	22	23	24	25	26	27	28	29	30	31	1	2	3
24	Nov. 4	Nov. 17	4	5	6	7	8	9	10	11 H	12	13	14	15	16	17
25	Nov. 18	Dec. 1	18	19	20	21	22	23 H	24	25	26	27	28	29	30	1
26	Dec. 2	Dec. 15	2	3	4	5	6	7	8	9	10	11	12	13	14	15
01	Dec. 16	Dec. 29	16	17	18	19	20	21	22	23	24	25 H	26	27	28	29

Attendance Related Actions & Dates (See Instructions)	Reviewing Supervisor's Comments, Signature & Date
	Jan.
	Feb.
	March
	April
	May
	June
	July
	Aug.
	Sept.
	Oct.
	Nov.
	Dec.

PS Form 3972, October 1999 (Page 2 of 2)

Exhibit 120g (p. 1)

Form 1723, *Assignment Order*

This form is used by supervisors to assign employees to higher level details, training sessions, postmaster replacement, postmaster relief (CAG K offices only) and to loan employees to other postal installations. Detailed procedures for completing this form are in Chapter 4. It is the source of information for most cases when a Form 1230-C, *Time Card — (Other Service)*, is prepared.

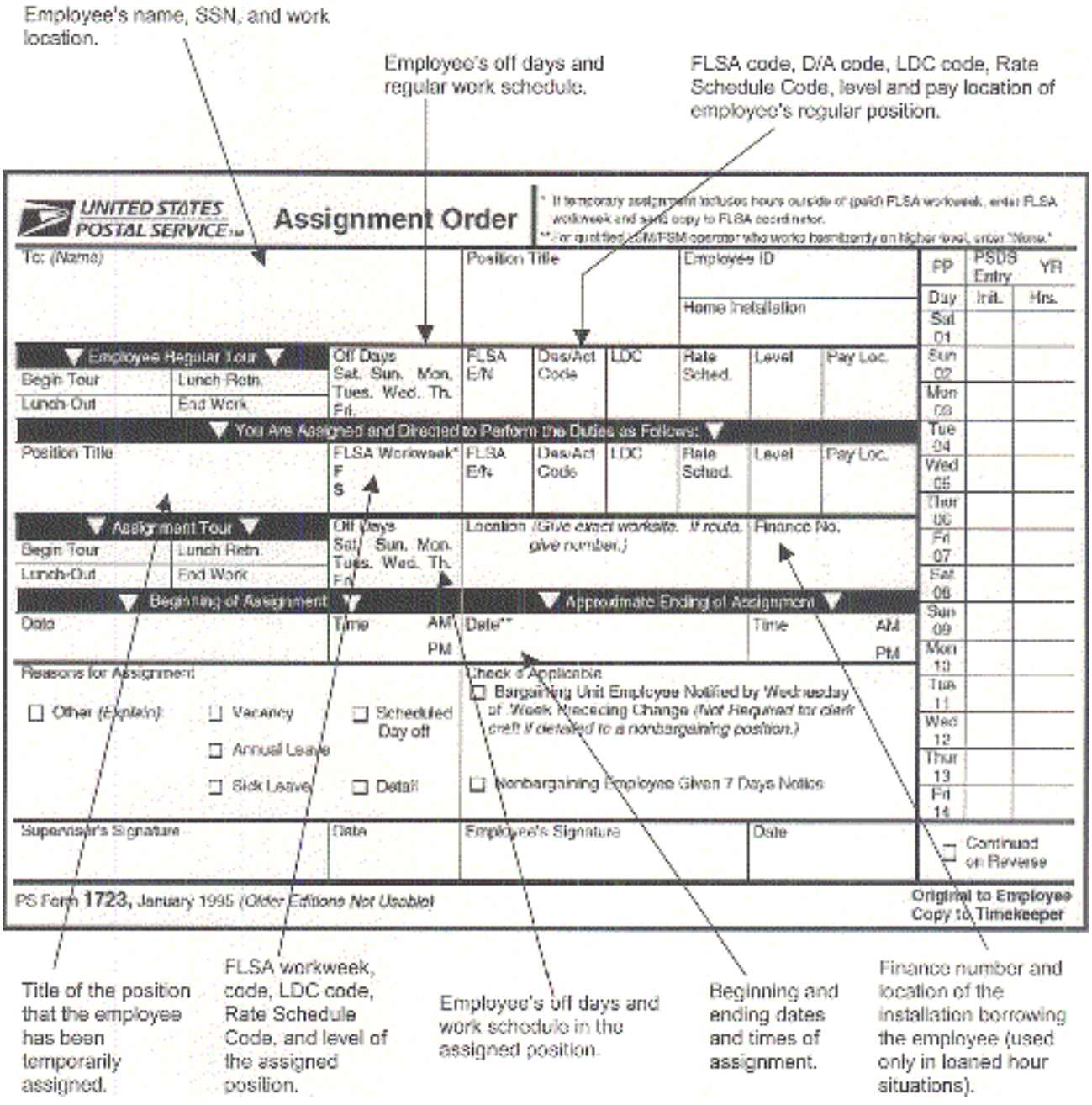
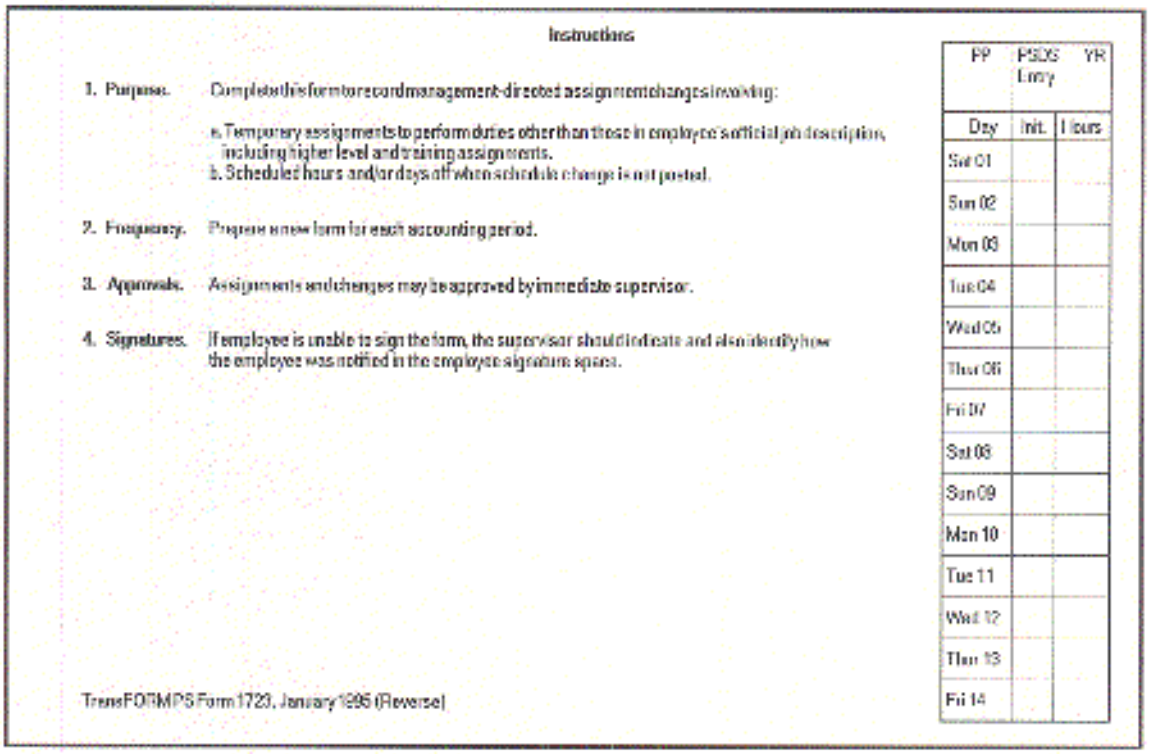


Exhibit 120g (p. 2)

Form 1723, *Assignment Order*

The reverse side of Form 1723 provides instructions for completing the form.



Instructions

1. **Purpose.** Complete this form to record management-directed assignment changes involving:

   a. Temporary assignments to perform duties other than those in employee's official job description, including higher level and training assignments.
   b. Scheduled hours and/or days off when schedule change is not posted.

2. **Frequency.** Prepare a new form for each accounting period.

3. **Approvals.** Assignments and changes may be approved by immediate supervisor.

4. **Signatures.** If employee is unable to sign the form, the supervisor should indicate and also identify how the employee was notified in the employee signature space.

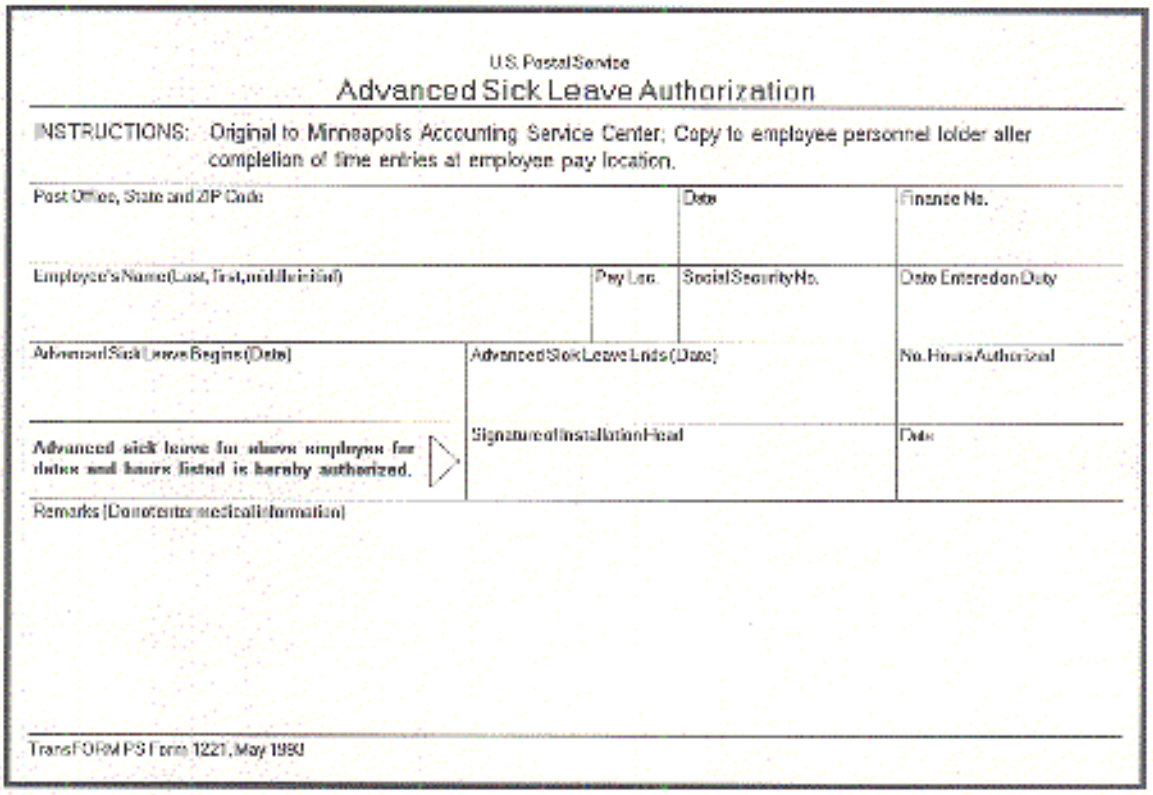
TransFORMPS Form 1723, January 1995 (Reverse)

PP	PSDS Entry	YR
Day	Init.	Hours
Sat 01		
Sun 02		
Mon 03		
Tue 04		
Wed 05		
Thur 06		
Fri 07		
Sat 08		
Sun 09		
Mon 10		
Tue 11		
Wed 12		
Thur 13		
Fri 14		

Exhibit 120h

Form 1221, *Advanced Sick Leave Authorization*

This form is used whenever an eligible employee anticipates using, over an extended period of time, more sick leave than he or she has available. Detailed procedures to be used in completing this form are in Chapter 3. An employee cannot have more than 240 hours of approved advanced sick leave at any time. The district office is responsible for sending Form 1221 to the Eagan Accounting Service Center.



U.S. Postal Service

Advanced Sick Leave Authorization

INSTRUCTIONS: Original to Minneapolis Accounting Service Center; Copy to employee personnel folder after completion of time entries at employee pay location.

Post Office, State and ZIP Code		Date	Finance No.
Employee's Name (Last, first, middle initial)	Pay Loc	Social Security No.	Date Entered on Duty
Advanced Sick Leave Begins (Date)	Advanced Sick Leave Ends (Date)		No. Hours Authorized
Advanced sick leave for above employee for dates and hours listed is hereby authorized.	Signature of Installation Head		Date

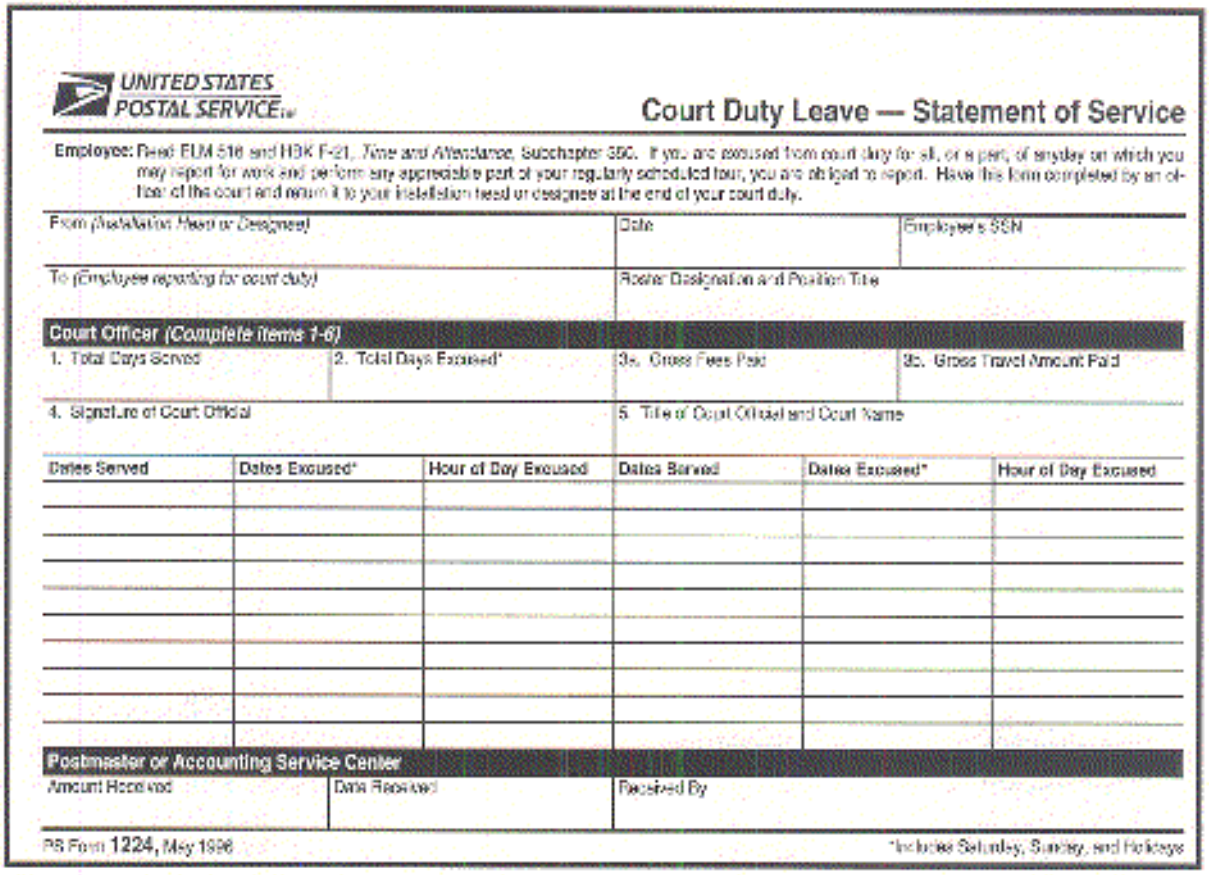
Remarks (Do not enter medical information)

TransFORM PS Form 1221, May 1990

Exhibit 120i

Form 1224, *Court Duty Leave — Statement of Service*

This form is used to document time spent on court duty in a state or local court. The district office should be contacted when employees perform service in a federal court. Detailed procedures for completing Form 1224 are in Chapter 3.



UNITED STATES POSTAL SERVICE

Court Duty Leave — Statement of Service

Employee: Read EL-516 and HBK F-21, *Time and Attendance*, Subchapter 350. If you are excused from court duty for all, or a part, of anyday on which you may report for work and perform any appreciable part of your regularly scheduled tour, you are obligat to report. Have this form completed by an official of the court and return it to your installation head or designee at the end of your court duty.

From (Installation Head or Designee)	Date	Employee's SSN
To (Employee reporting for court duty)	Roster Designation and Position Title	

Court Officer (Complete items 1-6)

1. Total Days Served	2. Total Days Excused*	3a. Gross Fees Paid	3b. Gross Travel Amount Paid
4. Signature of Court Official		5. Title of Court Official and Court Name	

Dates Served	Dates Excused*	Hour of Day Excused	Dates Served	Dates Excused*	Hour of Day Excused

Postmaster or Accounting Service Center

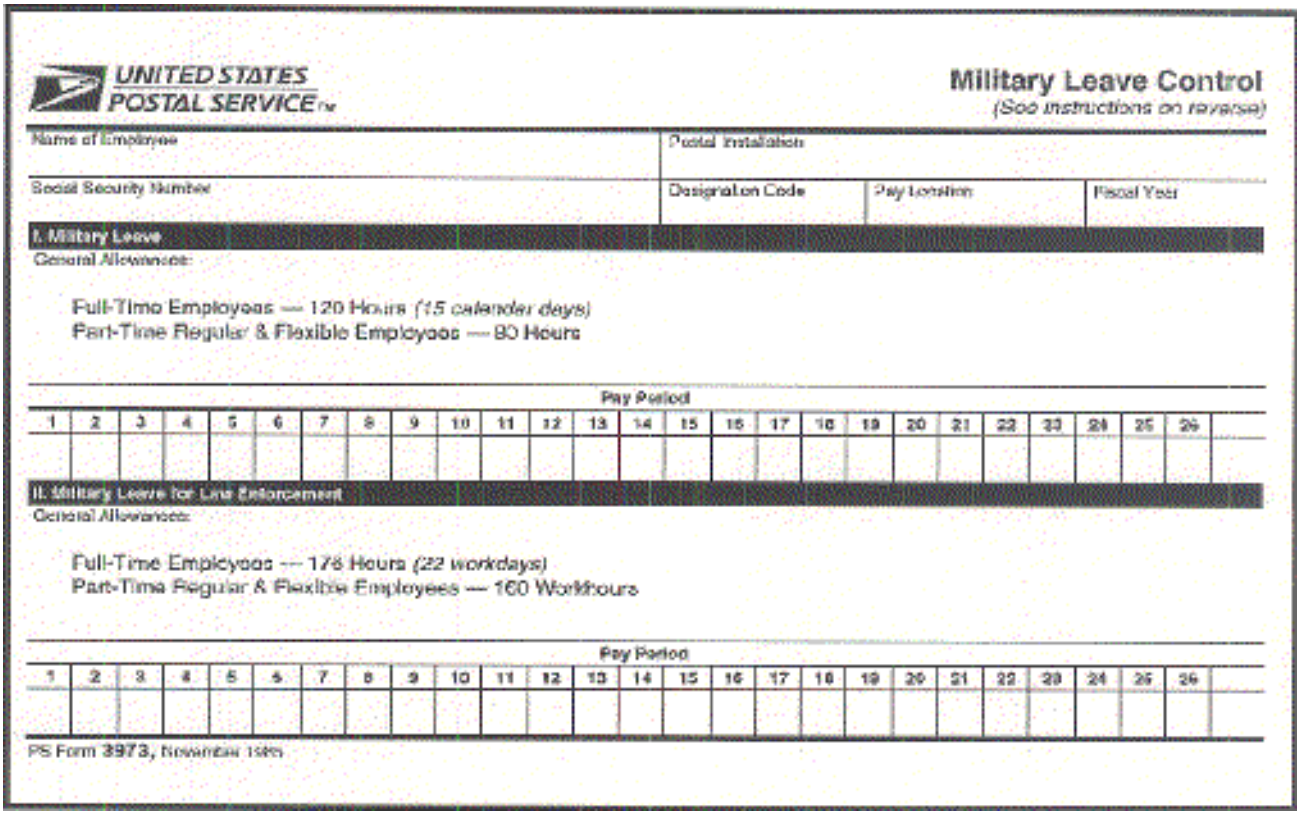
Amount Received	Date Received	Received By

PS Form 1224, May 1996 *Includes Saturday, Sunday, and Holidays

Exhibit 120j

Form 3973, *Military Leave Control*

This form is used by eligible employees to support requests for military leave. Detailed procedures for Form 3973 are in Chapter 3.



UNITED STATES POSTAL SERVICE

Military Leave Control

(See instructions on reverse)

Name of Employee | Postal Installation

Social Security Number | Designation Code | Pay Location | Fiscal Year

I. Military Leave

General Allowances:

Full-Time Employees — 120 Hours *(15 calendar days)*
Part-Time Regular & Flexible Employees — 80 Hours

Pay Period

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	

II. Military Leave for Law Enforcement

General Allowances:

Full-Time Employees — 176 Hours *(22 workdays)*
Part-Time Regular & Flexible Employees — 160 Workhours

Pay Period

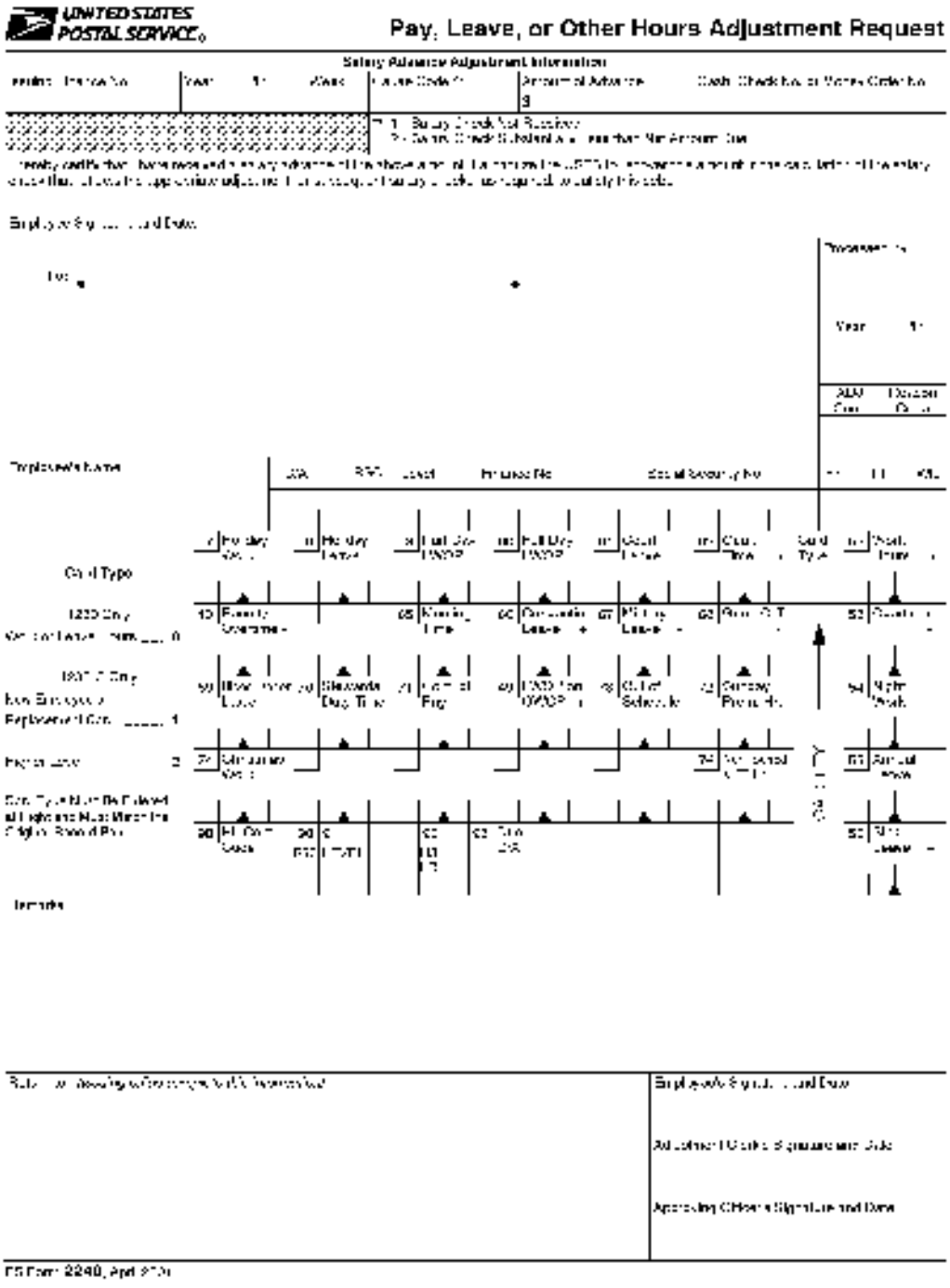
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	

PS Form **3973**, November 1995

Exhibit 120k

Form 2240, *Pay, Leave, or Other Hours Adjustment Request*

This form is used, depending on the situation, by the timekeeper or adjustment clerk to correct an employee's pay, leave, or deductions. Detailed procedures for completing Form 2240 are in Chapter 7.


UNITED STATES POSTAL SERVICE

Pay, Leave, or Other Hours Adjustment Request

Salary Advance Adjustment Information

Employee's Name

Card Type

Remarks

Employee's Signature and Date

Adjustment Clerk's Signature and Date

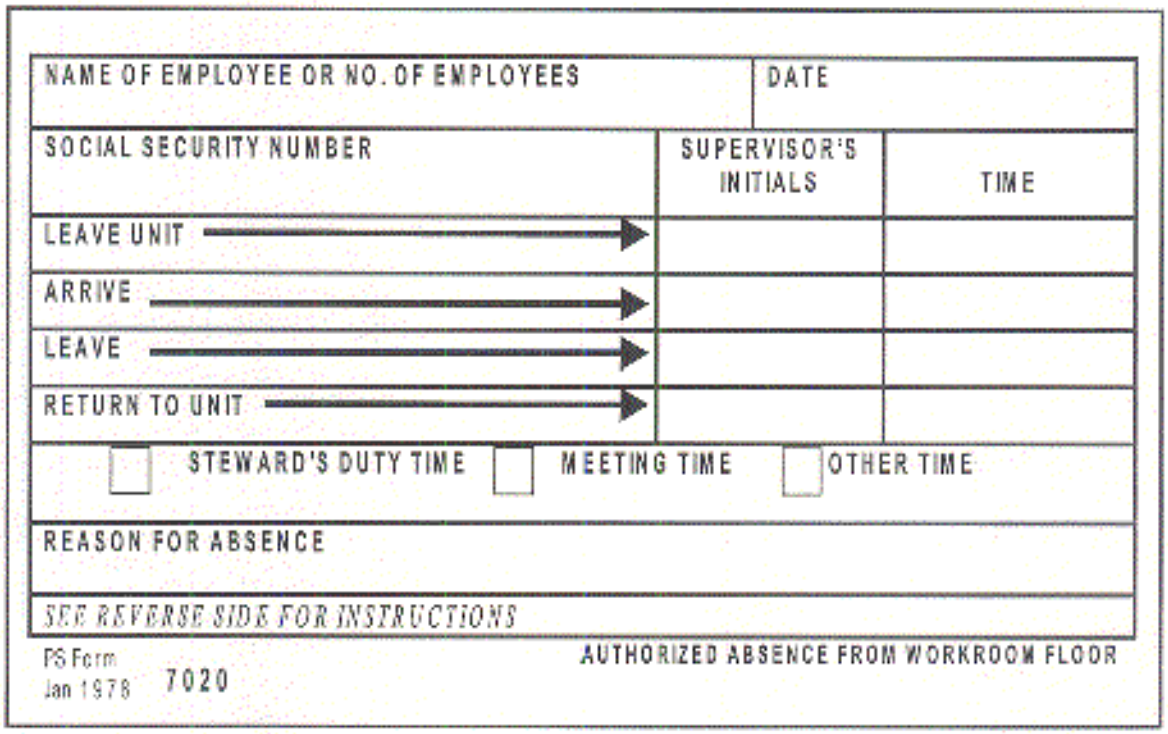
Approving Officer's Signature and Date

PS Form 2240, April 2010

Exhibit 120l

Form 7020, *Authorized Absence From Workroom Floor*

This form is used by the supervisor to permit an employee to leave a workroom floor area without clocking out. Specifically, it is used to record steward's duty time, meeting time, and administrative leave due to civil disorder. Detailed procedures for completing Form 7020 are in Chapters 2 and 3. (Form 7020 is also used for nontimekeeping purposes not discussed in this handbook.)



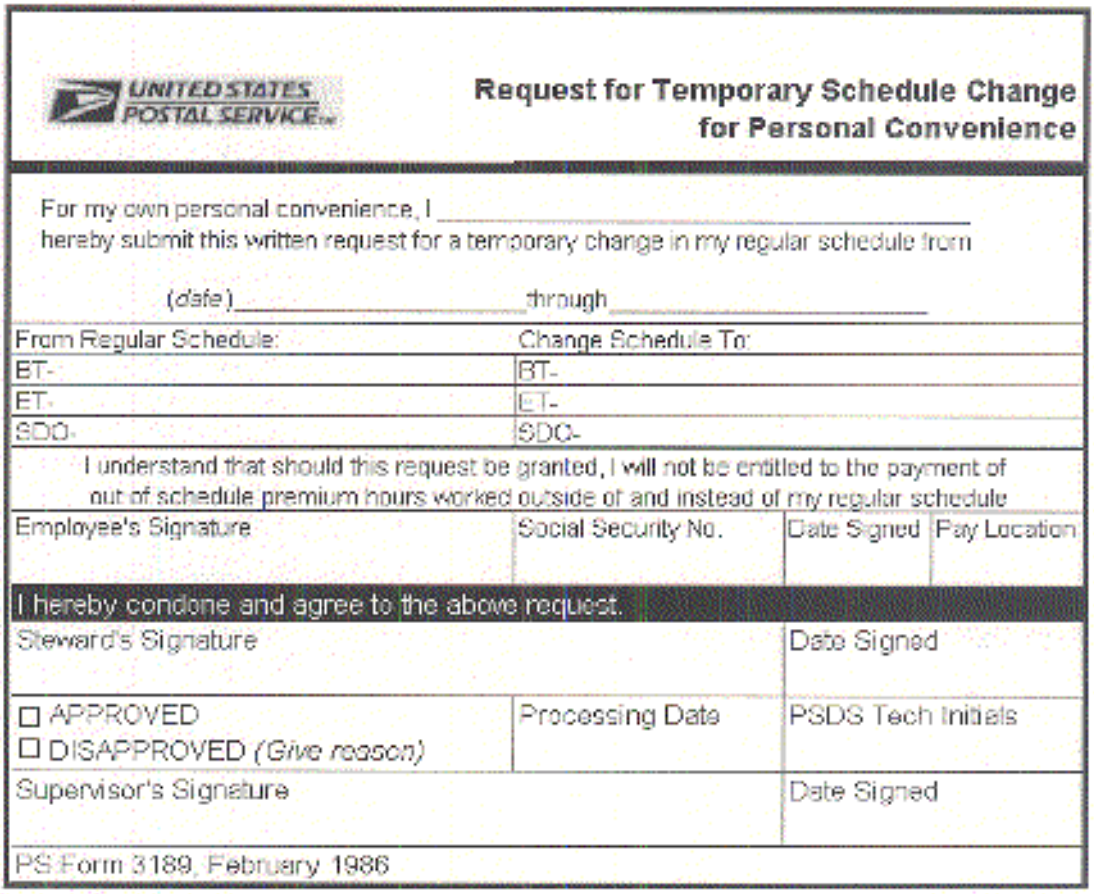
NAME OF EMPLOYEE OR NO. OF EMPLOYEES		DATE
SOCIAL SECURITY NUMBER	SUPERVISOR'S INITIALS	TIME
LEAVE UNIT →		
ARRIVE →		
LEAVE →		
RETURN TO UNIT →		
☐ STEWARD'S DUTY TIME ☐ MEETING TIME ☐ OTHER TIME		
REASON FOR ABSENCE		
SEE REVERSE SIDE FOR INSTRUCTIONS		

PS Form Jan 1978 7020 AUTHORIZED ABSENCE FROM WORKROOM FLOOR

Exhibit 120m

Form 3189, *Request for Temporary Schedule Change for Personal Convenience*

This form is used by eligible employees to request a temporary change in their regular work schedule. The appropriate union steward must agree to the request before it is submitted for supervisor action. Detailed procedures for completing this form are in Chapter 2.



UNITED STATES POSTAL SERVICE

Request for Temporary Schedule Change for Personal Convenience

For my own personal convenience, I _____
hereby submit this written request for a temporary change in my regular schedule from

(*date*)_____through_____

From Regular Schedule:	Change Schedule To:
ET-	BT-
ET-	ET-
SDO-	SDO-

I understand that should this request be granted, I will not be entitled to the payment of out of schedule premium hours worked outside of and instead of my regular schedule

Employee's Signature	Social Security No.	Date Signed	Pay Location

I hereby condone and agree to the above request.

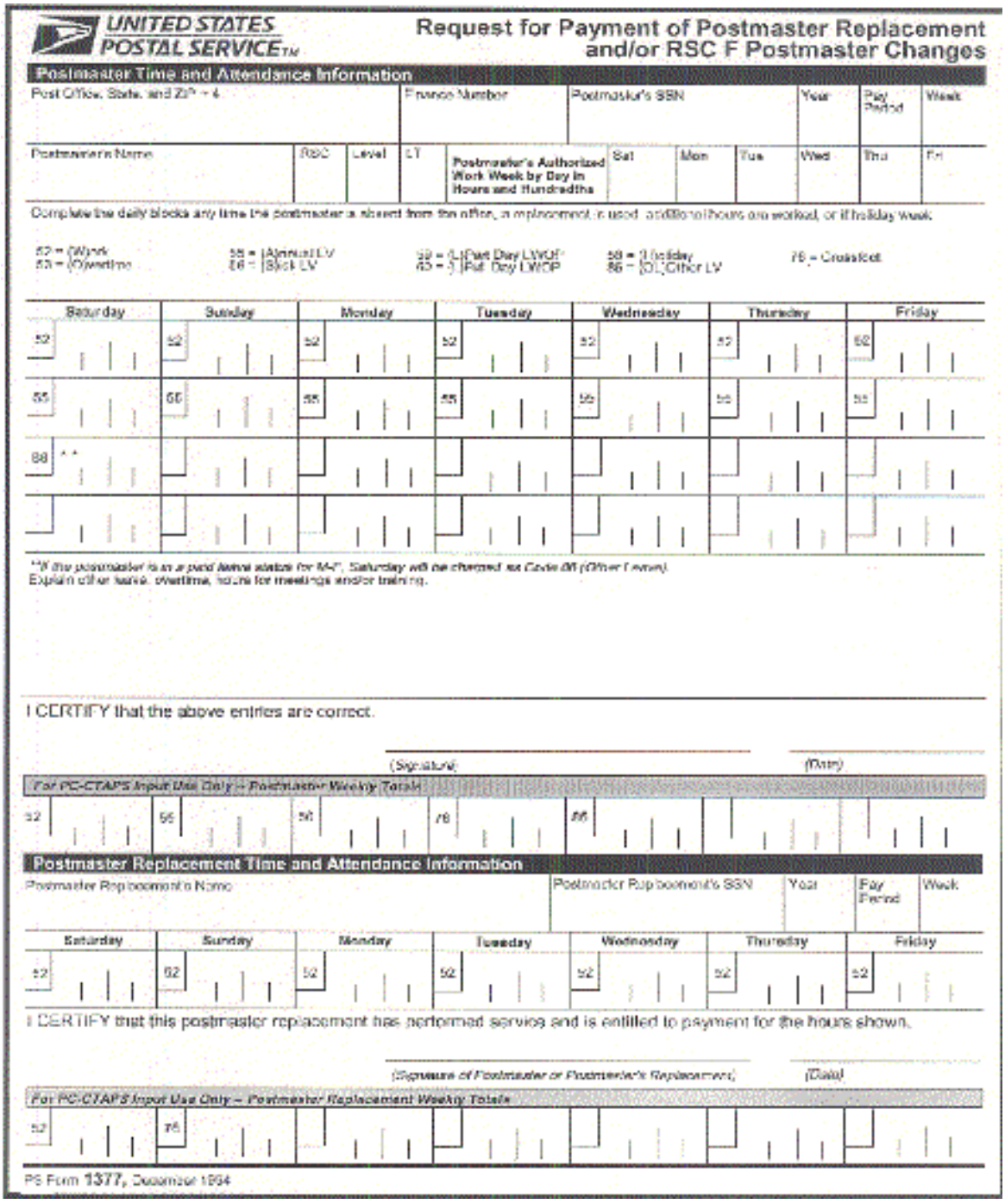
Steward's Signature		Date Signed
☐ APPROVED ☐ DISAPPROVED *(Give reason)*	Processing Date	PSDS Tech Initials
Supervisor's Signature		Date Signed

PS Form 3189, February 1986

Exhibit 120n

Form 1377, *Request for Payment of Postmaster Replacement and/or RSC F Postmaster Changes*

This form is used by CAG L postmasters to authorize salary payments for their leave replacements. It is also used by CAG L postmasters to record overtime. Form 1377 should be submitted to the designated data entry site at the end of each week that it is used. Detailed procedures for completing Form 1377 are in Chapters 2, 3, and 4.



UNITED STATES POSTAL SERVICE™

Request for Payment of Postmaster Replacement and/or RSC F Postmaster Changes

Postmaster Time and Attendance Information

Post Office, State, and ZIP + 4	Finance Number	Postmaster's SSN	Year	Pay Period	Week

Postmaster's Name	RSC	Level	LT	Postmaster's Authorized Work Week by Day in Hours and Hundredths	Sat	Mon	Tue	Wed	Thu	Fri

Complete the daily blocks any time the postmaster is absent from the office, a replacement is used, additional hours are worked, or if holiday work.

52 = (W)ork
53 = (O)vertime
55 = (A)nnual LV
56 = (S)ick LV
59 = (L)ast Day LWOP
45 = (F)ull Day LWOP
58 = (H)oliday
86 = (O)ther LV
76 = Crossfoot

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
52	52	52	52	52	52	52
55	55	55	55	55	55	55
86 **						

**If the postmaster is on a paid leave status for 8+7, Saturday will be charged as Code 86 (Other Leave).
Explain other leave, overtime, hours for meetings and/or training.

I CERTIFY that the above entries are correct.

(Signature) (Date)

For PC-CTAPS Input Use Only – Postmaster Weekly Totals

52	55	56	76	86		

Postmaster Replacement Time and Attendance Information

Postmaster Replacement's Name	Postmaster Replacement's SSN	Year	Pay Period	Week

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
52	52	52	52	52	52	52

I CERTIFY that this postmaster replacement has performed service and is entitled to payment for the hours shown.

(Signature of Postmaster or Postmaster's Replacement) (Date)

For PC-CTAPS Input Use Only – Postmaster Replacement Weekly Totals

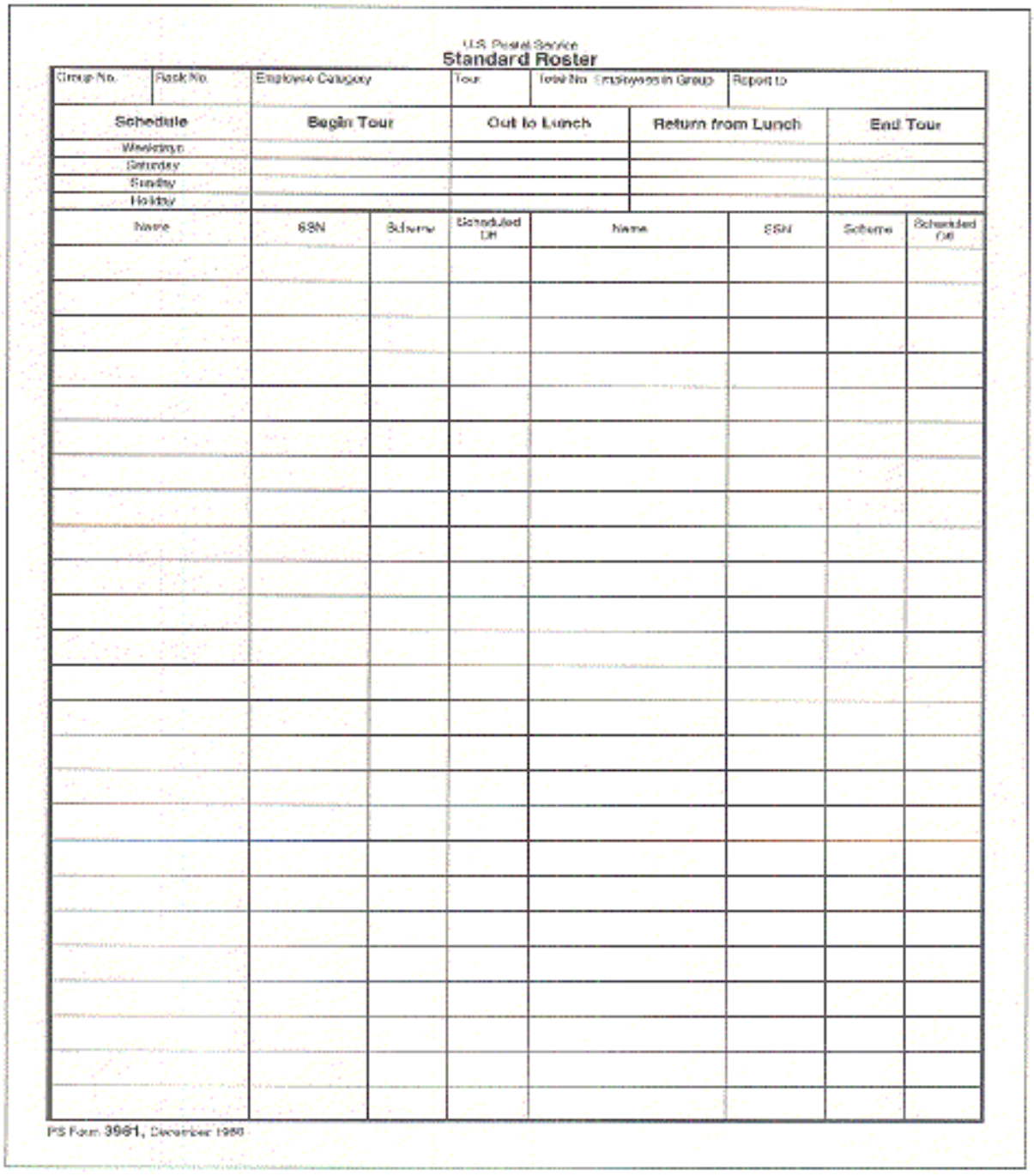
52	76					

PS Form 1377, December 1994

Exhibit 120

Form 3981, Standard Roster

This form is used to list employees assigned to a particular workgroup or time card rack. Time cards received from the Eagan ASC should be checked against this list to ensure that a time card has been received for all employees requiring a time card. A Form 1230-C should be prepared for any employee who did not receive a time card.



U.S. Postal Service

Standard Roster

Group No.	Rack No.	Employee Category	Tour	Total No. Employees in Group	Report to

Schedule	Begin Tour	Out to Lunch	Return from Lunch	End Tour
Weekdays				
Saturday				
Sunday				
Holiday				

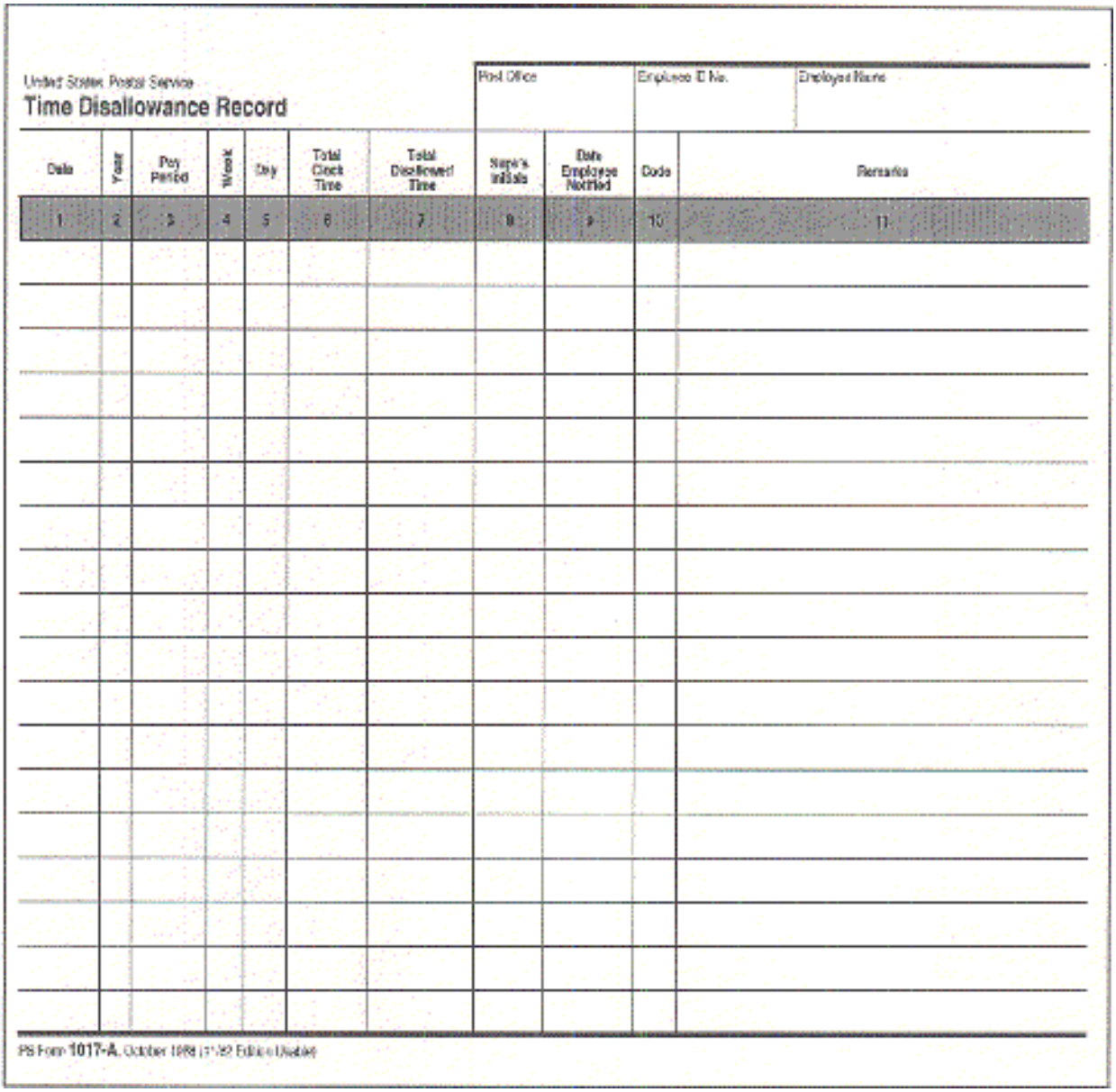
Name	SSN	Scheme	Scheduled Off	Name	SSN	Scheme	Scheduled Off

PS Form 3981, December 1988

Exhibit 120p (p. 1)

Form 1017-A, *Time Disallowance Record*

This form is used by management to record disallowed time. Procedures for completing this form are in Section 146.



United States Postal Service

Time Disallowance Record

Post Office | Employee ID No. | Employee Name

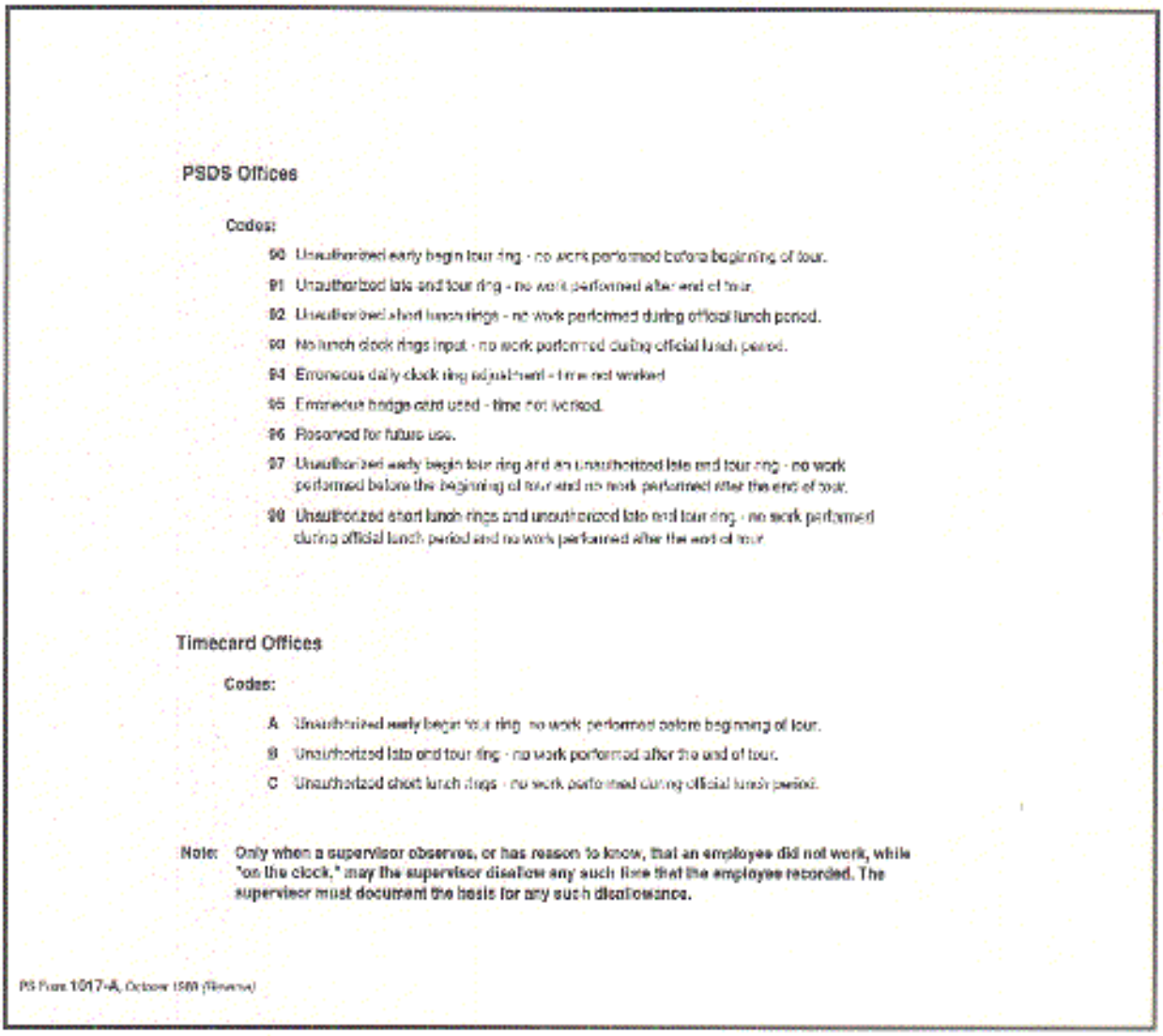
Date	Year	Pay Period	Week	Day	Total Clock Time	Total Disallowed Time	Supv's Initials	Date Employee Notified	Code	Remarks
1	2	3	4	5	6	7	8	9	10	11

PS Form **1017-A**, October 1998 (1192 Edition Obsolete)

Exhibit 120p (p. 2)

Form 1017-A, *Time Disallowance Record*

The reverse side of Form 1017-A provides the codes needed in column 10 on the front side of the form.



PSDS Offices

Codes:

90 Unauthorized early begin tour ring - no work performed before beginning of tour.

91 Unauthorized late end tour ring - no work performed after end of tour.

92 Unauthorized short lunch rings - no work performed during official lunch period.

93 No lunch clock rings input - no work performed during official lunch period.

94 Erroneous daily clock ring adjustment - time not worked.

95 Erroneous badge card used - time not worked.

96 Reserved for future use.

97 Unauthorized early begin tour ring and an unauthorized late end tour ring - no work performed before the beginning of tour and no work performed after the end of tour.

98 Unauthorized short lunch rings and unauthorized late end tour ring - no work performed during official lunch period and no work performed after the end of tour.

Timecard Offices

Codes:

A Unauthorized early begin tour ring - no work performed before beginning of tour.

B Unauthorized late end tour ring - no work performed after the end of tour.

C Unauthorized short lunch rings - no work performed during official lunch period.

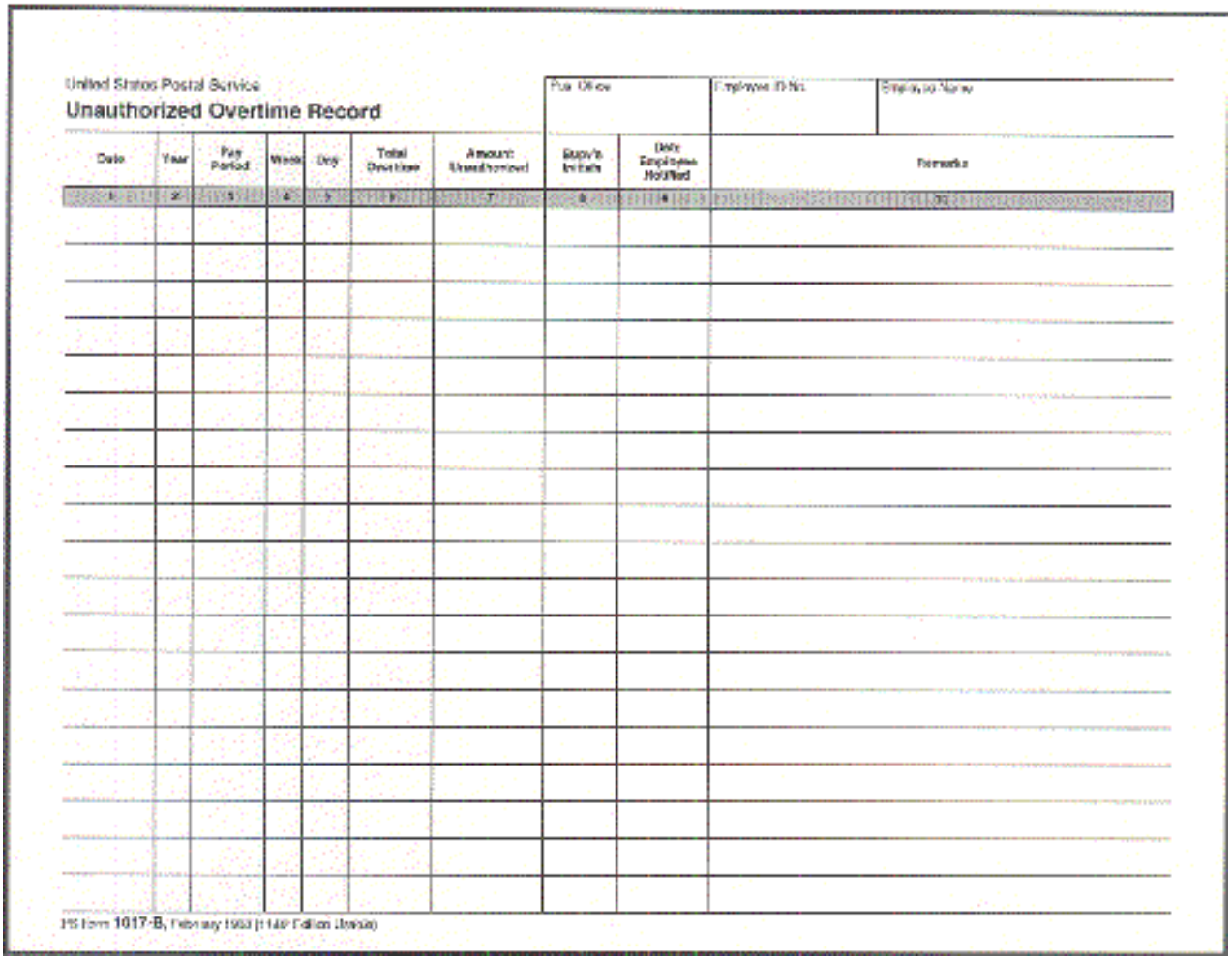
Note: Only when a supervisor observes, or has reason to know, that an employee did not work, while "on the clock," may the supervisor disallow any such time that the employee recorded. The supervisor must document the basis for any such disallowance.

PS Form 1017-A, October 1989 (Reverse)

Exhibit 120q (p. 1)

Form 1017-B, *Unauthorized Overtime Record*

This form is used by management to record unauthorized overtime. Procedures for completing this form are in Section 146.



United States Postal Service

Unauthorized Overtime Record

Post Office	Employee ID No.	Employee Name

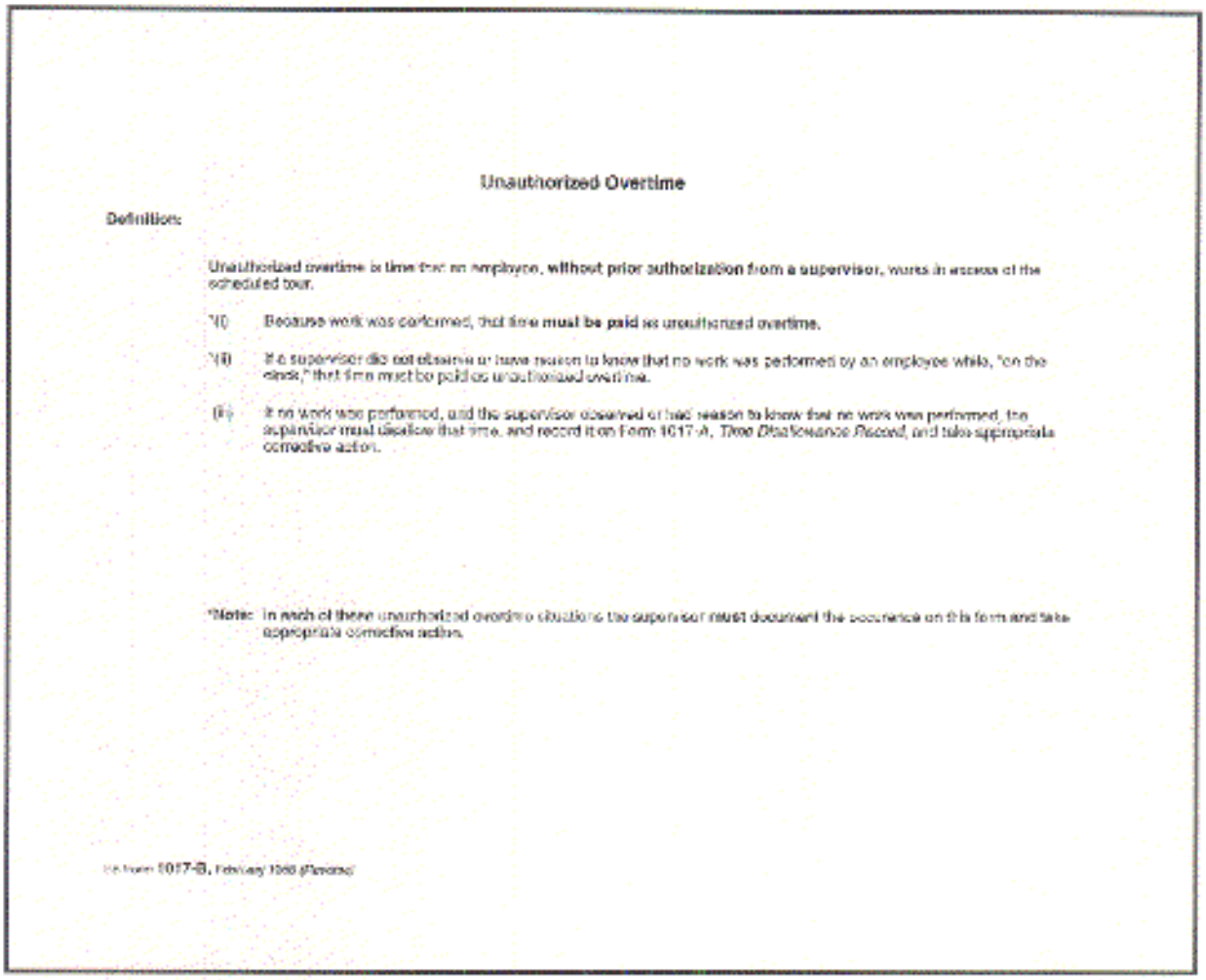
Date	Year	Pay Period	Week	Day	Total Overtime	Amount Unauthorized	Supv's Initials	Date Employee Notified	Remarks
1	2	3	4	5	6	7	8	9	10

PS Form **1017-B**, February 1993 (1149 Edition Reverse)

Exhibit 120q (p. 2)

Form 1017-B, *Unauthorized Overtime Record*

The reverse side of Form 1017-B provides information to assist management in completing the form.



Unauthorized Overtime

Definition:

Unauthorized overtime is time that an employee, **without prior authorization from a supervisor**, works in excess of the scheduled tour.

(i) Because work was performed, that time **must be paid** as unauthorized overtime.

(ii) If a supervisor did not observe or have reason to know that no work was performed by an employee while, "on the clock," that time must be paid as unauthorized overtime.

(iii) If no work was performed, and the supervisor observed or had reason to know that no work was performed, the supervisor must disallow that time, and record it on Form 1017-A, *Time Disallowance Record*, and take appropriate corrective action.

Note: In each of these unauthorized overtime situations the supervisor must document the occurrence on this form and take appropriate corrective action.

[illegible] 1017-B, February 1988 (Revised)

130 Time Cards

131 Use of Preprinted Time Cards

131.1 Description

A preprinted Form 1230 is generated for each employee assigned to a manual timekeeping office. The record is established in the payroll system as a result of a Form 50, *Notification of Personnel Action*. Time cards are sent from the service center to the facilities (except for CAG L offices [less than 36 revenue units]) so as to arrive during the week before they are to be used. At larger facilities, the main office is responsible for dispatching time cards to the proper pay location.

131.2 Importance of Using Preprinted Time Cards

A preprinted time card must be used only for the employee whose name is printed on the card and only during the week and pay period printed on the card.

132 Purpose and Use of Blank Time Cards

132.1 Description

Form 1230-C, *Time Card (Other Service)*, (Exhibit 120c) is to be used in situations where a preprinted time card is not available. Form 1230-C is a blank time card with a yellow stripe at the top of the front side of the card.

132.2 Determining When Blank Time Cards Should Be Used

132.21 When to Use Form 1230-C

There are four situations when Form 1230-C time cards are to be used:

a. To record time for an employee working in a higher level status. (See Chapter 4.)

b. To record time for a new employee whose Form 50, *Notification of Personnel Action*, was not received at the information service center in time to prepare a preprinted time card. (See Chapter 4.)

c. To replace a preprinted time card that is not received for an employee who is on the payroll. (See Chapter 4.)

d. To replace a preprinted Form 1230 that has been damaged or lost. (See Chapter 4.)

132.22 When Not to Use Form 1230-C

Form 1230-C is not to be used to correct a time card that has erroneous information preprinted on it, nor is it to be used to correct a time card from a prior pay period or week.

133 Sorting Time Cards by Pay Location

133.1 General

Pay location codes are used primarily for distributing time cards and paychecks at postal facilities. The pay location code is a three-digit number established by facilities having more than one work center. Normally, facilities with fewer than 50 employees should not need a pay location identification code. When frequent pay location changes are expected, a single code should be assigned and further distribution of time cards and paychecks should be handled internally.

The person designated by the installation head as being responsible for receiving the preprinted time cards from the Eagan ASC will review the cards to ensure that all of the cards from each pay location are grouped together. (In most cases, the Eagan ASC will have presorted the cards in pay location number sequence and in employee Social Security number sequence within each pay location.) If time cards do not show pay location, it is this person's responsibility to sort the time cards into work center groups.

After this review is finished, the time cards should be distributed to the individual responsible for timekeeping duties at each pay location or work center group.

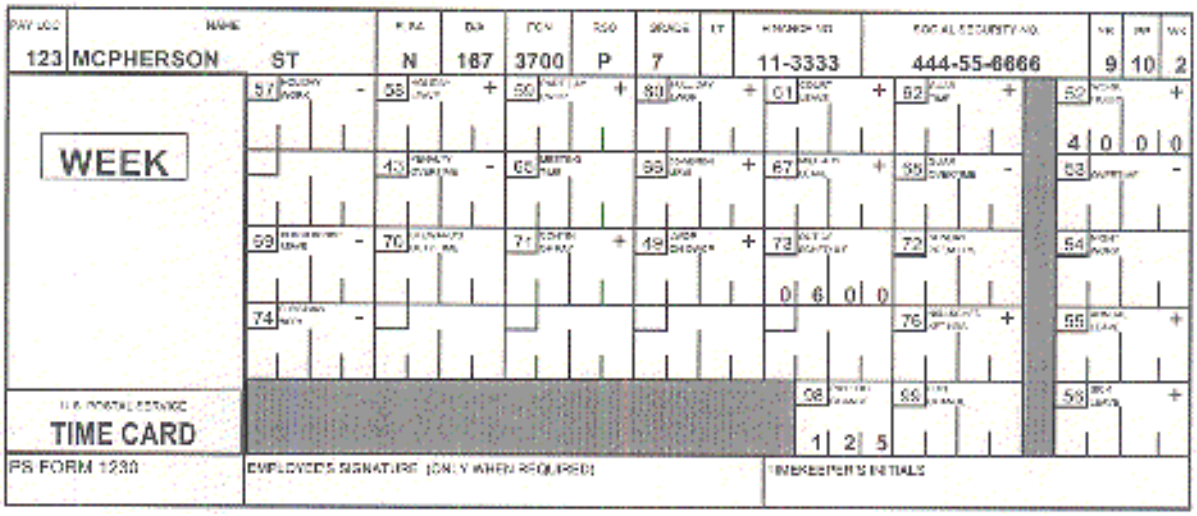
Until the time cards are actually placed in the racks for employee use, they must be kept in a secure location that limits access to authorized persons only.

133.2 Adjusting for Incorrect Pay Location Number

If an employee has been permanently assigned to a pay location that is different from that which is preprinted on the time card, then the correct pay location number should be entered in block 98 on the front of the time card (PAY LOCATION CHANGE). This will alert the input person at the data entry site to make the correction. Always show three digits, such as "012" (not "12"), "140," "221," etc. (See Exhibit 133.2.)

Exhibit 133.2
Example of How to Change an Employee's Pay Location

If the employee's pay location preprinted on the top line of the time card has been permanently changed, the individual responsible for distributing time cards to the pay location at the installation should enter the correct pay location number in block 98, PAY LOC CHANGE.



133.3 Arranging Time Cards Within Pay Location

Timekeepers at each pay location are responsible for reviewing the time cards and comparing them with Form 3981, *Standard Roster*, to ensure that there is a card for every employee. The cards should be organized according to how they will be racked. Although there is no required method for organizing the time cards, it is recommended that they be arranged alphabetically by last names. This method will best ensure that employees can quickly find their cards in the rack.

133.4 Marking Nonscheduled Days for Each Employee

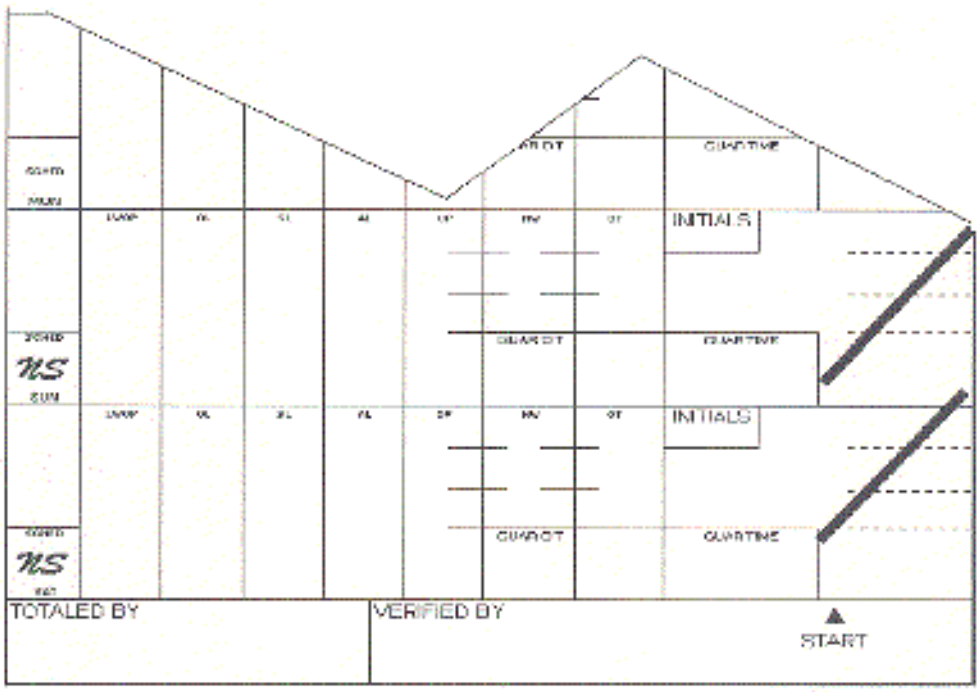
The next step in preparing the time cards for use by the employees is for the timekeeper to review each employee's work schedule for the upcoming week. The timekeeper should indicate on the time card those days that the employee is not scheduled to work by doing the following (shown in Exhibit 133.4):

a. Enter a diagonal line across the area where clock rings would normally be required.

b. Enter the code NS in the SCHED block on the far left of the clock ring side of the time card even if the employee works on that day.

Exhibit 133.4
Indicating an Employee's Nonscheduled Workday

If an employee is not scheduled to work on Saturday and Sunday, the time card should be marked as shown. Enter NS in the SCHED box (indicating a nonscheduled day) and draw a diagonal line through the clock ring section.



133.5 Identifying Time Cards Requiring Special Handling

Some time cards require special timekeeper or supervisor attention. These include time cards for employees who are in a "continuation of pay" status, employees on "maternity leave," or employees who require a Form 1230-C *Time Card (Other Service)*. The procedures for these time cards are in Chapter 3.

133.6 Placing Time Cards and Employee Badges in Racks

133.61 Employee Badges

All references to time cards in this section are also applicable to employee badges.

133.62 Timekeeper Responsibilities

The timekeeper should organize the time cards to make clocking in and out as efficient as possible.

133.63 Supervisor Responsibilities

It is the supervisor's responsibility to control employee access to the time cards. Supervisors must not permit employees to clock in earlier than 0.08 hours (5 minutes) before their tour is scheduled to begin, and no later than 0.08 hours (5 minutes) after the tour is scheduled to end. The supervisors have the additional responsibility to ensure that those employees required to clock in and out for meal periods do so within the allotted time. Supervisors must take all necessary actions to restrict employee access to the time cards before the scheduled tour begins.

133.64 Overtime or Out-of-Schedule Status

When supervisors have scheduled employees to work overtime or in an out-of-schedule status, the controls on clocking in and out should be adjusted accordingly. Employees must be credited for all work performed whether the work has been authorized or not.

140 Recording Time

141 Who Must Record Time

141.1 Employees Who Are Required to Use a Time Clock

References to time clocks are also applicable to employee badge readers (EBRs). References to clock rings include time entries that are recorded electronically, mechanically (using a time clock), or manually (written in).

Exhibit 141
Recording Time

This exhibit shows which employees are required to record daily clock rings and sign their time cards. All employees must record leave hours on Form 3971 and enter the appropriate leave hours on their time card or other approved media (such as timesheets or EBRs).

	Daily clock rings required?	Must employee sign time card?
FLSA exempt		
PCES Employees	N	N
Postal Inspectors	N	N
Attorneys (RSC U)	N	N
SMD Mgmt Interns/Trainees (RSC J)	N	N
EAS Employees		
Level 24 and above	N	N
Level 23 and below	N[1,2]	N[3]
FLSA nonexempt		
EAS employees	Y[2]	N[3]
CAG L Postmaster/Leave Replacements	(see Section 147)	
Bargaining Unit Employees[4]	Y[5]	N
Rural Carriers	(see Chapter 5)	

[1] *If schedule and position include premium eligibility, daily clock rings are required.*

[2] *When daily clock rings are required, they may be recorded electronically, mechanically (using a time clock), or manually (written in) at the discretion of local management.*

[3] *If the time is written in, the employee must sign the time card.*

[4] *Also includes casual employees.*

[5] *These employees are required to use a time clock. If a time clock is not available, clock rings must be written in.*

141.11 Bargaining Unit and Casual Clock Rings

All bargaining unit and casual employees are required to use time clocks (if available) to record clock rings on their time cards. For rural carrier timekeeping procedures, see 141.22 and Chapter 5.

141.12 Time Clocks Not Available

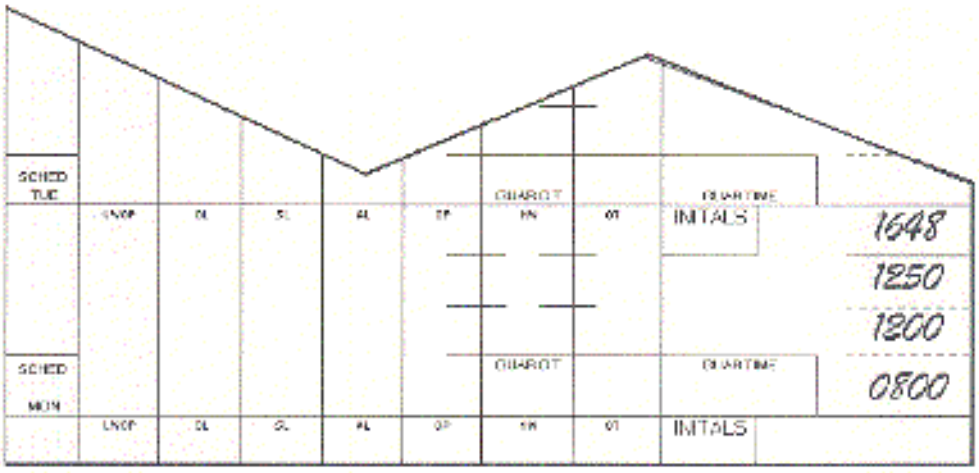
If time clocks are not available, employees required to record clock rings must write in their clock rings each day, in blue or black ink, in the clock ring spaces on the back of the time card. (See Exhibit 141.13.)

141.13 Supervisor's Entry of Employee's Clock Rings

In certain situations, such as travel or assignment away from the time card location, the employee's supervisor may write in the daily clock rings for the employee. In such cases, the employee must submit a completed Form 1234, *Utility Card*, and the data must be verified to ensure compatibility with the previously submitted Form 1230 and/or 1230-C. Form 1234 must be filed with the original Form 1230 and/or 1230-C.

Exhibit 141.13
Example of Clock Rings That Have Been Manually Recorded

This time card shows how time is manually recorded. Note that all time has been converted to hours and hundredths of an hour by using Appendix A1.



141.2 Employees Who Are Required to Record Daily Clock Rings

Employees who are required to record daily clock rings but who, at the discretion of local management, may record them electronically, mechanically (using a time clock), or manually (written in), include:

a. FLSA exempt employees whose schedule and position includes eligibility for premium pay.

b. Nonexempt EAS employees (excluding casuals).

When daily clock ring entries are written in, they should be written in blue or black ink, in the clock ring spaces on the back of the time card. (See Exhibit 141.13.)

141.21 When Supervisor Records Daily Clock Rings

In certain situations, such as travel or assignment away from the time card location, the employee's supervisor may record the employee's daily clock rings.

141.22 Rural Carriers

Rural carriers must write in daily entries on Form 4240, *Rural Carrier Trip Report*, which is the official timekeeping document for rural carriers. The timekeeper or supervisor then transcribes totals to Form 1314, *Regular Rural Carrier Time Certificate*, or 1314-A, *Auxiliary Rural Carrier Time Certificate*, before either form is dispatched to the DDE/DR site for processing. The rural carrier must sign Form 4240 and initial Form 1314 or 1314-A. (See Chapter 5 for more information about rural carriers.)

141.23 Postmasters in CAG L Offices

Postmasters in CAG L offices are not required to record time on a time card. When they take leave or otherwise use a replacement, they will use Form 1377, *Request for Replacement and/or RSC F Postmaster Changes*.

141.3 Employees Who Are Not Required to Record Daily Clock Rings

The following employees are not required to record daily clock rings:

a. PCES employees.

b. Postal inspectors.

c. Attorneys (RSCU).

d. Exempt employees in Headquarters and Headquarters field units.

e. FLSA exempt employees in grades EAS 24 and above.

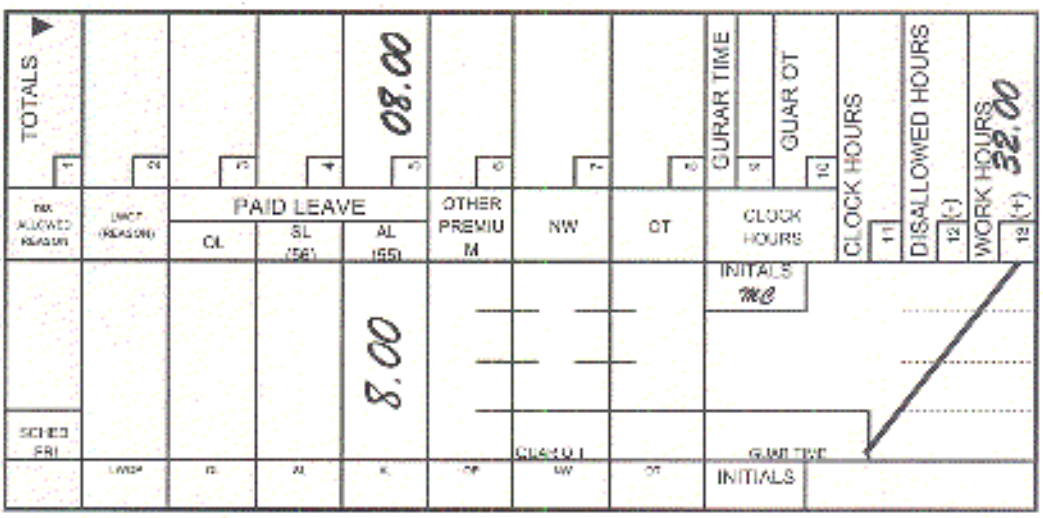
f. Other FLSA exempt employees whose schedule and position does not include premium pay eligibility. (Certain employees in this category are eligible for overtime during the designated Christmas period. These employees must record daily clock rings for those weeks in which overtime may be earned.)

141.31 Only Leave Entries Are Required

Only leave entries are required for the above employees. These leave entries must be entered by the timekeeper, as shown in Exhibit 141.32. All leave entries must be supported by an approved Form 3971, *Request for or Notification of Absence*. The leave entries are necessary to charge the leave to the proper accounts and to maintain correct leave balances. FLSA exempt employees can be identified by the E on their preprinted time cards in the box to the right of the NAME box.

Exhibit 141.31
Example of a Completed Time Card for Employees Who Are Required to Record Leave Only

This is an example of a properly completed time card for employees who are not required to record daily clock rings. The leave hours are entered in the appropriate column in hours and hundredths (e.g., 8 hours is entered as 08.00). The timekeeper must initial all leave entries.



142 Attendance Rules and Assignment Control

142.1 Applicable to Employee Badges

All references to time cards in this section are also applicable to employee badges used in automated timekeeping systems.

142.2 Reporting for Duty

142.21 Employees Required to Use Time Clocks

Upon arrival, employees required to use time clocks must clock in at their scheduled reporting time and report to their work location ready to work. Employees must not be permitted to clock in more than 0.08 hours (5 minutes) before their scheduled reporting time nor more than 0.08 hours (5 minutes) after their scheduled reporting time.

142.22 Time Card as Assignment Card

After an employee has clocked in and placed the time card back in the rack, the time card serves as an assignment card indicating that the employee is assigned to and working at the particular work center.

142.23 Mealtime

At mealtime, employees (except for city carriers) are to clock out at a master or auxiliary location. If an employee is to return to the same work location after the meal period, the employee must place the time card in the designated rack. If an employee has been assigned to report to a different work center after the meal period, the employee must put the time card in an out box. The supervisor where the employee clocked out is responsible for sending the time card to the new location. Clocking in from a meal period at a master or auxiliary location follows the same steps as for clocking in at the beginning of the tour. It is the supervisor's responsibility to see to it that employees clock in from meal periods as close to the designated end of the meal period as possible.

142.24 Employee Time Card Retention

In no case should an employee retain the time card after clocking in or out unless given specific authorization from the supervisor to do so.

142.25 Supervisor Must Identify and Remove Time Cards of Employees Who Did Not Clock In

As soon as possible, but no sooner than 0.08 hours (5 minutes) after the tour is scheduled to start, the supervisor will be responsible for identifying the time cards of those employees who did not clock in and removing those time cards from the rack.

142.3 Call Ins

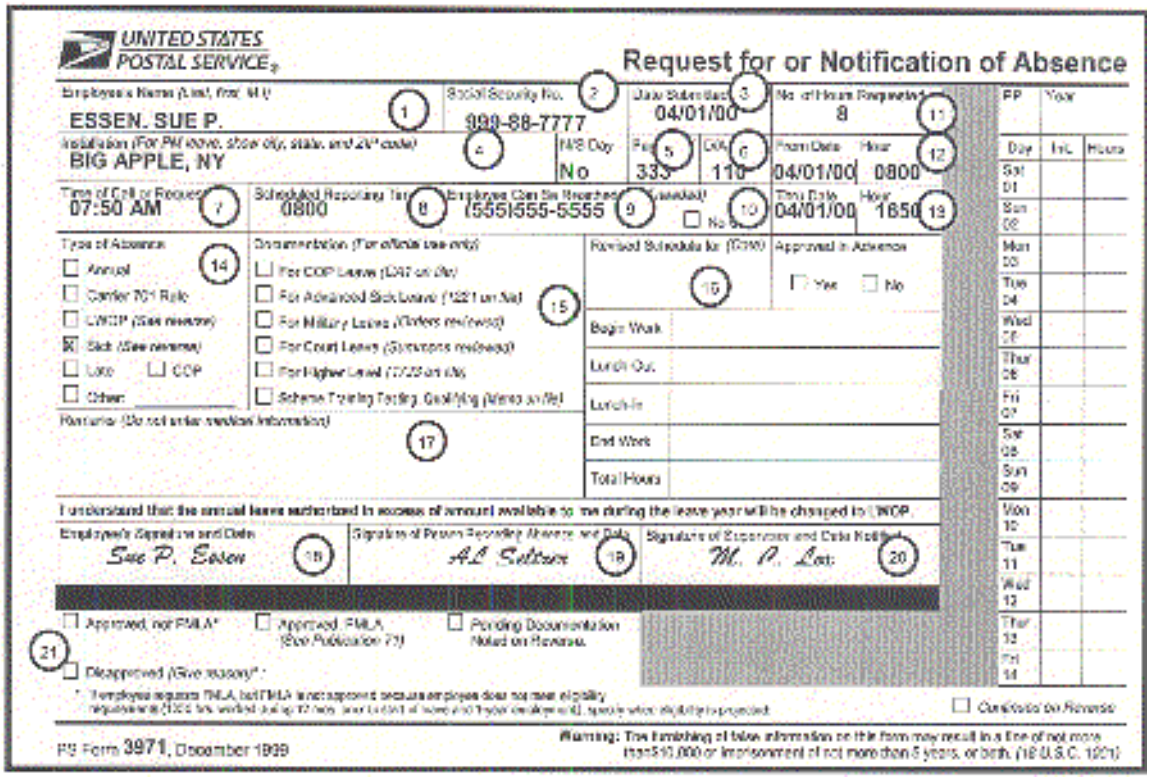
142.31 Unscheduled Absence Procedures

Each supervisor must designate a person to whom employees are to call in notice of an unscheduled absence. This individual is responsible for initiating Form 3971 and for forwarding it to the appropriate timekeeper within 30 minutes of the absent employee's scheduled reporting time. The procedures for completing and handling a Form 3971 for a call in are outlined in Exhibit 142.31.

142.32 Form 3971 for Unscheduled Absence

The timekeeper must initiate a Form 3971 for employees who do not call in unscheduled absences before or after their scheduled begin tour time. These employees will be identified by the supervisor as stated in 142.25. The procedures for completing and handling a Form 3971 for a no call are outlined in Exhibit 142.32.

Exhibit 142.31
Form 3971, *For Call In*



UNITED STATES POSTAL SERVICE

Request for or Notification of Absence

1 Employee's Name (Last, First, MI): ESSEN, SUE P.
2 Social Security No.: 999-88-7777
3 Date Submitted: 04/01/00
4 Installation (For PM move, show city, state, and ZIP+4 code): BIG APPLE, NY
5 Pay Period: 333
6 Day: 1
7 Time of Call or Request: 07:50 AM
8 Scheduled Reporting Time: 0800
9 Employee Can Be Reached (Include Area Code): (555)555-5555
10 Tour Date: 04/01/00
11 No. of Hours Requested: 8
12 From Date: 04/01/00 Hour: 0800
13 Hour: 1650
14 Type of Absence: ☐ Annual ☐ Carrier 701 Rule ☐ LWOP (See reverse) ☒ Sick (See reverse) ☐ Leave ☐ COP ☐ Other:
15 Documentation (For official use only): ☐ For COP Leave (DAT on file) ☐ For Advanced Sick Leave (1221 on file) ☐ For Military Leave (Orders reviewed) ☐ For Court Leave (Summons reviewed) ☐ For Higher Level (1723 on file) ☐ Scheme Training Testing, Qualifying (Memo on file)
16 Revised Schedule for (Date): Approved in Advance ☐ Yes ☐ No
17 Remarks (Do not enter medical information)
Begin Work
Lunch Out
Lunch In
End Work
Total Hours
I understand that the annual leave authorized in excess of amount available to me during the leave year will be changed to LWOP.
18 Employee's Signature and Date: Sue P. Essen
19 Signature of Person Recording Absence and Date: A.J. Sutton
20 Signature of Supervisor and Date Notified: M. P. Lee
21 ☐ Approved, not FMLA* ☐ Approved, FMLA (See Publication 71) ☐ Pending Documentation Noted on Reverse. ☐ Disapproved (Give reason)*
* Employee requests FMLA, but FMLA is not approved because employee does not meet eligibility requirements (5 USC 6381 et seq.; 29 CFR 825.100 et seq.) and Postal regulations (ELM 513.361), specify when eligibility is expected.
☐ Continued on Reverse

PP Year

Day	Inc.	Hours
Sat 01		
Sun 02		
Mon 03		
Tue 04		
Wed 05		
Thur 06		
Fri 07		
Sat 08		
Sun 09		
Mon 10		
Tue 11		
Wed 12		
Thur 13		
Fri 14		

PS Form 3971, December 1999

Warning: The furnishing of false information on this form may result in a fine of not more than $10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001)

When an employee calls in, either for an unscheduled absence or as tardy, the Form 3971 must be completed as follows:

a. *Employee receiving call in* — must complete items 1 through 10, 17, and 19 and forward the Form 3971 to the timekeeper.

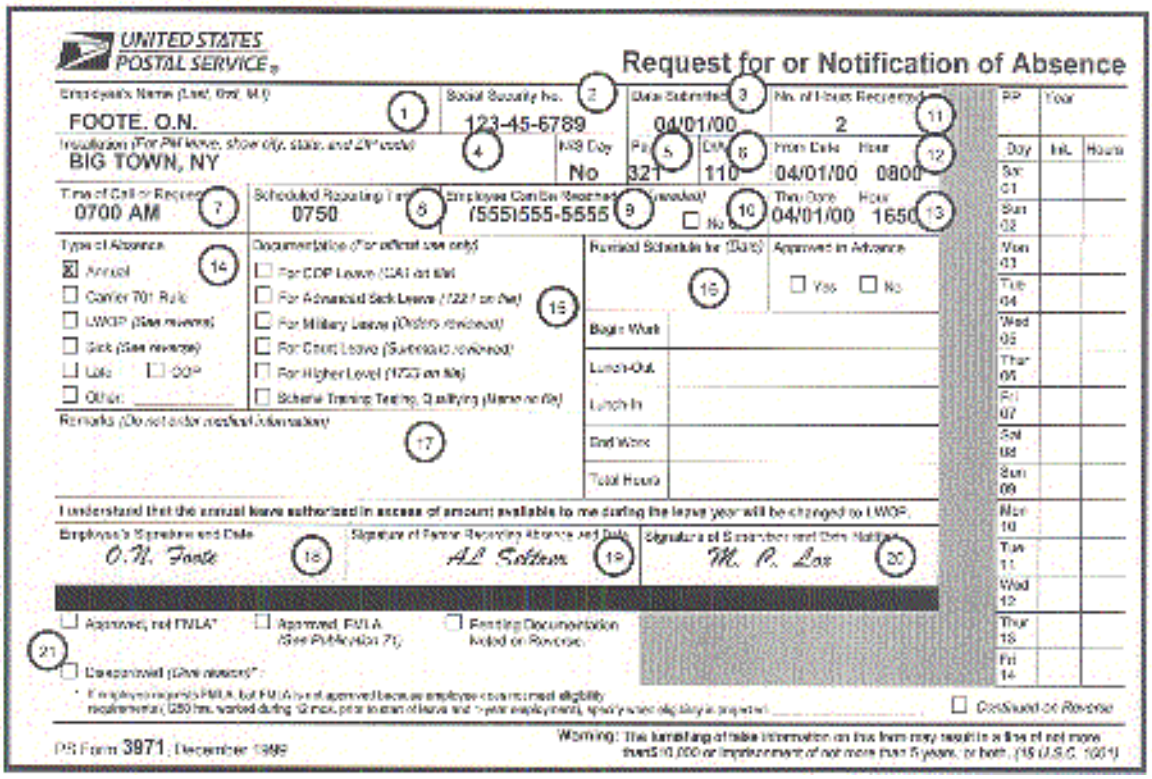
b. *Timekeeper* — must attach the Form 3971 to the employee's time card.

c. *Supervisor* — must check with the timekeeper .50 hours (30 minutes) after the beginning of the scheduled tour. He or she will review the Form 3971(s) and complete item 20.

d. *Employee* — must complete items 11 through 14, 17, and 18 when he or she returns to work. If the employee is tardy and wishes to request a schedule change, he or she must complete item 16. If the employee is tardy and wishes to request leave, he or she will enter the amount of leave requested in item 11.

e. *Supervisor* — must complete items 20, 21, and item 15, if applicable, after proper review and evaluation. If a leave authorization is required, the Form 3971 is used as supporting documentation and must be forwarded to the timekeeper. After the leave entry is made, Form 3971 must be retained.

Exhibit 142.32
Form 3971, *For No Call*



UNITED STATES POSTAL SERVICE

Request for or Notification of Absence

Employee's Name (Last, 1st, M.I.): FOOTE, O.N. (1)
Social Security No.: 123-45-6789 (2)
Date Submitted: 04/01/00 (3)
No. of Hours Requested: 2 (11)
Installation (For PM leave, show city, state, and ZIP code): BIG TOWN, NY (4)
MS Day: No
Pay: 321 (5)
Div.: 110 (6)
From Date: 04/01/00 Hour: 0800 (12)
Time of Call or Request: 0700 AM (7)
Scheduled Reporting Time: 0750 (8)
Employee Can Be Reached (Unaided): (555)555-5555 (9) ☐ No (10)
Thru Date: 04/01/00 Hour: 1650 (13)

Type of Absence (14)
☒ Annual
☐ Carrier 701 Rule
☐ LWOP (See reverse)
☐ Sick (See reverse)
☐ Late ☐ COP
☐ Other: _____

Documentation (For official use only) (15)
☐ For COP Leave (CA1 on file)
☐ For Advanced Sick Leave (1221 on file)
☐ For Military Leave (Orders reviewed)
☐ For Court Leave (Summons reviewed)
☐ For Higher Level (1723 on file)
☐ Scheme Training Testing, Qualifying (Name on file)

Remarks (Do not enter medical information) (17)

Revised Schedule for (Date) (16)
Approved in Advance ☐ Yes ☐ No

Begin Work
Lunch-Out
Lunch-In
End Work
Total Hours

I understand that the annual leave authorized in excess of amount available to me during the leave year will be changed to LWOP.

Employee's Signature and Date: O.N. Foote (18)
Signature of Person Recording Absence and Date: AL Sellers (19)
Signature of Supervisor and Date Notified: M. P. Lee (20)

☐ Approved, not FMLA* ☐ Approved, FMLA (See Publication 71) ☐ Pending Documentation Noted on Reverse
(21) ☐ Disapproved (Give reason)*

* If employee requests FMLA, but FMLA is not approved because employee does not meet eligibility requirements (250 hrs. worked during 12 mos. prior to start of leave and 1-year employment), specify when eligibility is projected.

☐ Continued on Reverse

PS Form 3971, December 1999

Warning: The furnishing of false information on this form may result in a fine of not more than $10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001)

When an employee does not call in an unscheduled absence or is tardy, the Form 3971 must be completed as follows:

a. *Timekeeper* — must complete items 1 through 6, 10, and 19 and attach the Form 3971 to the employee's time card. (He or she will perform this step after receiving the Form 3971(s) of employees who have made a call in.)

b. *Supervisor* — must check with the timekeeper .50 hours (30 minutes) after the beginning of the scheduled tour. He or she will review the Form 3971(s) and complete item 20.

c. *Employee* — must complete items 11 through 14, 17, and 18 when the employee reports to work. (If the employee is tardy and reports before the timekeeper has completed Step a, he or she must also complete items 1 through 6, 8, and 10.) If the employee is tardy and wishes to request a schedule change, he or she must complete item 16. If the employee is tardy and wishes to request leave, he or she will enter the amount of leave requested in item 11.

d. *Supervisor* — must complete items 21 and 22 after proper review and evaluation. If a leave authorization is required, the Form 3971 is used as supporting documentation and must be forwarded to the timekeeper. After the leave entry is made, Form 3971 must be retained.

142.33 Absent Without Leave

An employee who does not call in is considered absent without leave or permission (AWOL) until the facts in the case are received. The pending AWOL charge should not be entered on the time card at this time. The time card entry should be made after the facts have been received, as described in Chapter 3.

142.34 Supervisor Responsibilities

The supervisor must check with the appropriate timekeeper .50 hours (30 minutes) after the scheduled tour starts. At that time, the supervisor must review all of the Form 3971 call-in notices and sign the Form 3971 in the SUPERVISOR NOTIFIED block. The supervisor must then wrap the Form 3971 around the employee's time card and either place it in the rack or retain it.

142.35 Storage of Form 3971

Form(s) 3971 for unscheduled absence and tardy situations must be kept in a secure location to prevent their loss, destruction, or unauthorized use. They should be maintained in a pending file during the employee's absence. When the employee returns to work he or she is required to complete the Form 3971 and to give it to his or her supervisor for action. The supervisor is to give the completed Form 3971 to the timekeeper.

142.4 Break in Continuous Daily Service

If an employee should break continuous duty more than once during the tour, he or she will have more than four clock rings for the tour. The supervisor must ensure that an employee who has more than one break in continuous duty records the extra clock rings on Form 1234. Exhibit 142.4 is an example of a properly completed Form 1234, which was used for an employee who had more than four clock rings in a day. An employee who is using Form 1234 at the end of his or her tour should clock out on the Form 1234 and not on his or her regular time card.

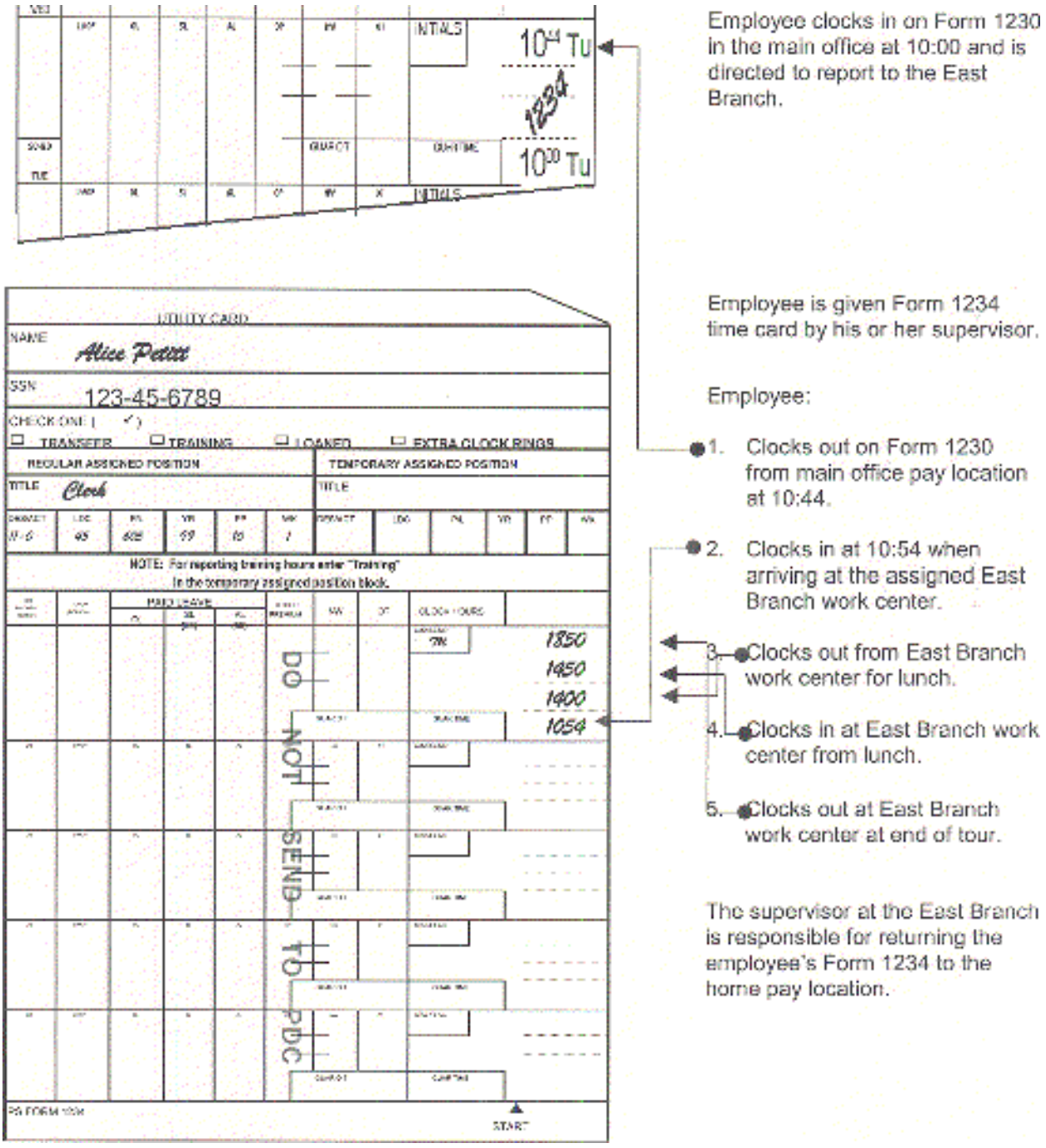
142.5 Moving Employees to Another Work Center

If an employee is moved to another work center, his or her preprinted time card should remain at the assigned work center. The employee should be provided Form 1234, *Utility Card*, by the supervisor so that it can be used to record clock rings at the temporary work center. The employee is to clock out on Form 1230 or Form 1230-C before clocking in on Form 1234. The utility time card must be used to record all clock rings by the employee at the temporary work center. Form 1234 may require special handling at week's end as described in Chapter 6.

Exhibit 142.4

Time Card Entry for Employees Having More Than Four Clock Rings in a Day

Form 1234, *Utility Card*, is to be used whenever an employee has more than four clock rings in a day.



142.6 Clocking Out at the End of the Tour

Employees clocking out at the end of the tour must follow the same steps as when clocking out for mealtime. After the employee has clocked out at the end of the tour and has re-racked his or her time card or placed it in an out box, the time card is withdrawn from the racks or box. It is the supervisor's responsibility to see to it that employees clock out no later than 0.08 hours (5 minutes) after the scheduled tour end. If the supervisor has authorized overtime, extended the tour, or authorized out-of-schedule work, an employee is not expected to clock out when the scheduled tour ends.

Supervisors must ensure that employees are instructed not to remain "on the clock" unless specifically authorized to do so by a supervisor. Where employees continue to work contrary to instructions from a supervisor to "clock out," the corrective action is to be of a disciplinary nature. The employee is to be paid for all work performed even if the work is performed contrary to a supervisor's specific instruction. Employees should not be permitted to clock out without the supervisor's specific knowledge.

142.7 Attendance Checks

Periodic unannounced attendance checks must be made at least once every 6 weeks at all units where the time card is used as the assignment card and in other units where the number of employees involved is such that a check would serve a useful purpose. The attendance check provides management with the assurance that employees who are on the clock are accounted for. This procedure provides for group counts on an unannounced basis. The timekeeper is responsible for the following:

a. Posting to a tally sheet from Form 3981, *Standard Roster*, the total number of employees in each pay location being checked.

b. Sorting and listing the time cards for the employees not on duty for the pay location being checked, counting the time cards listed, and posting the total by pay location to the tally sheet.

c. Subtracting the number posted from the total number in each pay location. The result is the number of employees, by pay location, that should be on the clock.

d. Posting to the tally sheet the total number of employees shown by pay location from each supervisor's list received.

e. Totaling and comparing the number of employees shown on the list for each pay location with the number of employees scheduled. If these two numbers are the same, no further reconciliation is required, and the lists and tally sheet should be delivered to the supervisor in charge.

f. Resolving any difference in the number of employees in a pay location by:

   (1) Rechecking each entry on the tally sheet for those pay locations with differences and, if necessary, verifying the correctness of the summaries on the supervisors' lists.

   (2) Comparing the names on the supervisors' lists and the timekeeper's list with the names shown on Form 3981.

(3) Referring any unmatched names resulting from this comparison to the supervisor in charge.

143 Tardiness

143.1 Time Card Handling

143.11 0.10 Hours (6 minutes) After Scheduled Reporting Time

At 0.10 hours (6 minutes) after the scheduled reporting time, the supervisor must withdraw time cards or badges for those scheduled employees who did not report for duty.

143.12 Up to 0.50 Hours (30 minutes) After Scheduled Reporting Time

Handle the time card of an employee who is tardy and who reports to work up to 0.50 hours (30 minutes) late as follows:

a. The employee must report directly to his or her supervisor in order to obtain his or her time card.

b. The employee may be required or permitted to make up the time by extending his or her regular work schedule for the tour, providing the period of tardiness is without pay. Out-of-schedule premium will not be paid for work extending beyond the regular established work schedule to make up the amount of tardiness. Alternatively, the tardiness can be charged to annual leave, if available; to leave without pay; or to absence without leave (AWOL). In these instances the employee must end his or her tour of duty when the leave charge and work hours equal the total hours of the normal tour of duty (unless overtime has been authorized).

c. The employee must initiate Form 3971 before the supervisor gives him or her the time card.

143.13 More Than 0.50 Hours (30 minutes) After Scheduled Reporting Time

It is not practical to permit an employee to make up time in excess of 0.50 hours (30 minutes). Therefore, the employee will be charged with appropriate leave or AWOL to cover the tardiness. The employee must end his or her tour when the leave charge and work hours equal the total hours of his or her normal tour of duty (unless overtime has been authorized).

143.14 Tour Extension Because of Tardiness

If the employee's tour is extended solely because of tardiness, the employee is not entitled to out-of-schedule premium or Sunday premium, which would otherwise be paid because of the tour extension.

143.2 Restrictions

143.21 Regular Schedule Employees

Only full-time and part-time regular schedule employees are permitted to make up a period of tardiness by extending their tour. The supervisor may

exercise his or her own best judgment as to whether the request for an extension should be granted. Part-time flexible, casual, and temporary employees do not have established work schedules. Therefore, record actual total hours and hundredths worked.

143.22 Unexcused Tardiness

If the tardiness is not excused, appropriate disciplinary action, in addition to leave charge, may be taken.

143.23 Act of God

If the employee is late due to an Act of God, follow the procedures outlined in Chapter 3.

144 Making Daily Time Card Entries

144.1 Hours and Hundredths of an Hour

All daily clock ring totals must be recorded in hours and hundredths of an hour as shown in Exhibit 144.1. In offices where time clocks are not available or where the time clocks record in minutes, timekeepers must convert time from minutes to hours and hundredths of an hour. See the Time Conversion Table in Appendix A1.

144.2 Calculating Daily Totals

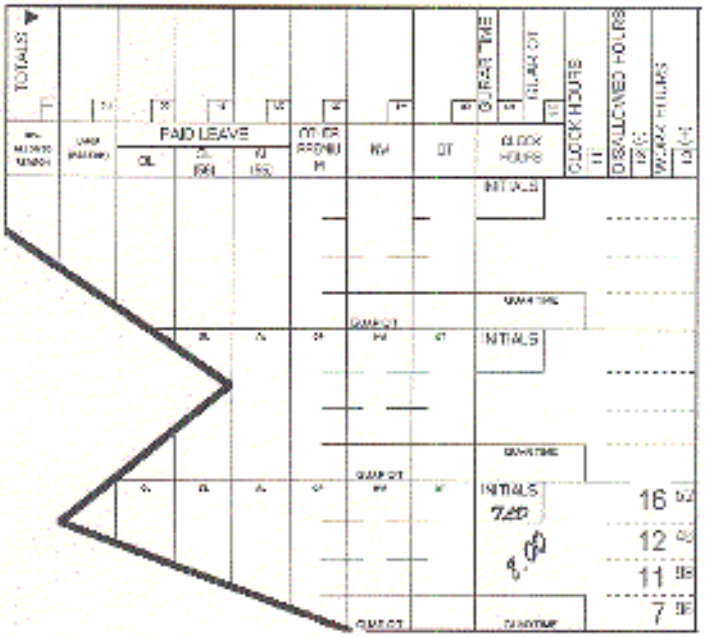
Timekeepers are responsible for adding up or extending the daily clock rings for each employee for each tour. The clock rings on Forms 1230 or 1230-C should be combined with any rings on a corresponding Form 1234, and the total should be properly entered on the appropriate Form 1230 or 1230-C. (See Exhibit 144.1.)

144.3 Adjusting for Missing Clock Rings

144.31 Special Attention Required

Missing clock rings are a serious matter and require special attention. If a timekeeper discovers that a clock ring is missing from an employee's time card, the timekeeper should call it to the attention of the appropriate supervisor. The supervisor is permitted to manually enter the missing clock ring according to the supervisor's best estimate of the time that the clock rings would have been recorded.

Exhibit 144.1
Total Daily Clock Hours



In this example, the full-time employee had a total clock time of 8.08 hours, but, because of the 5-minute leeway rule, the time is adjusted by the timekeeper to 8.00 hours.

144.32 Missing Clock Ring

If the clock ring is missing because of a mechanical breakdown or the employee mistakenly using another employee's time card, then the supervisor must approve the written-in clock ring by initialing it. However, if the clock ring is missing for any other reason, then the supervisor must also obtain the initials of the next higher level of supervision. In no instance will an installation head be required to obtain a higher level supervisor's initials on clock rings. Exhibit 144.32 demonstrates how a missing clock ring should be recorded.

144.4 Adjusting for Incorrect Entries

If a time clock entry or manual entry appears to the timekeeper to be incorrect, the timekeeper should call the incorrect entry to the supervisor's attention. The supervisor may consult with the employee regarding the correctness of the entry, or the supervisor can determine that the entry is in fact incorrect and that it should be changed. In this case, the supervisor should draw a single line through the incorrect entry, make the corrected entry, and initial it. Exhibit 144.4 shows how this correction should be performed.

Exhibit 144.32
Examples of How to Record Missing Clock Rings

In this example, the employee clocks in at 0400 to begin his tour. He clocked out at 0802 for a meal period. He neglected to clock in from the meal period, but did clock out as required at the end of the tour. J. L. McLure, the employee's supervisor, writes in the missing clock ring and his initials indicating his approval of the missing ring. J. M. Freuer, McLure's supervisor, is also required to approve the missing clock ring.

Exhibit 144.4
Examples of How to Adjust Incorrect Clock Rings

In the example, the employee mistakenly recorded two rings when he clocked in from a meal period. It is an obvious mistake. The supervisor corrects the error by drawing a single line in red ink through the incorrect ring and initialing the card. The initials for correcting a clock ring should be outside of the INITIALS box.

145 Adjusting Clock Rings for the 5-Minute Leeway Rule

145.1 General

145.11 Two Definitions

It is important that every timekeeper and supervisor understand that the term “5-minute leeway rule” refers to two distinct but related definitions. The 5-minute leeway or deviation rule for clocking purposes is fully explained in sections 145.12 and 145.13. The 5-minute rounding rule for timekeepers to adjust hours worked to the scheduled tour hours is fully explained in section 145.14. The distinction between these two definitions must be understood whenever the reference to leeway or rounding is made, although the general term “5-minute leeway rule” is used when referring to the overall subject.

145.12 Definition of “5-Minute Leeway Rule”

Although each employee is required to clock in and clock out on time, congestion at time clocks or other conditions can sometimes cause clock time to vary slightly from the established work schedule. Therefore, a deviation may be allowed from the scheduled time for each clock ring up to 0.08 hours (5 minutes). However, the sum of the deviations for the scheduled tour must not exceed 0.08 hours (5 minutes). This “5-minute leeway rule” applies only to full-time and part-time regular schedule employees. Part-time flexible, casual, and temporary employees are allowed the 5-minute privilege for clocking purposes but are paid on the basis of their actual clock rings.

145.13 Leeway Rule Applies Only to Scheduled Tour of Duty

The “5-minute leeway rule” for timekeeping purposes applies only to the scheduled tour of duty. If an employee works in an “overtime” status by exceeding the scheduled tour hours by more than 0.08 hours (5 minutes) that are contiguous with the scheduled tour, the 5-minute leeway rule does not apply to any clock rings for the entire tour. Employees in this situation are paid for their actual clock time (unless the time is disallowed as described in 146). The “5-minute rounding rule” as explained in 145.14 does not apply in this situation. However, the 5-minute leeway rule does apply to temporary schedules including any out of schedule premium hours outside of and instead of the employee’s regular schedule.

145.14 Definition of 5-Minute Rounding Rule

After extending clock rings, if (in the case of a full-time regular schedule employee) the clock ring totals for the tour are equal to or between 7.92 and 8.08 hour, the timekeeper should adjust the time to 8.00 hours. This is known as the “5-minute rounding rule.” Only workhours in excess of 0.08 hours (5 minutes) of the scheduled tour hours are considered overtime if the eligibility requirements of 231 are met. If a part-time regular schedule employee’s clock time is between 0.08 of an hour less than or greater than his or her established schedule, then the timekeeper should adjust the time to the employee’s scheduled tour. Supervisors are not required to approve these adjustments. The “5-minute rounding rule” is not applied to situations with a combination of work and leave; with overtime immediately prior or subsequent to a scheduled tour or with overtime resulting from work during an authorized meal period; with overtime during a tour on a nonscheduled day; or with any time for part-time flexible and casual employees. The 5-minute rounding rule will still apply to the regular scheduled tour if an employee has ended his or her regular tour with a clock ring total within the total deviation allowed by the 5-minute rounding rule and then is called back later that same day to work overtime hours, with the callback being considered a separate unscheduled tour of duty.

145.15 Night Differential and Sunday Premium Hours

The “5-minute leeway rule” for night differential and Sunday premium hours requires special attention:

a. In the case of night differential, the eligible employee is paid night differential for the exact amount of time worked between 6:00 p.m. and 6:00 a.m. However, in no case can the total night differential hours exceed the total hours for the tour. If the only reason that part of an employee’s clock time falls between 6:00 p.m. and 6:00 a.m. is because the employee clocked in .08 hours or less before 6:00 a.m. or clocked out .08 hours or less after 6:00 p.m., then the employee is not eligible to be paid night differential.

b. Eligible employees receive Sunday premium for all hours worked during a scheduled tour in which any part falls on Sunday. The amount of Sunday premium cannot exceed the hours worked. If the only reason that part of an employee’s clock time falls on Sunday is because the

employee clocked in .08 hours or less before the scheduled tour started or .08 hours or less after the scheduled tour ended, then the employee is not eligible for any Sunday premium.

145.2 Special Situations

145.21 Clock Hours Greater or Less Than 8

If a full-time regular employee's clock hours are less than 7.92 or greater than 8.08, then the timekeeper should separate that time card from the others and refer it to the supervisor for action.

145.22 Combination of Work and Paid Leave

On some occasions, an employee may have a combination of work and paid leave. In such cases, the 5-minute rounding rule does not apply and the employee is credited with the actual hours worked. The balance of the employee's scheduled tour is charged to sufficient leave to give the employee credit for the total scheduled tour. For example, if an employee has requested and received approval for 4 hours of annual leave, but then works an actual 3.96 hours, the timekeeper will record 4.04 hours of annual leave to credit the employee with 8 paid hours for the day. Likewise, if the employee works an actual 4.04 hours, the timekeeper will record 3.96 hours of annual leave. This would apply if the leave occurs at the beginning, at the end, or during the scheduled tour. Where annual leave is approved for a part-time employee, he or she shall be granted such leave in accordance with his or her request, but in no case shall the combination of work hours and annual leave exceed 8 hours in a service day or 40 hours in a service week.

145.23 Part–Time Regular Employee's Clock Hours

If a part-time regular employee's clock hours vary by more than 0.08 hours from his or her established daily schedule, then the timekeeper should separate that time card from the others and refer it to the supervisor for action.

145.24 Use of Form 1230 With 1230-C

If a Form 1230, *Time Card*, and a Form 1230-C, *Time Card (Other Service)*, are both used during a tour to record clock rings, then the "5-minute leeway rule" is applied to the time card having the higher amount of clock time.

146 Approving Entries

146.1 General

There are three conditions that require the supervisor's approval of an employee's daily clock rings:

a. When the clock time is either less than 7.92 hours or greater than 8.08 hours for a full-time regular employee, or when a part-time regular employee deviates from the scheduled tour by .08 hours (5 minutes).

b. When a full-time or part-time regular employee's begin tour or end tour time deviates from the scheduled beginning or ending time by more

than .08 hours (5 minutes), regardless of the number of paid hours during the tour.

c. When the employee is a part-time flexible, casual, or temporary employee regardless of the number of paid hours during the tour.

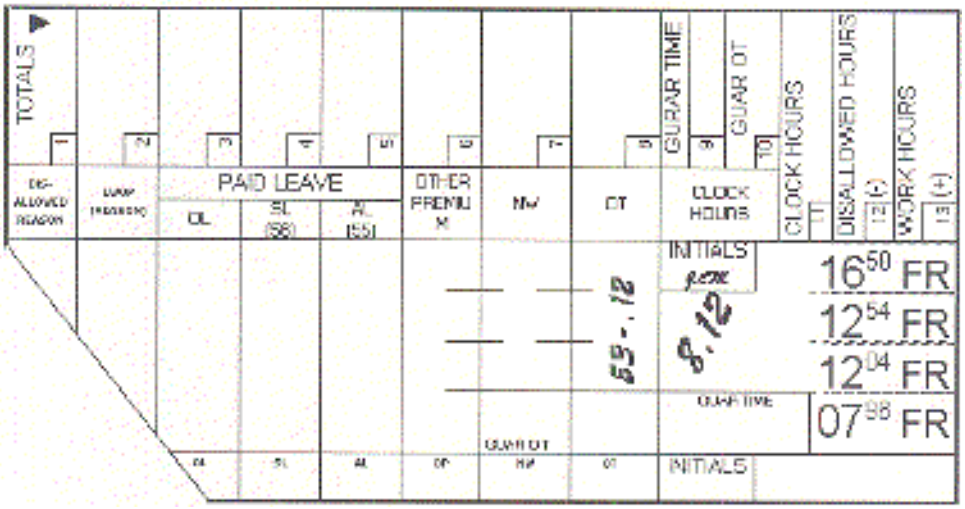
146.2 Clock Time Requiring Approval

146.21 Approving Clock Rings

The supervisor is required to approve the clock rings on a daily basis by initialing the INITIALS box on the clock ring side of the time card. All time recorded by clock rings is considered work time unless specifically disallowed by the supervisor. The supervisor may not delegate this function to a timekeeper. Exhibit 146.21 shows a properly approved time card.

Exhibit 146.21
Supervisor Approval of Clock Rings

In this example, the supervisor was required to approve the clock rings because the employee had more than 8.08 hours of clock time during the tour. The supervisor's approval was indicated by initialing in the INITIALS box after the timekeeper had totaled the clock time.



146.22 Disallowing Time

In those cases where an employee's clock rings exceed 8.08 hours and the employee was not engaged in work or work-related activities while in the time-over-8 status, supervisors must disallow the time on the clock that was not worked.

146.23 Examples of Proper Disallowance of Time

Examples of time that may be properly disallowed include, but are not limited to:

a. *Washup time* — Time spent by an employee changing clothes and/or washing up after his or her tour ends that exceeds the time allotted for such purposes in applicable collective bargaining agreements.

b. *Waiting time* — Time spent by an employee while waiting to start work at the beginning of a tour when the employee was not instructed or otherwise required to wait.

c. *Personal time* — Time spent by an employee, before his or her tour begins or after his or her tour ends, attending to personal matters.

d. *Mealtime* — Time spent by an employee "on the clock" during a designated meal period, provided, of course, that the employee was completely relieved of all duties and responsibilities and performed no work during this period.

146.24 Unauthorized Work Time

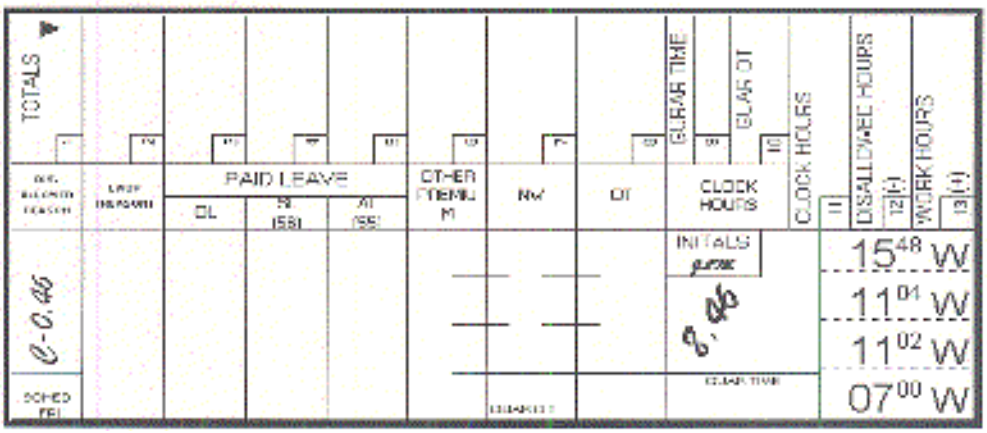
An employee who continues to work contrary to a direct order from his or her supervisor must be paid for all time worked but may be subject to disciplinary action. In such cases, the supervisor must insert a written entry on Form 1017-B, *Unauthorized Overtime Record*.

146.25 Time Card Entry

When clock time is disallowed, the employee's supervisor must enter in the DISALLOWED (REASON) column of the time card the amount of time to be disallowed and an appropriate reason code as shown in Exhibit 146.25. (See 146.251b for reason codes.) In such cases, the supervisor must prepare a written entry to document the basis for his or her knowledge that the employee was not working during the time disallowed. The supervisor disallowing time must follow these steps:

Exhibit 146.25
Supervisor Disallowance of Clock Time

In this example, the clock rings show that the employee had 8.46 hours of clock time for the day, but they also show that the employee did not record the designated 0.50-hour (30-minute) meal period. The supervisor was aware that the employee performed no work or work-related activities during this mealtime, so the supervisor disallowed 0.46 hours of clock time. The disallowed time is recorded in the DISALLOWED (REASON) column. The code “C” is used to identify the reason for the disallowal. Only the employee’s supervisor is permitted to enter time in this column.



146.251 **Form 1017-A, *Time Disallowance Record***

a. Form 1017-A (Exhibit 120p) serves as a permanent and cumulative record of disallowed time. Supervisors must establish a Form 1017-A for every nonexempt employee with disallowed time by completing the name and Social Security number blocks. The forms should be placed in a notebook binder by pay location or work section; (i.e., Carrier Section, Distribution Clerks, Window Units, etc.), and secured from unauthorized access in locked file cabinets or desk drawers. Postmasters are responsible for the control of disallowed time/unauthorized overtime. Only time on the clock, which has been documented as time not worked by the employee’s supervisor, may be disallowed.

b. Document incidence of time disallowance on Form 1017-A as follows:

Block 1:	Date of the incident.
Block 2:	Year.
Block 3:	Pay period.
Block 4:	Week.
Block 5:	Day.
Block 6:	Total clock time in hours and hundredths.
Block 7:	Total time disallowed in hours and hundredths.
Block 8:	Initials of supervisor annotating the disallowance.
Block 9:	The date the employee was notified of the disallowance.
Block 10:	The applicable disallowance code (codes appear on the reverse of Form 1017-A).
Block 11	Enter remarks documenting reason for disallowance.

c. Repeated occurrences should be corrected by discussion or appropriate disciplinary action, as necessary.

146.252 **Form 1017-B, *Unauthorized Overtime Record***

a. Form 1017-B (Exhibit 120q) serves as a permanent cumulative record of unauthorized overtime. Supervisors must establish a Form 1017-B whenever a nonexempt employee receives unauthorized overtime. The Form 1017-B will be maintained together with the employee's Form 1017-A. Postmasters are responsible for controlling the use of unauthorized overtime. Repeated occurrences should be corrected by discussion or appropriate disciplinary action, as necessary.

b. Document incidence of unauthorized overtime as follows:

Block 1:	Date of the incident.
Block 2:	Year.
Block 3:	Pay period.
Block 4:	Week.
Block 5:	Day.
Block 6:	Total overtime in hours and hundredths.
Block 7:	Amount of overtime that was unauthorized in hours and hundredths.
Block 8:	Initials of supervisor annotating the form.
Block 9:	The date the employee was notified of the unauthorized overtime.
Block 10:	Enter remarks documenting the circumstances of the unauthorized overtime.

146.253 **Retention**

Retain Forms 1017-A and 1017-B for a period of 3 years from the end of the calendar year in which the last entry on the form is made.

146.26 Creditable Work Time

Supervisors must credit employees with all time designated as work time under the Fair Labor Standards Act (FLSA). Examples of time that must be credited as work time include but are not limited to:

a. Time spent by employees in performing duties that are an integral part of, or closely related to, the employee's principal work activity. Examples of this time include pulling mail from a distribution case, collecting tools (cutting knives, string, rubber bands, etc.), and adjusting rest bars.

b. Time spent continuing to work after a tour ends in order to correct an error, to prepare records, or to finish up a task.

c. Time spent working during meal periods.

d. Time spent distributing work to workstations.

146.27 Fitness for Duty Examinations

On the service day on which an employee becomes ill, is injured, or requires a fitness for duty examination and is directed by management to an on- or off-site medical unit, all time that would have been worked, including time that the employee would have been directed to work that day beyond the

regularly scheduled tour, but which the employee spent waiting for and receiving medical attention, is credited as work time.

147 Rate Schedule Code F Postmasters

147.1 Rate Schedule Code F

Postmasters in Rate Schedule Code (RSC) F are scheduled and compensated for 6 days per week. The scheduled work hours per day are in accordance with the level of the position. Level 51 is scheduled for 2 hours per day, level 52 for 3 hours, level 53 for 4 hours, level 54 for 5 hours, and level 55 for 6 hours.

Postmasters in Rate Schedule Code F will not be required to record time when they work their scheduled days and hours. This function will be performed automatically by the Eagan ASC.

147.2 Leave Entries

In cases where the Rate Schedule Code F postmaster wishes to take leave or to otherwise use a Rate Schedule Code F leave replacement, the postmaster should follow the procedures specified in Chapters 3 and 4 and must use Form 1377, *Request for Payment of Postmaster Replacement and/or RSC F Postmaster Changes*.

147.3 Free Saturday

Postmasters in Rate Schedule Code F are not charged leave for either the Saturday that precedes or the Saturday that follows a period of annual or sick leave. To be eligible for a “Free Saturday,” the postmaster must be in a paid leave status Monday through Friday. The hours for the “Free Saturday” are entered on Form 1377 as code 86, Other LV.

147.4 Holiday

Postmasters in Rate Schedule Code F receive holiday leave pay based on the standard daily hours. If additional hours are authorized for the holiday, a Form 1377 must be completed to initiate payment for the additional time.

147.5 Overtime

If the Rate Schedule Code F postmaster works additional hours for which payment is due under the FLSA, the applicable daily blocks must be completed showing the total hours and minutes worked that day on Form 1377. See the procedures specified in the overtime section of Chapter 2. This form is to be forwarded to the manager of post office operations or district manager for action each week. If the additional hours are approved, the manager of post office operations or district manager is to send the form to the Distributed Data Entry (DDE) site or Eagan ASC, as designated.

Rate Schedule Code F postmasters are classified as FLSA nonexempt. The manager of post office operations or district manager should refer to the *Employee and Labor Relations Manual* (ELM) for guidance on disallowing time not worked for these employees.

147.6 Training Time

If a Rate Schedule Code F postmaster participates in training or a meeting away from the post office, a Form 1377 must be completed following the procedures specified in Chapters 3 and 4. An example of a Form 1377 for a postmaster who attended a meeting at the district and used a leave replacement can be found in Chapter 4.

147.7 Higher Level Pay

If a Rate Schedule Code F postmaster performs higher level service, a Form 1230-C should be attached to Form 1377 and submitted to the DDE site for input.

148 Recording Time for Postmaster and Postmaster Leave Replacements

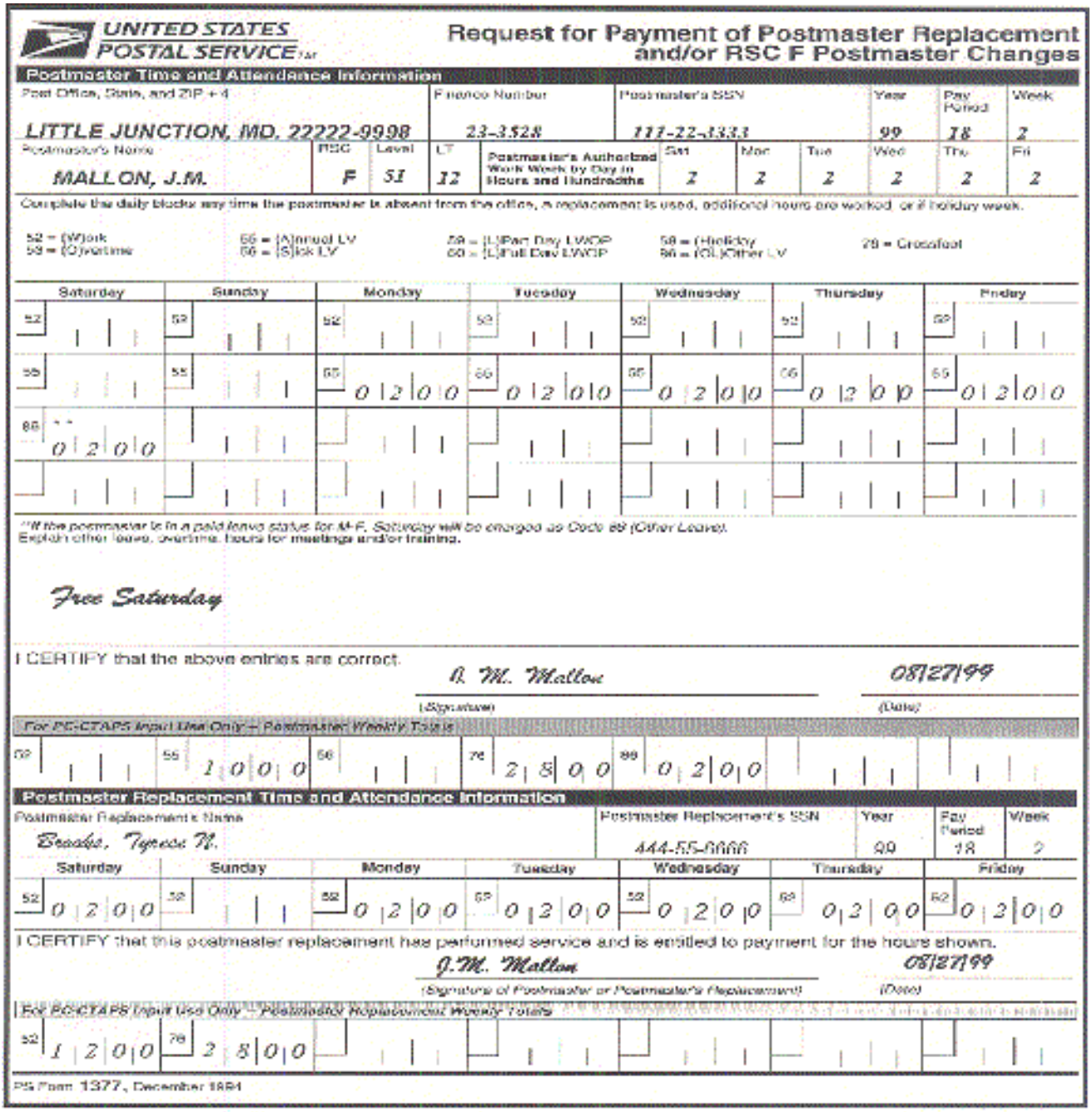
Employee classifications will use the following methods to record time:

a. *RSC F Postmaster or Officer-in-Charge (D/A 38-0)*. Entries on Form 1377 must crossfoot to a 40-hour workweek regardless of the actual service day, which ranges from 2 hours for a level A (51) to 6 hours for a level E (55). DDE personnel will make an entry in block 76, NON-SCHEDULED CROSSFOOT HOURS, to effect a 40-hour crossfoot. Leave entries for annual and sick leave must not exceed the daily hours allotted to the office. If an RSC F postmaster is in a paid leave status for the workweek (Monday through Friday), he or she is entitled to one “Free Saturday,” which can be either the Saturday before or the Saturday after the week of paid leave. The “Free Saturday” is recorded as Other LV (code 86). See Exhibit 148a.

b. *RSC L Leave Replacement (D/A 58-0)*. A leave replacement works only when the postmaster or temporary postmaster is on leave or absent from the office. When a leave replacement replaces an RSC F postmaster, workhours are submitted on Form 1377. The hours worked must correspond to the leave entries made for the RSC F postmaster on Form 1377. DDE personnel will make an entry in block 76, NON-SCHEDULED CROSSFOOT HOURS, to effect a 40-hour crossfoot. SeeExhibit 148a.

c. *RSC E (D/A 08-0) or Temporary Postmaster (D/A 58-9) in CAG L Offices*. Employees in this category are required to complete time cards each week. A temporary postmaster is paid for actual hours worked. Any absence on a scheduled workday is charged to leave without pay (hours code 59 or 60). An entry is made in block 76, NON-SCHEDULED CROSSFOOT HOURS, when totaling the time card, to effect a 40-hour crossfoot. See Exhibit 148b.

Exhibit 148a
Sample Form 1377
Recording Time for Schedule Code F Postmaster and Leave Replacement



UNITED STATES POSTAL SERVICE

Request for Payment of Postmaster Replacement and/or RSC F Postmaster Changes

Postmaster Time and Attendance Information

Post Office, State, and ZIP + 4	Finance Number	Postmaster's SSN	Year	Pay Period	Week
LITTLE JUNCTION, MD, 22222-9998	23-3528	111-22-1333	99	18	2

Postmaster's Name	RSC	Level	LT	Postmaster's Authorized Work Week by Day in Hours and Hundredths	Sat	Mon	Tue	Wed	Thu	Fri
MALLON, J.M.	F	51	12		2	2	2	2	2	2

Complete the daily blocks any time the postmaster is absent from the office, a replacement is used, additional hours are worked, or if holiday week.

52 = (W)ork
53 = (O)vertime
55 = (A)nnual LV
56 = (S)ick LV
59 = (U)Part Day LWOP
60 = (L)Full Day LWOP
58 = (Holiday
86 = (O)Other LV
29 = Crossfoot

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
52	52	52	52	52	52	52
55	55	55 0 2 0 0	55 0 2 0 0	55 0 2 0 0	55 0 2 0 0	55 0 2 0 0
86 0 2 0 0						

*If the postmaster is in a paid leave status for M-F, Saturday will be charged as Code 86 (Other Leave).
Explain other leave, overtime, hours for meetings and/or training.

Free Saturday

I CERTIFY that the above entries are correct. A. M. Mallon (Signature) 08/27/99 (Date)

For EC-CTAPS Input Use Only – Postmaster Weekly Totals

52 | 55 1 0 0 0 | 56 | 78 2 8 0 0 | 86 0 2 0 0

Postmaster Replacement Time and Attendance Information

Postmaster Replacement's Name	Postmaster Replacement's SSN	Year	Pay Period	Week
Brooks, Tyrese N.	444-55-6666	99	18	2

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
52 0 2 0 0	52	52 0 2 0 0	52 0 2 0 0	52 0 2 0 0	52 0 2 0 0	52 0 2 0 0

I CERTIFY that this postmaster replacement has performed service and is entitled to payment for the hours shown.
J.M. Mallon (Signature of Postmaster or Postmaster's Replacement) 08/27/99 (Date)

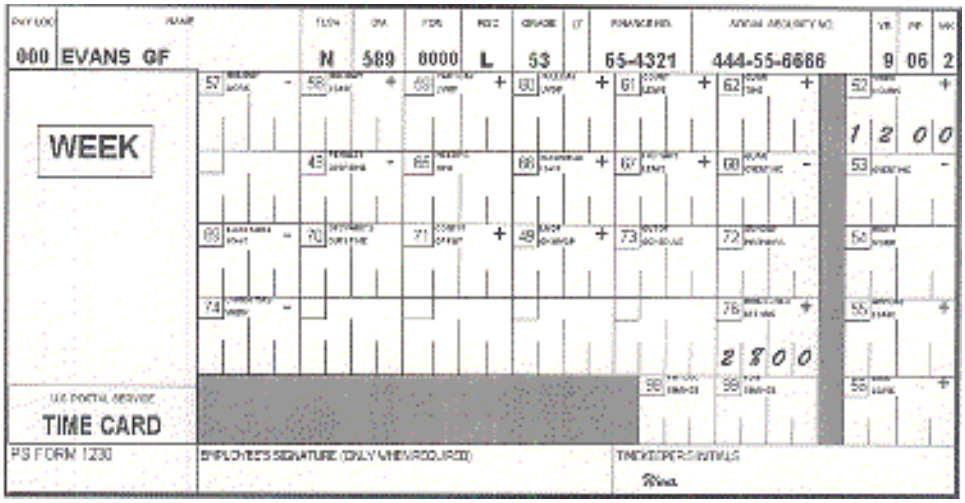
For EC-CTAPS Input Use Only – Postmaster Replacement Weekly Totals

52 1 2 0 0 | 78 2 8 0 0

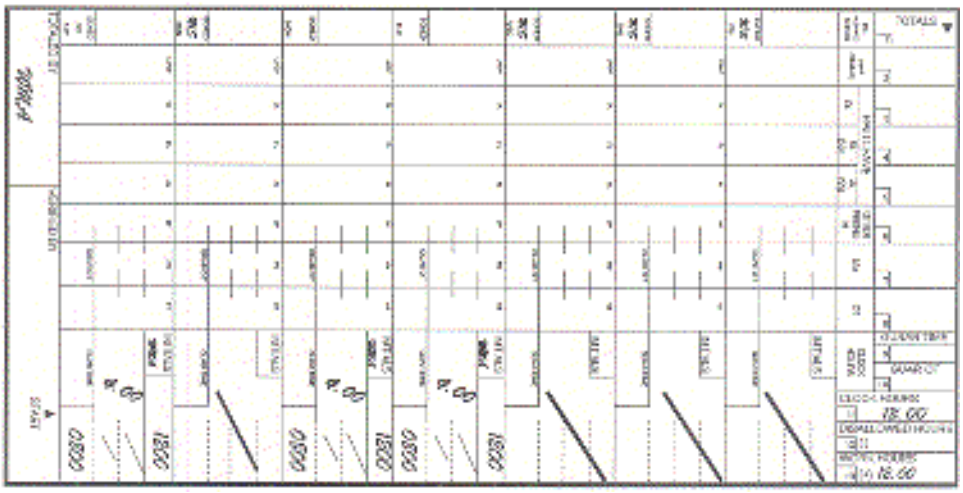
PS Form 1377, December 1994

The employee is a CAG L postmaster at a level A (51) office. Actual hours worked are 2 hours per day for 6 days. Since the postmaster took leave Monday through Friday, Saturday is entered as code 86, Other LV. The bottom portion of the form is used to record the hours worked by the postmaster replacement.

Exhibit 148b
Rate Schedule L, Leave Replacement Sample Time Card



This is the leave replacement for Postmaster W.M. Allerton, who was on leave Saturday, Monday, and Tuesday. Actual hours worked are recorded, and an entry is made in the box for code 76, NON-SCHEDULED CROSSFOOT HOURS to complete a 40-hour crossfoot.



This is the clock ring side of the leave replacement's time card. Actual hours worked are recorded daily, totaled for the week, and carried forward as shown above.

149 Postal Service Service Week and Service Day

For administrative, pay, and leave purposes, the service week and service day are as follows:

a. *Service Week* — The service week is a calendar week beginning at 12:01 a.m. on Saturday and ending 12:00 midnight the following Friday.

b. *Service Day*.

(1) The service day is a calendar day, 12:01 a.m. to 12:00 midnight.

(2) For a full-time employee whose regular schedule begins at 8:00 p.m. or later, the service day is the next calendar day. All work hours (including preshift work hours), as well as leave hours, must be recorded on that calendar day. If the employee's regular schedule begins before 8:00 p.m., the service day is the calendar day on which the schedule began and all work and leave hours must be recorded on that calendar day.

(3) For all part-time employees who begin work or leave at 8:00 p.m. or later, the service day is the next calendar day and all hours must be recorded on that calendar day. If such employees begin work or leave before 8:00 p.m., the service day is the calendar day on which they began work or leave and all hours must be recorded on that calendar day.

(4) For casual and temporary employees who begin work at 8:00 p.m. or later, the service day is the next calendar day and all hours must be recorded on that calendar day. If such employees begin work before 8:00 p.m., the service day is the calendar day on which they began work and all hours must be recorded on that calendar day.

2 Work and Other Paid Hours

210 Overview

211 Purpose

This chapter describes in detail the procedures that must be used to record various types of work and other paid hours on the clock ring side of an employee's timecard. The procedures in this chapter deal only with the timecard entries that must be made each *day.* The chapter does not deal with totaling the timecards at the end of each week. (See Chapter 6.)

212 Procedures

212.1 There are seventeen types of work or paid hours which can be recorded on an employee's timecard. There is a separate procedure in this chapter for each of these "hour types." The "Overtime" procedure also includes the "Guaranteed Overtime" procedure. Each procedure is divided into five sections:

a. *A definition* of the "hour type" in question. The definition provides a detailed explanation of the conditions which must be met before an eligible employee may have time "charged" to the hour category.

b. *An eligibility chart* which indicates by rate schedule code the employees who are eligible to have time "charged" to the hour category. It is important to pay special attention to the footnotes at the bottom of the eligibility chart in order to obtain a complete understanding of exactly who is eligible. (An employee's rate schedule code can be obtained by referring either to Form 1230-A or 1230-B timecard or by referring to the appropriate Form 50.)

c. *A description of the authorization and supporting forms* which must be used to support an employee's work and leave entries on the timecard. If the employee is not present to sign the supporting form on the day timecards are submitted to the postal data center, the supervisor must make the decision on the entry involved. Timecards will be completed based on the supervisor's action and forwarded to the DDE/DR site or PDC as designated without delay. The employee will complete and sign the supporting document immediately upon returning to duty.

d. *A description of the timecard handling procedures* which are required. In most cases, timekeepers will total the daily entries on a timecard and

return it to the rack. But occasionally it is necessary to handle a timecard differently. This part of the procedures explains what to do.

e. *A description of timecard recording procedures.* This part explains exactly how time in each of the 17-hour categories is to be recorded each day on the timecard. Failure to follow this procedure exactly as described may cause the employee to be paid incorrectly.

212.2 Each of the five sections described above is to be followed regardless of whether Form 1230-A, 1230-B, or 1230-C timecard is being used. The procedures apply to employees who are working at their regular position; to employees working at a higher level; to employees in a transferred or loaned status; or to employees in a training status.

213 Hour Types

213.1 The “hours types” are listed below along with the procedure number where they are discussed.

Hours Type	Procedure
Straight Time	221
Guaranteed Time	222
PDC Teletime/Guarantee Teletime/ Guarantee Tele Overtime	223
Beeper Time	224
Training Time	225
Overtime	231
Out-of-Schedule Premium	232
Holiday Scheduling Premium	233
Nonbargaining Rescheduling Premium	234
Penalty Overtime	235
Night Differential	241
Sunday Premium	242
Holiday Worked Pay	243
Christmas Worked Pay	244
Meeting Time	251
Steward’s Duty Time	252
Travel Time	261

213.2 Exhibit 213.2 has been prepared to help supervisors and timekeepers to correctly record the time due an employee if the employee is eligible for more than one premium pay. Example: Suppose a timekeeper is unclear as to whether an employee in an “out-of-schedule” pay status is at the same time eligible for “Sunday premium.” The timekeeper would go across the top of the table and locate the *column* labeled OUT OF SCHEDULE. The timekeeper would follow this column down to the row marked SUNDAY PREMIUM and would see that the answer to his question is ”no.” The timekeeper would then make appropriate timecard entries.

220 Basic Paid Hours

221 Straight Time

221.1 Definition

Straight time work hours are all hours worked by an employee at his basic rate of pay during his scheduled workweek. All full-time employees and part time regular employees working on their regular schedule will receive straight time hours pay for all work hours not exceeding 8 in a day or 40 in a week. All hours not exceeding 40 in a workweek are straight time hours for casual and temporary employees. For example, a full-time regular employee is scheduled from 0800 until 1650 on Saturday through Wednesday. All hours worked by this employee during this schedule will be straight time work hours. (The hours worked on Sunday will be considered straight time work hours, even though Sunday premium will be paid in addition to the employee's basic hours.) A part-time regular schedule employee is scheduled from 1700 until 2300 on Sunday through Friday (33 hours); therefore, all hours worked by this employee during this schedule will be considered straight time work hours. (These hours are considered straight time work hours even though a night differential and a Sunday premium will be paid in addition to the employee's basic hours.)

221.2 Eligibility

All Postal Service employees are to have their time recorded as "straight time" work hours on the timecard except for those listed in 141.3.

221.3 Authorization and Supporting Forms

There are no special authorization procedures required for "straight time" work hours other than those described in Chapter 1 and in 210.

221.4 Timecard Handling

There are no special timecard handling procedures required for "straight time" work hours.

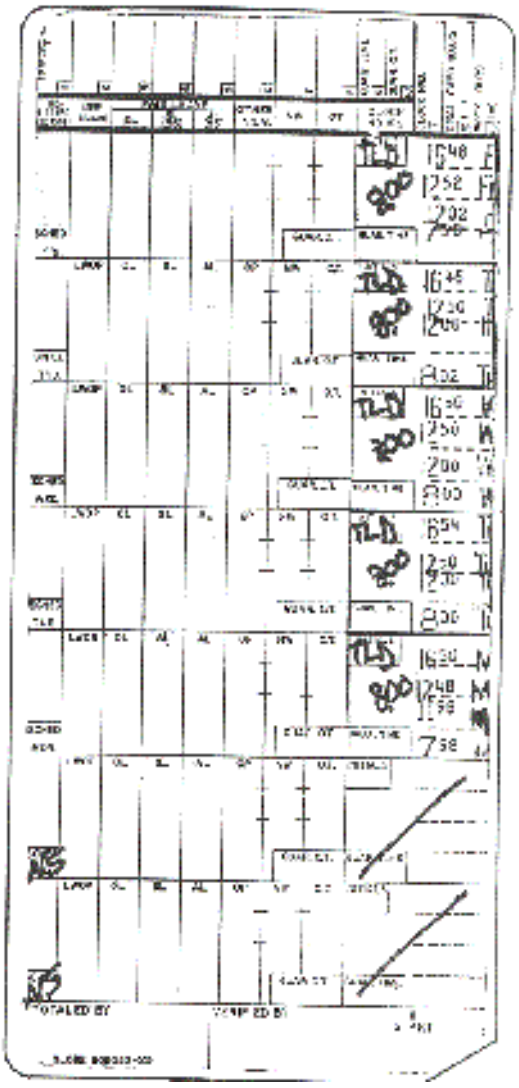
221.5 Timecard Recording

The timekeeper will compute the straight time work hours from the daily clock rings (or written entries) and enter the amount of clock time in the space provided. The timekeeper will then check the employee's scheduled tour against the timecard entries. Any addition, subtraction, or other deviation to an employee's posted daily schedule of more than 0.08 hours (5 minutes) must be approved by the employee's supervisor as described in Chapter 1. Exhibit 221.5 is an example of properly calculated "straight time" work hours.

Exhibit 221.5

Example of How Straight Time Work Hours Should Be Recorded

This timecard shows how straight time hours should be recorded for a full-time regular employee. Part-time regular schedule, part-time flexible, casual, and temporary employees will record their time in a similar manner for the time they are on the clock. Note that even though the clock rings do not always total to exactly 8.00 hours, they fall between 7.92 and 8.08 hours and consequently are recorded as 8.00.



222 Guaranteed Time

222.1 Definition

222.11 “Guaranteed time” is paid time not worked under the guarantee provisions of collective bargaining agreements for periods when an employee has been released by the supervisor and has clocked out prior to the end of a guaranteed period. For example, most full-time regular employees in the bargaining units are guaranteed 8 hours work or pay in lieu thereof if called in on their nonscheduled day to work. If such an employee works 6 hours and is then released and told by the supervisor to clock out because of lack of work, the remaining 2 hours of the employee’s 8-hour guarantee would be recorded as “guaranteed time.” Guaranteed overtime is recorded as stated in 231.52.

222.12 It is not possible for an employee to earn “guaranteed time” as long as he is on the clock.

222.13 As a general principle, when an employee is told to “clock out” by management prior to the end of the guarantee period, such employee will be compensated for the remaining hours of the guarantee period at the rate of pay he would have received had he actually worked such hours. There are, however, conditions under which employees will not be compensated for the remaining hours of the guarantee period. Generally, this would occur when an employee requests to leave the postal premises because of an illness or for personal reasons or leaves without proper authorization.

222.14 Guaranteed time for all employees excepting regular carriers (see 222.53) applies only in an overtime situation. When a part-time flexible schedule employee is told to clock out by management prior to the end of the guarantee period, and it is not an overtime situation, then administrative leave is charged for the remainder of the guarantee period.

222.2 Eligibility

Exhibit 222.2 indicates by rate schedule code and employee classifications those persons who are eligible to receive pay for “guaranteed time.” If an employee is eligible for more than one time guarantee, the guarantee for the highest number of hours will apply. For example, if an employee is eligible for either 2 or 4 hours of guaranteed pay, the 4-hour guarantee will apply.

Exhibit 222.2

Employees Who Are Guaranteed Time — Pay Eligibility Table

Rate Schedule Code/ Employee Classification	Full Time	Part Time Regular	Part Time Flexible	Casual	Temporary
E - EAS	NO	NO		NO	NO
F - EAS A-E PMs	NO				NO
G - NURSE CRAFT	YES[2,3]		NO		
K - HQ CRAFT	YES[2,3]				
L - PM LV. REPL.					NO
N - PDC CRAFT	YES[2,3]	YES[2,3]	YES[6]		
P - PS CRAFT[1]	YES[2,3,5]	YES[2,4]	YES[4,6]		
S - PCES	NO				

FOOTNOTES:

1 Includes RSCs M, T and Y.

2 Guaranteed 4 hours work or pay in lieu thereof when called in outside the regular work schedule. Such guaranteed minimum shall not apply to an employee called in who continues working on into the regular schedule shift.

3 Guaranteed 8 hours work or pay in lieu thereof when called in on a nonscheduled day except that PDC, HQ Op. Svcs., and Security Force personnel are guaranteed 4 hours of work or pay in lieu thereof when called in on a nonscheduled day.

4 Employees represented by APWU, Mail Handlers, or NALC at installations with 200 or more man-years of employment are guaranteed 4 hours of work or pay if requested or scheduled to work. At installations with less than 200 man-years of employment, employees are guaranteed 2 hours of work or pay if requested or scheduled to work.

5 Employees of the Tool and Die Shop bargaining unit at the Mail Equipment Shop represented by the IAM are guaranteed 4 hours of work or pay on a scheduled day.

6 Guaranteed 4 hours of work or pay if called back to work on a day when an employee has completed his assignment and clocked out. This applies to any size office.

222.3 Authorization and Supporting Forms

The supervisor is to notify the timekeeper whenever “guaranteed time” is to be recorded for an employee who has been released from duty. The supervisor will authorize the recording by initialing the timecard after it has been totaled for the day. However, if the employee waives the guarantee in accordance with 222.13, a Form 3971 must be submitted by the employee. If the employee leaves without proper authorization, the supervisor must submit the Form 3971.

222.4 Timecard Handling

When entering a “guaranteed time” status, the employee must clock out just as though he were clocking out at the end of a regular tour.

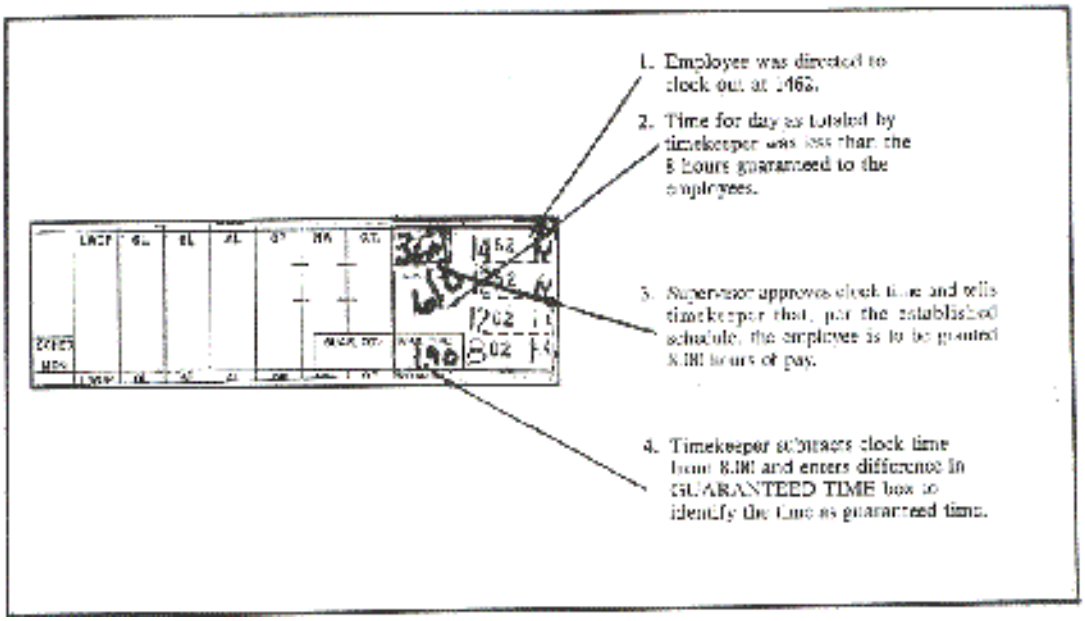
222.5 Timecard Recording

222.51 As shown on Exhibit 222.51, the timekeeper will compute the straight time work hours from the daily clock rings (or written entries) and record them in the CLOCK HOURS column of the timecard. The timekeeper will also record the amount of “guaranteed time” in hours and hundredths and post it to the GUARANTEED TIME box on the timecard.

Exhibit 222.51

Authorizing and Recording Guaranteed Time

The timekeeper will compute the straight time work hours from the daily clock rings (or written entries) and record them in the CLOCK HOURS column of the timecard. The timekeeper will also record the amount of “guaranteed time” in hours and hundredths and post it to the GUARANTEED TIME box on the timecard. See Exhibit 231.52 for the recording of Guaranteed Overtime.



222.52 The 5-minute leeway rule will not apply to any clock rings for an employee entering a “guaranteed time” status. The employee will be credited with the time reflected by his clock rings.

222.53 Should a regular one, two, or three trip city carrier complete his route on week days in less than 8 hours and cannot be assigned to any available work in the same wage level for which the employee is qualified, the timekeeper will record actual hours worked as clock hours and the balance of the 8-hour tour as guaranteed time (as stated in 222.51) — provided the carrier does not ring out more than 59 minutes before the end of his normal tour of duty. (The same rule applies to a two or three trip city carrier working a regular schedule on Saturday. If Saturday is a nonscheduled day, the overtime rule applies.)

223 PDC-Teletime/Guarantee Teletime/ Guarantee Tele Overtime

223.1 Definition

223.11 Bargaining unit employees who are called via telephone or paged by management to assist in resolving operational problems while in an off-duty status will be entitled to pay for the duration of the call(s) or 1 hour of pay, whichever is greater, that occurs during each 24-hour period starting at the end of the employee’s scheduled tour.

223.12 “Teletime” is paid to employees for the actual duration of the call(s) that occur during each 24-hour period starting at the end of the employee’s scheduled tour.

223.13 “Guarantee Teletime” is paid to employees Grade 19 and above in an amount to equal 1 hour when combined with “Teletime” of less than 1 hour in a 24-hour period starting at the end of the employee’s scheduled tour.

223.14 “Guarantee Tele Overtime” is paid to employees Grade 18 and below in an amount to equal 1 hour when combined with “Teletime” of less than 1 hour in a 24-hour period starting at the end of the employee’s scheduled tour.

223.2 Eligibility

223.21 PDC bargaining unit employees are the only employees eligible to receive PDC Teletime/Guarantee Teletime/Guarantee Tele Overtime.

223.22 Employees who are called solely for the purpose of being “called-in” to work outside of their regular work schedule are not entitled to PDC Teletime for that telephone call.

223.23 Teletime hours are to be included with work hours and will be included in the determination of overtime and night differential. Teletime hours will not be included in the determination of out-of-schedule premium, pay for holidays worked, Sunday premium or guarantee time.

223.24 Guarantee Teletime and Guarantee Tele Overtime hours are not included in work hours and will not be used in the determination of overtime, night differential, out-of-schedule premium, pay for holidays worked, Sunday premium, guaranteed time, or guaranteed overtime.

223.3 Authorization and Supporting Forms

223.31 Management will complete Form 1232, *PDC Record of Telephone Calls and/or Authorization to Wear Pager*, noting the beginning and ending times for each telephone call with each employee. Time begins with the actual time management initiates the call or page and ends with the completion of the call.

223.32 Times from Form 1232 will be transcribed on a separate Form 1234, *Utility Card*, for all eligible employees, with the actual clock rings for each telephone call.

223.33 After the timekeeper has recorded "Teletime," "Guarantee Teletime," or "Guarantee Tele Overtime" on the timecard, it will be forwarded for approval. Management responsible will approve the entries by initialing the initials box on the clock ring of the timecard.

223.4 Timecard Handling

There are no special timecard handling procedures for employees who are in a PDC Teletime status.

223.5 Timecard Recording

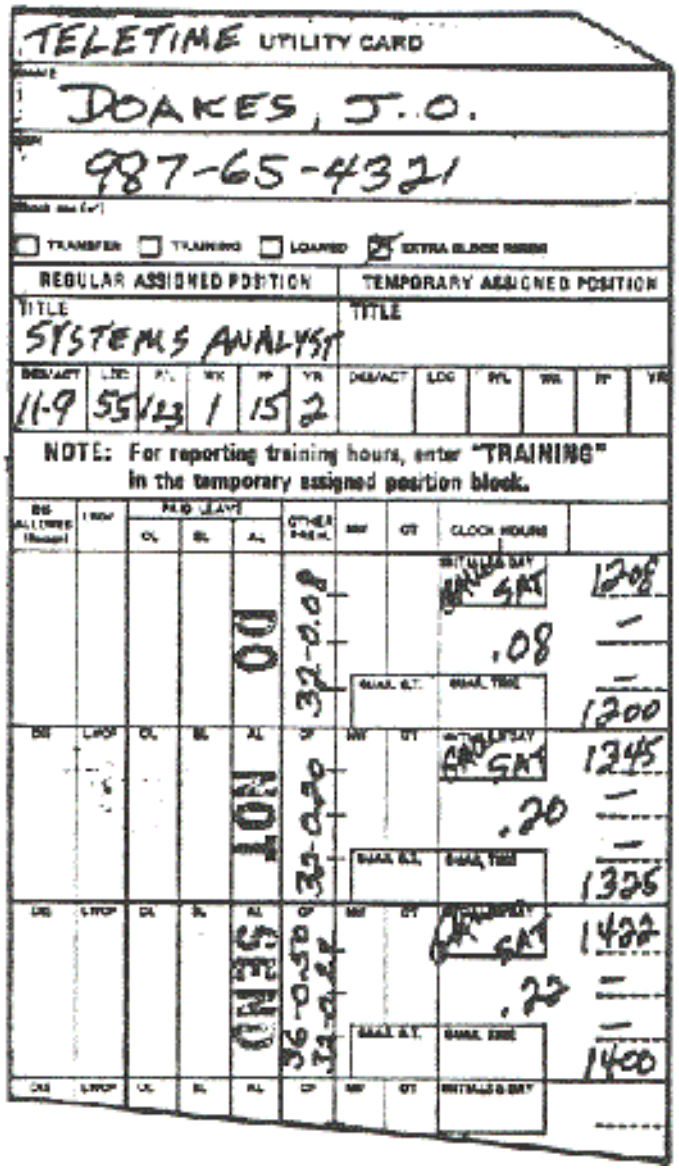
223.51 PDC Teletime is to be recorded for the actual telephone conversation time and is identified by the code number "32." If the telephone call(s) to the employee total less than 1 hour in the 24-hour period, the balance of the hour is recorded as Guarantee Teletime (code 33) or Guarantee Tele Overtime (code 36) as applicable.

223.52 Timekeepers will be responsible for totalling the amount of PDC Teletime and Guarantee Teletime or Guarantee Tele Overtime for each employee on a daily basis and entering the amount in the OTHER PREM column on the clock ring side of the timecard. All time (Teletime, Guarantee Teletime, Guarantee Tele Overtime) will be posted to the day of the tour for each 24-hour period, regardless of the time the call was made. The 24-hour period starts at the *end* of the employee's scheduled tour. If the call(s) were made on the next FLSA workweek, the Teletime and Guarantee Teletime will still be posted on the day of the tour. However, the time that the employee was called, in the new FLSA workweek, will also be posted and included in the work hours for that week. The Guarantee Teletime will be paid in the original FLSA workweek. *In essence, if the calls made in a 24-hour period occur in a new FLSA workweek, the employee will be paid in the old FLSA week* and *in the new FLSA week for the* actual work hours *(Teletime) that occurred in the new FLSA week.*

Exhibit 223.52b (p. 1) Recording Teletime

Form 1234, *Utility Card*

Clock rings for Teletime are transcribed from Form 1232. The timekeeper will record Teletime hours worked and use the Form 1234 to complete the entries on the employee's regular timecard. In this example, a Grade 18 employee received three telephone calls totaling 30 minutes on a Saturday. The timekeeper records the individual calls on the Form 1234, totals the clock hours, and enters the same amount in the OTHER PREM column as code "32." On a daily basis, the timekeeper will total the individual Teletime calls, and if the resulting total is less than 1 hour, then makes an additional entry in the OTHER PREM column to equal 1 hour when combined with Teletime. In this example, the entry is code "36," Guarantee Tele Overtime for the Grade 18 employee. If the employee was a Grade 19 and above, the entry would be code "33," Guarantee Teletime, since no overtime could be received until 40 hours were worked. Note that the Form 1234 is annotated "Teletime" at the top when completing the indicative entries and that the clock hour entries are in hours and hundredths.


TELETIME UTILITY CARD

DOAKES, J.O.

987-65-4321

TRANSFER TRAINING LOANED EXTRA BLOCK NEEDED

REGULAR ASSIGNED POSITION — TEMPORARY ASSIGNED POSITION

TITLE: SYSTEMS ANALYST — TITLE

DES/ACT	LOC	PL	WK	PP	YR
11-9	55	123	1	15	2

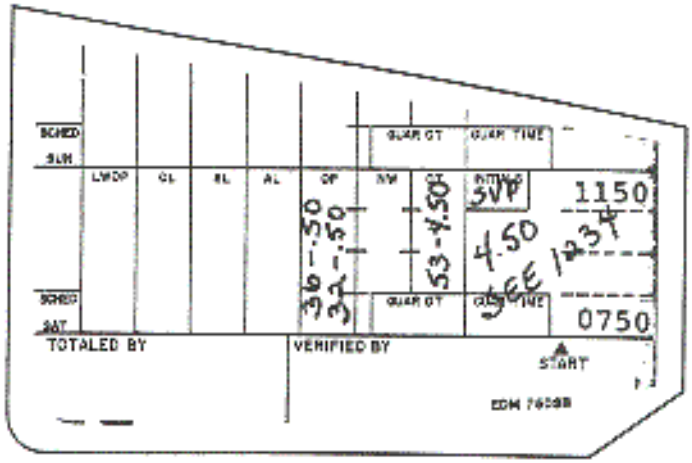
NOTE: For reporting training hours, enter "TRAINING" in the temporary assigned position block.

PAID LEAVE OL	PAID LEAVE SL	PAID LEAVE AL	OTHER PREM	MP	OT	CLOCK HOURS	
		00	32-0.08			SAT .08	1208 / 1200
		LON	32-0.20			SAT .20	1345 / 1325
		ONES	36-0.50 32-0.22			SAT .22	1422 / 1400

Exhibit 223.52b (p. 2)

Recording Teletime, *Recording Teletime on Timecard*

This is the timecard for the same example. The telephone call total of 30 minutes is recorded in the OTHER PREM column as code “32.” It is also included with work hours. In this example, the employee was also called in and worked 4 hours, which results in a total of 4.50 clock hours for the day. To complete the day’s entries, an entry of .50 hours is made in the OTHER PREM column as code “36,” Guarantee Tele Overtime since this is a nonscheduled day for this Grade 18 employee. If the employee was a Grade 19 and above, the same entry would be made as code “33,” Guarantee Teletime, since this employee cannot receive overtime until 40 hours are worked.



223.53 The amount of PDC Teletime is also included in work hours and is in addition to any hours worked that day. Exhibit 223.53a shows a properly completed Form 1232, which authorizes the payment of PDC Teletime. Exhibit 223.52b shows properly completed timecards for an employee who was in a PDC Teletime status.

223.54 PDC Teletime is not subject to the 5-minute leeway rule.

224 Beeper Time

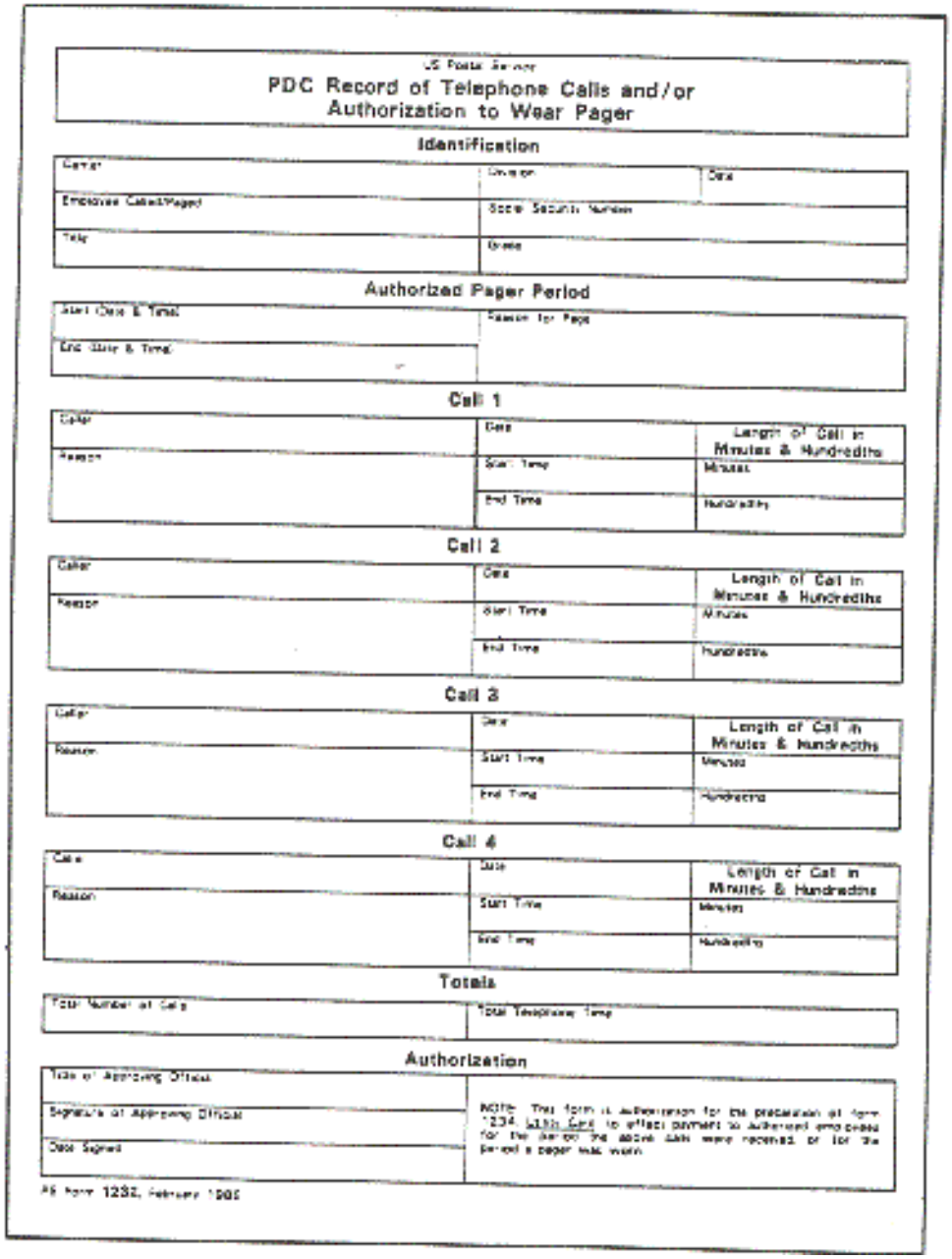
224.1 Definition

Employees who are engaged in computer programming or system analyst assignments at the data centers may be required to be in a “Beeper Time” status. In such circumstances, these employees will be issued an electronic pager if a telephone call is anticipated, thus freeing the employees from having to remain at their home telephones. Selection of “Beeper Time” personnel and the time period required shall be at the discretion of local management.

Exhibit 223.53a, Authorizing Teletime

Form 1232, *PDC Record of Telephone Calls and/or Authorization to Wear Pager*

Form 1232 is to be completed by management when a telephone call is made to an eligible employee to resolve a PDC operational problem while the employee is on off-duty status. The beginning and ending times for each telephone call with each employee will be noted. After completion, the form is forwarded to the timekeeper for recording the appropriate timecard entries on a Form 1234, *Utility Card*.



US Postal Service

PDC Record of Telephone Calls and/or Authorization to Wear Pager

Identification

Carrier	Division	Date
Employee Called/Paged	Social Security Number	
Title	Grade	

Authorized Pager Period

Start Date & Time	Reason for Page
End Date & Time	

Call 1

Caller	Date	Length of Call in Minutes & Hundredths
Reason	Start Time	Minutes
	End Time	Hundredths

Call 2

Caller	Date	Length of Call in Minutes & Hundredths
Reason	Start Time	Minutes
	End Time	Hundredths

Call 3

Caller	Date	Length of Call in Minutes & Hundredths
Reason	Start Time	Minutes
	End Time	Hundredths

Call 4

Caller	Date	Length of Call in Minutes & Hundredths
Reason	Start Time	Minutes
	End Time	Hundredths

Totals

Total Number of Calls	Total Telephone Time

Authorization

Title of Approving Official	NOTE: This form is authorization for the preparation of Form 1234, Utility Card, to reflect payment to authorized employees for the period the above data were received, or for the period a pager was worn.
Signature of Approving Official	
Date Signed	

PS Form 1232, February 1988

224.2 Eligiblity

224.21 PDC bargaining unit employees who are engaged in computer programming or systems analyst assignments are the only employees eligible to be placed in a “Beeper Time” status.

224.22 Eligible employees will be paid 1 hour at their base straight time rate for each 24-hour period or fraction thereof spent in a “Beeper Time” status. The period will begin with the time the employee is instructed to wear the electronic pager. This may not necessarily be when the pager is issued. For convenience, a pager may be issued to an employee on a Friday with instructions to begin wearing it later during the weekend.

224.3 Authorization and Supporting Forms

224.31 Management will complete Form 1232 noting the beginning and ending times for each “Beeper Time” period.

224.32 Management will provide the completed Form 1232 to the timekeeper for recording of appropriate time card entries.

224.4 Timecard Handling

There are no special timecard handling procedures for employees who are in a “Beeper Time” status.

224.5 Timecard Recording

224.51 Beeper Time is to be recorded for each 24-hour period or fraction thereof. A 1-hour entry will be recorded and identified by the code number “34.”

224.52 Timekeepers will be responsible for recording “Beeper Time” on a daily basis and entering the amount in the OTHER PREM column on the clock ring side of the timecard. Exhibit 224.53a shows a properly completed Form 1232, which authorizes the payment of “Beeper Time,” and Exhibit 224.53b shows a properly completed timecard for an employee who was in a ”Beeper Time” status.

224.53 Beeper Time is not subject to the 5-minute leeway rule.

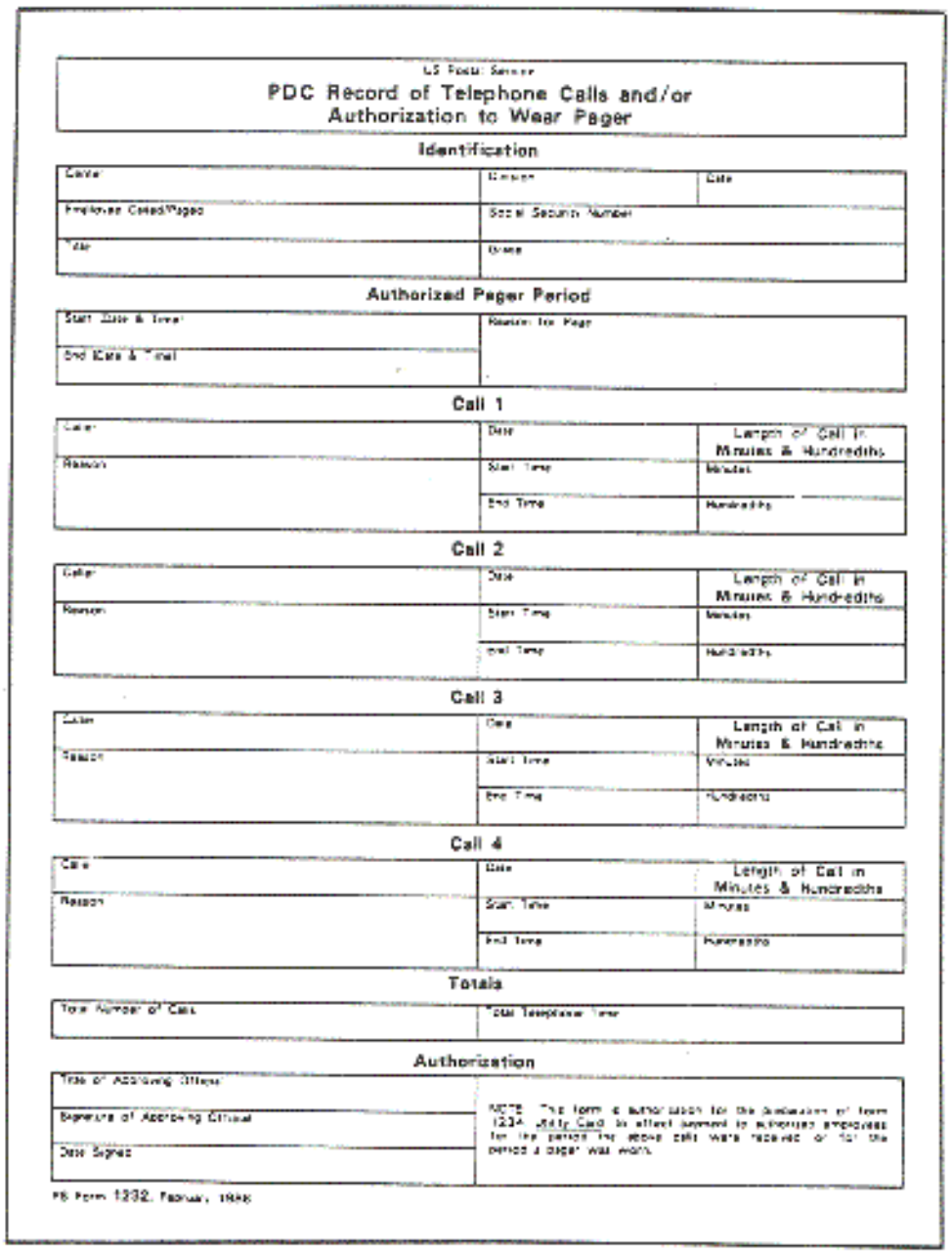
225 Training Time

Training time requires the use of Form 1234, *Utility Card*, and is discussed in 424.

Exhibit 224.53*a*

***Form 1232,* PDC Record of Telephone Calls and/or Authorization to Wear Pager**

Form 1232 is to be completed by management when an employee, engaged in a computer programming or system analyst assignment at a data center, is required to be in a "Beeper Time" status. The beginning and ending times for each "Beeper Time" period for each employee will be noted. After completion, the form is forwarded to the timekeeper for recording the appropriate time card entries on Form 1234, *Utility Card.*



US Postal Service

PDC Record of Telephone Calls and/or Authorization to Wear Pager

Identification

Name	Division	Date
Employee Code/Payee	Social Security Number	
Title	Group	

Authorized Pager Period

Start Date & Time	Reason for Page
End Date & Time	

Call 1

Caller	Date	Length of Call in Minutes & Hundredths
Reason	Start Time	Minutes
	End Time	Hundredths

Call 2

Caller	Date	Length of Call in Minutes & Hundredths
Reason	Start Time	Minutes
	End Time	Hundredths

Call 3

Caller	Date	Length of Call in Minutes & Hundredths
Reason	Start Time	Minutes
	End Time	Hundredths

Call 4

Caller	Date	Length of Call in Minutes & Hundredths
Reason	Start Time	Minutes
	End Time	Hundredths

Totals

Total Number of Calls	Total Telephone Time

Authorization

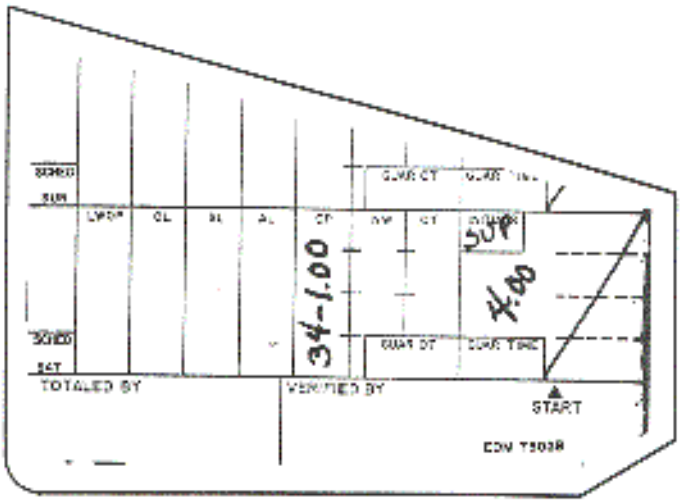
Title of Approving Official	NOTE: This form is authorization for the submission of Form 1234, *Utility Card*, to effect payment to authorized employees for the periods for which calls were received or for the period a pager was worn.
Signature of Approving Official	
Date Signed	

PS Form 1232, February 1988

Exhibit 224.53b

Form 1230, *Recording Beeper Time on Time Card*

The “Beeper Time” entry of 1 hour is recorded in the OTHER PREM column as code “34” In this example, a Grade 19 employee was also called in and worked 4 hours, which has no effect on the “Beeper Time” entry.



230 Overtime and Compensatory Time

231 Overtime

231.1 Definition

231.11 Postal overtime is a premium paid to eligible employees for work performed after 8 paid hours in any one service day or 40 paid hours in any one service week.

231.12 The Fair Labor Standards Act also requires the payment of overtime wages to employees who work in excess of 40 hours in an FLSA workweek. (It will not be necessary for timekeepers to identify FLSA overtime as the computer has been programmed to do this automatically. This is one reason why it is so important to complete the timecards correctly.)

231.2 Eligibility

231.21 Two exhibits have been prepared which identify those employees who are eligible to receive overtime pay. Exhibit 231.21a indicates the employees who are eligible to receive postal overtime pay for paid hours served in excess of 8.00 in a day (see 145). Exhibit 231.21b describes which employees are eligible to earn FLSA overtime pay for paid hours served in excess of 40.00 per week.

Exhibit 231.21a
Employees Eligible for Postal Overtime

Pay Eligibility Table

Rate Schedule Code/ Employee Classification	Full Time	Part Time Regular	Part Time Flexible	Casual	Temporary
E - EAS	YES[3]	YES[3]		NO	NO
F - EAS A-E PMs	NO				NO
G - NURSE CRAFT	YES		YES		
K - HQ CRAFT	YES				
L - PM LV. REPL.					NO
N - PDC CRAFT	YES[2,4]	YES[2,4]	YES[2,4]		
P - PS CRAFT[1]	YES	YES	YES		
S - PCES	NO				
W - WASC-DAD	YES[2,4]	YES[2,4]	YES[2,4]		

FOOTNOTES:

1 Includes RSCs M, T, and Y.

2 Grade 18 and below only.

3 FLSA nonexempt employees only. During the designated Christmas period, exempt employees in Grade 23 and below are eligible only if they directly supervise bargaining unit employees in Mail Processing and Delivery Service functions. Postmasters, officers-in-charge, and management associates are not eligible.

4 Employees in Grade 19 and above are eligible only on hours worked in excess of 40 in a workweek.

NOTE: This grid indicates the employee classifications that are eligible to have daily overtime recorded on their timecards.

Exhibit 231.21b
Employees Eligible for FLSA Overtime

Pay Eligibility Table

Rate Schedule Code/ Employee Classification	Full Time	Part Time Regular	Part Time Flexible	Casual	Temporary
E - EAS	YES[3]	YES[3]		YES	YES[3]
F - EAS A-E PMs	YES				YES
G - NURSE CRAFT	YES		YES		
K - HQ CRAFT	YES				
L - PM LV. REPL.					YES
N - PDC CRAFT	YES[2,4]	YES[2,4]	YES[2,4]		
P - PS CRAFT[1]	YES	YES	YES		
S - PCES	NO				
W - WASC-DAD	YES[2,4]	YES[2,4]	YES[2,4]		

FOOTNOTES:
1 Includes RSCs M, T, and Y.
2 Grade 18 and below only.
3 FLSA nonexempt employees only.
4 Employees in Grade 19 and above are eligible if FLSA nonexempt.

231.22 Note that eligible part-time regular and part-time flexible schedule employees can receive overtime only for work hours in excess of eight paid hours in a day or 40 paid hours in a week. Casual and temporary employees receive overtime only for hours worked in excess of 40 in a workweek as provided by the FLSA.

231.3 Authorization and Supporting Forms

231.31 At the end of each tour, timekeepers will extend the clock rings. When extending the clock rings, the timekeeper will separate the time cards for all employees whose service totals more than 8.08 hours. When the timekeeper has completed extending the clock rings for all time cards assigned to him, the timekeeper will take the timecards of employees with more than 8.08 hours and distribute them to the appropriate supervisor.

231.32 It will be the supervisor’s responsibility to review these cards and to either approve or disapprove the overtime. The supervisors that approve the overtime are required to place their initials in the INITIALS box on the clock ring side of the time card. If the supervisor wishes to disallow the overtime, the procedures described in 146.2 in Chapter 1 should be followed.

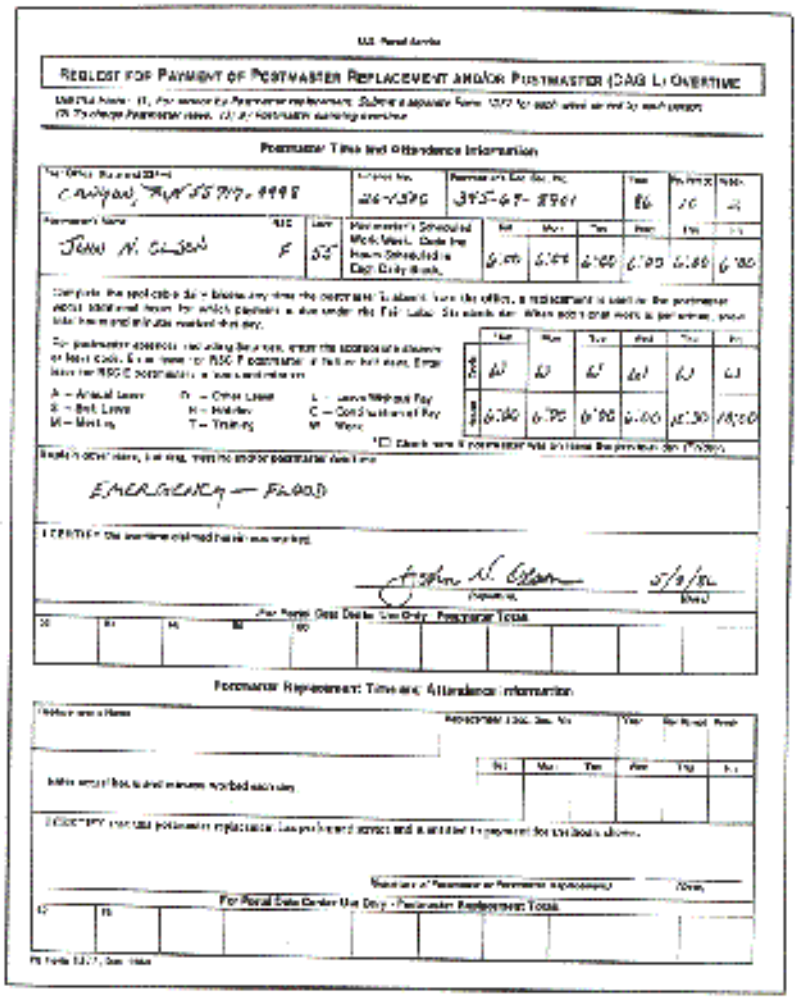
231.33 After approving or disapproving the overtime hours, the supervisor must return the time cards to the timekeeper.

231.34 Overtime for hours in excess of 8 in a day or 40 in a week for CAG L postmasters is to be recorded on Form 1377 by entering the total of actual hours and minutes worked in the appropriate daily block. Exhibit 231.34 is an example of a properly completed Form 1377, *Request for Payment of Postmaster Replacement and/or Postmaster (CAG L) Overtime,* where a CAG L postmaster worked overtime hours.

Exhibit 231.34

Example of Properly Completed Form 1377, *Request for Payment of Postmaster Replacement and/or Postmaster (CAG L) Overtime*

This Form 1377 is being submitted for week 2 of pay period 10-86. The postmaster is an RSC F Level 55 who had an emergency in his office. The hours worked, Thursday and Friday, exceed the amount authorized for the office. The actual hours and minutes worked are entered in each daily block.


U.S. Postal Service

REQUEST FOR PAYMENT OF POSTMASTER REPLACEMENT AND/OR POSTMASTER (CAG L) OVERTIME

Postmaster Time and Attendance Information

Postmaster Replacement Time and Attendance Information

231.4 Time Card Handling

Other than the procedures described above, there are no special time card handling requirements.

231.5 Time Card Recording

231.51 There are two different time card reporting procedures which must be followed according to the type of overtime to be paid to the employee. If the overtime is for time actually worked, then timekeepers should complete the time card as shown on Exhibit 231.51.

231.52 If the overtime is guaranteed time for time not worked, then timekeepers should follow the example in Exhibit 231.52.

Exhibit 231.51

Authorizing and Recording Overtime

This is an example of a properly completed time card entry for an employee who was authorized to work one hour of overtime. First, the timekeeper calculates the total daily clock time. Since the total time was greater than 8.08 hours, the timekeeper separated this timecard from the others. Second, at the first opportunity the timekeeper gives the card to the supervisor for his approval. (Supervisor approval is indicated by having the supervisor initial the INITIALS box.) Third, the timekeeper enters the overtime amount in the OT column.

If the supervisor approves none, or only a portion, of the overtime, the amount that he does not approve must be “Disallowed.” The procedures for disallowing time was discussed in Chapter 1.

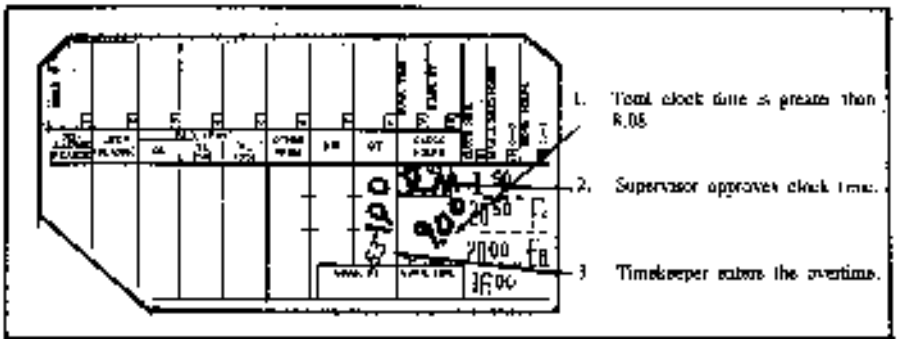


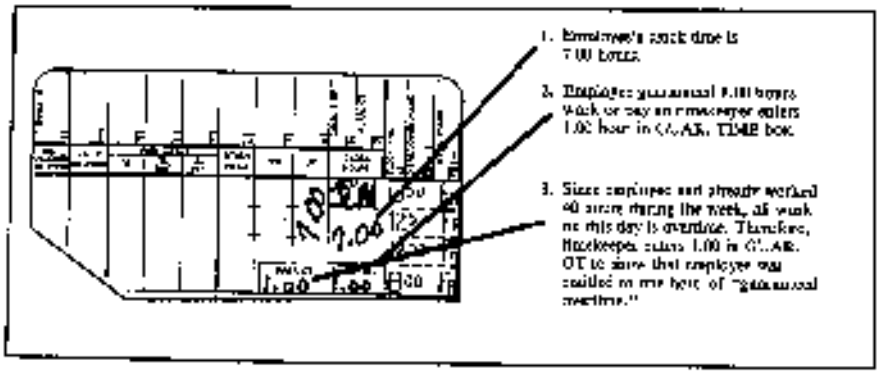
Exhibit 231.52
Authorizing and Recording Guaranteed Overtime

This is an example of a properly completed timecard entry for a full-time employee who worked on his scheduled day off and was entitled to 1 hour of “guaranteed overtime.”

The employee’s regular schedule was Sunday through Thursday. The employee agreed to report to work on his scheduled day off. Because it was his scheduled day off, he was guaranteed 8 hours work or pay.

All work was completed in 7 hours at which the supervisor instructed the employee to clock out. The employee thus earned 1 hour of “guaranteed overtime” because the additional time was needed to ensure that the employee received the guaranteed 8 hours pay. “Guaranteed overtime” is identified with the code “68.”

Supervisors must approve all ”guaranteed overtime” by initialing the INITIALS box.



231.53 Exhibit 213.2 should be used if it appears that two or more premium rates may apply to “overtime.”

231.6 Entries for Dual Rate Employees

Dual rate employees are employees who have received appointments to more than one Postal Service position. A dual rate employee covered by the FLSA can combine his service in both positions for overtime pay purposes. Overtime for hours in excess of 8 per day or over 40 in a week are to be recorded on the timecard which is for the position in which the overtime service was performed.

232 Out of Schedule Premium

232.1 Definition

232.11 “Out of schedule premium” is paid to an eligible full-time bargaining unit employee for time worked outside of, and instead of, the employee’s regularly scheduled workday or workweek when the employee is working on a temporary schedule at the request of management.

232.12 “Out of schedule premium” hours cannot exceed the unworked portion of the employee’s regular schedule. Any hours worked which result in paid hours in excess of 8 hours per service day or 40 hours per service week are to be recorded as regular overtime — see 231.

232.13 If notice of a temporary schedule change is given to an employee by Wednesday of the preceding service week, the employee can be limited to 8 hours per service day but would be paid “out of schedule premium” for those hours worked outside of, and instead of, his regular schedule.

232.14 If the employee works his full regular schedule, then any hours worked in addition thereto are not “instead of” his regular schedule and are not considered as “out of schedule premium” hours. For any hours worked in excess of his full regular schedule, the employee would be paid regular overtime for hours worked in excess of 8 hours per service day or 40 hours per service week.

232.15 Examples: If an employee is notified by Wednesday of the preceding service week to work a temporary schedule the following service week from 6:00 A.M. to 2:30 P.M., instead of his regular schedule from 8:00 A.M. to 4:30 P.M., then the employee is to be paid 2 hours “out of schedule premium” for the hours worked from 6:00 A.M. to 8:00 A.M. and 6 hours straight time for the hours worked from 8:00 A.M. to 2:30 P.M. If, in this situation, the employee continues to work into or beyond the balance of his regular schedule (2:30 P.M. to 4:30 P.M.), then he is to be paid for hours worked in accordance with Exhibit 232.15.

Exhibit 232.15
Out-of-Schedule Overtime Hours

HOURS WORKED	TOTAL WORK HOURS	”OUT OF SCHEDULE” HOURS	STRAIGHT TIME HOURS	REGULAR OVERTIME HOURS
6:00 AM — 2:30 PM	8	2	6	0
6:00 AM — 3:30 PM	9	1	7	1
6:00 AM — 4:30 PM	10	0	8	2
6:00 AM — 5:30 PM	11	0	8	3

232.16 If notice of a temporary change is given to an employee by Wednesday of the preceding service week even if this change is revised later, the employee an be limited to 40 hours for the service week but he would be paid “out of schedule premium” for those hours worked outside of, and instead of, his regular schedule. If an employee’s regular schedule is Monday through Friday and he is given a temporary schedule of Sunday through Thursday, then the hours worked on Sunday are “out of schedule premium” hours provided they are worked instead of the employee’s regularly scheduled hours on Friday. If, however, the employee also works his regular schedule on Friday, then there can be no “out of schedule premium” hours; the hours worked on Sunday would be paid as regular overtime hours worked in excess of 40 in the service week.

232.17 If notice of a temporary schedule change is not given to the employee by Wednesday of the preceding service week, then the employee is entitled to work his regular schedule. Therefore, any hours worked in addition to the employee's regular schedule are not worked "instead of" his regular schedule. Such additional hours worked are not considered as "out of schedule premium" hours, but rather the employee would be paid regular overtime for hours worked in excess of 8 hours per service day or 40 hours per service week.

232.18 If a temporary schedule change is made at the request of the employee for his personal convenience and has been agreed to by the employee's collective bargaining representative, or is for another reason stated in 232.23, then the work outside of, and instead of, the employee's regular schedule would be paid at straight time.

232.2 Eligibility

232.21 Exhibit 232.21 indicates those employees who are eligible to receive "out of schedule premium."

Exhibit 232.21
Employees Who are Eligible for Out-of-Schedule Premium

Pay Eligibility Table

EMPLOYEE CLASSIFICATION & RATE SCHEDULE CODE	FULL TIME	PART TIME REGULAR	PART TIME FLEXIBLE	CASUAL	TEMPORARY
E - EAS	NO	NO		NO	NO
F - EAS A-E PMs	NO				NO
G - NURSE CRAFT	YES		NO		
K - HQ CRAFT	YES				
L - PM LV. REPL.					NO
N - PDC CRAFT	YES[2,4]	NO	NO		
P - PS CRAFT[1]	YES[3]	NO	NO		
S - PCES	NO				
W - WASC-DAD	YES[2,4]	NO	NO		

FOOTNOTES:
1. Includes RSCs M, T, and Y.
2. Grade 18 and below only.
3. Full-time carriers with flexible hours are not eligible..
4. Limited eligibility, see 233.23f.
NOTE: See also "Holiday Scheduling Premium" and "Nonbargaining Rescheduling Premium."

232.22 All leave paid to an employee who is in an “out of schedule” status will be paid at the employee’s straight time rate.

232.23 An employee may request a schedule change for personal reasons subject to approval by the employee’s union steward and supervisor as shown on Exhibit 232.23. In this situation, the employee will not be eligible for “out of schedule premium.” Other exceptions to the obligation to pay “out of schedule premium” to full-time employees for work performed outside of schedule include:

a. Where the employee’s schedule is temporarily changed for details to (1) postmaster or officer-in-charge; (2) rural carrier positions; or (3) positions at grade 19 and above.

b. Where the employee’s schedule is temporarily changed because he was given a light duty assignment pursuant to Article XIII of the National Agreement or as required by the Federal Employee Compensation Act, as amended.

c. Where the employee’s schedule is temporarily changed to allow the employee to make up time missed due to tardiness in reporting for duty.

d. Where an employee’s schedule is temporarily changed, but such change was in accordance with and permitted by the terms of his bid.

e. Where the employee’s schedule is temporarily changed so that the employee may attend recognized training sessions. Such training sessions must be planned, prepared, and coordinated programs or courses.

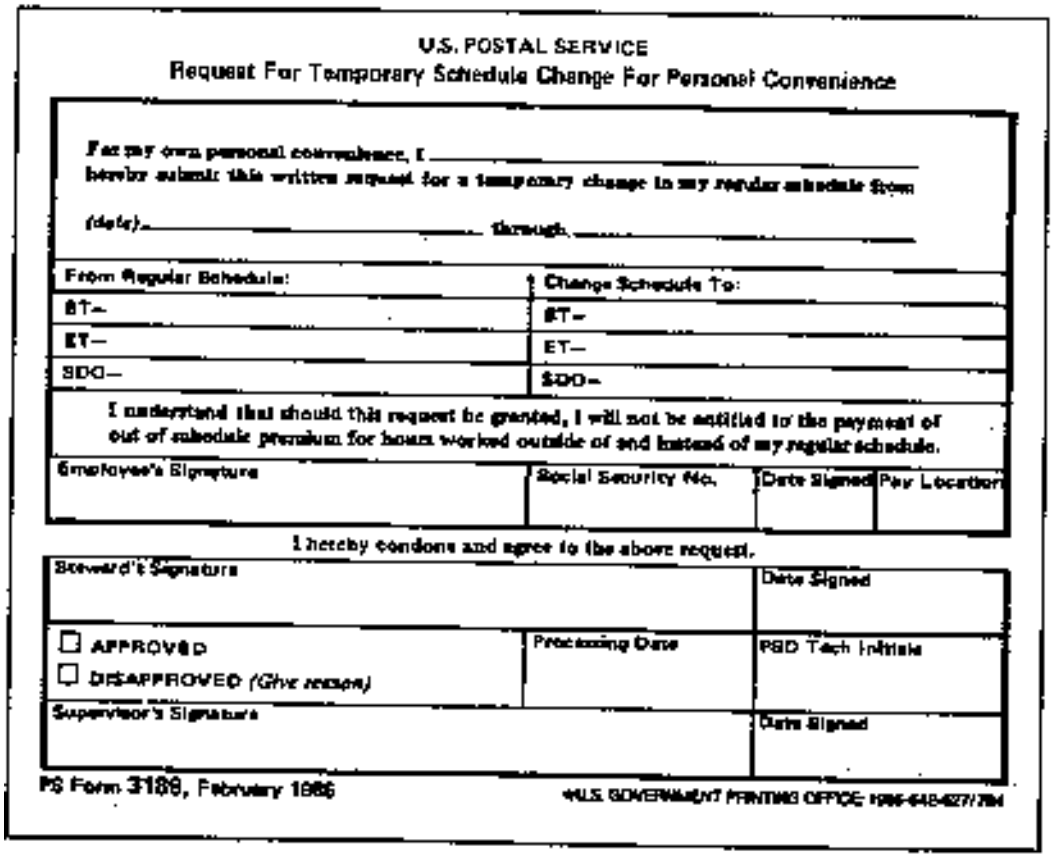
f. Where the employee’s schedule is temporarily changed at the request of management, for employees at postal data centers, provided the change is 1 hour or less and the change is for 1 week or less duration.

Exhibit 232.23

Form 3189, *Request for Temporary Schedule Change for Personal Convenience*

This form is used by employees to request a temporary schedule change for their personal convenience. By submitting a properly approved form to his supervisor, the employee agrees (if the request is approved by the supervisor) to forfeit any out of schedule premium to which he would otherwise be entitled during the period requested. The union steward (or certified union representative in smaller offices) must agree to the temporary change before the change is presented to the supervisor.

The supervisor approves the form by initialing the SUPERVISOR Text if present, will follow — The supervisor approves the form by initialing the SUPERVISOR OK box. The form should then be given to the timekeeper who will use it in extending daily clock time.



U.S. POSTAL SERVICE

Request For Temporary Schedule Change For Personal Convenience

For my own personal convenience, I _____
hereby submit this written request for a temporary change in my regular schedule from

(date)_____ through _____

From Regular Schedule:	Change Schedule To:
BT–	BT–
ET–	ET–
SDO–	SDO–

I understand that should this request be granted, I will not be entitled to the payment of out of schedule premium for hours worked outside of and instead of my regular schedule.

Employee's Signature	Social Security No.	Date Signed	Pay Location

I hereby condone and agree to the above request.

Steward's Signature		Date Signed
☐ APPROVED ☐ DISAPPROVED *(Give reason)*	Processing Date	PSD Tech Initials
Supervisor's Signature		Date Signed

PS Form 3189, February 1986 *U.S. GOVERNMENT PRINTING OFFICE: 1986-648-627/784

*This form will not be used by Security Force bargaining unit employees.

232.3 Authorization and Supporting Forms

232.31 When a timekeeper is extending the clock rings, he must separate the timecards for those employees who have clock rings which are outside of the employee's regular schedule.

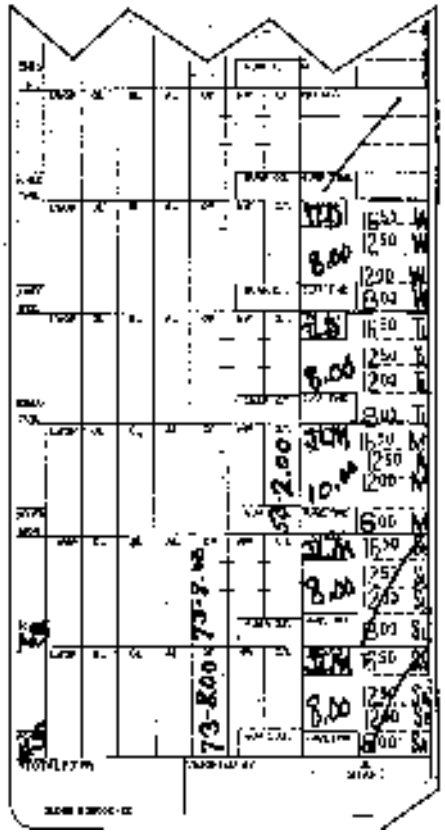
232.32 The timekeeper is to give these timecards to the supervisor who is responsible for approving the "out of schedule" clock rings by initialing the INITIALS box on the clock ring side of the timecard. Exhibit 232.32 is an example of an employee who had "out of schedule" clock rings which were approved by a supervisor.

Exhibit 232.32

Authorizing and Recording Out of Schedule Premium

This is an example of a properly completed timecard entry for an employee who worked outside of his regular schedule.

The supervisor must approve the "out of schedule" clock rings after the timekeeper has extended them by initialing the INITIAL box. The timekeeper must enter the amount of premium time in the appropriate column only after the supervisor has approved the clock rings. Because "out of schedule premium" is different from overtime, the timekeeper will record the amount of "out of schedule" time in the OTHER PREM. column using the code "73" to properly identify the time. Any night work hours will be recorded in the NW column.



232.4 Time Card Handling

There are no special timecard handling procedures for “out of schedule premium” hours.

232.5 Time Card Recording

232.51 Timekeepers will record “out of schedule” time in the OTHER PREM column of the timecard. Out of schedule time will be identified with the code “73.” Exhibit 232.32 is an example of a properly completed timecard for an employee who had “out of schedule” time.

232.52 “Out of schedule” premium is in addition to basic work hours.

232.53 Exhibit 213.2 should be used if it appears that two or more premium rates apply to “out of schedule premium.”

233 Holiday Scheduling Premium

233.1 Definition

“Holiday scheduling premium” is paid to eligible employees for time actually worked on a holiday or on the employee’s designated holiday (except Christmas) when the holiday schedule is not posted in accordance with the National Agreement.

233.2 Eligibility

233.21 If the schedule is not posted as of Wednesday preceding the service week in which the holiday falls, an eligible full-time bargaining unit employee required to work on his holiday or designated holiday, or who volunteers to work on such day, shall receive “holiday scheduling premium” for each hour of work, not to exceed 8 hours. This premium is in addition to both holiday leave pay and holiday worked pay.

233.22 In the event that, subsequent to the Wednesday posting period, an emergency situation attributable to Act(s) of God arise which requires the use of manpower on that holiday in excess of that scheduled in the Wednesday posting, full-time regular employees required to work or who volunteer to work in this circumstance(s) shall not receive “holiday scheduling premium.”

233.23 When a full-time regular employee scheduled to work on a holiday in accordance with 233.21, is unable to or fails to work on the holiday, the supervisor may require another full-time regular employee to work such schedule, and such replacement employee will not be eligible for “holiday scheduling premium.”

233.24 Exhibit 233.24, indicates those employees who are eligible to receive holiday scheduling premium.

Exhibit 233.24
Employees Eligible for Holiday Scheduling Premium

Pay Eligibility Table

EMPLOYEE CLASSIFICATION & RATE SCHEDULE CODE	FULL TIME	PART TIME REGULAR	PART TIME FLEXIBLE	CASUAL	TEMPORARY
E - EAS	NO	NO		NO	NO
F - EAS A-E PMs	NO				NO
G - NURSE CRAFT	YES		NO		
K - HQ CRAFT	YES				
L - PM LV. REPL.					NO
N - PDC CRAFT	YES	NO	NO		
P - PS CRAFT[1]	YES	NO	NO		
S - PCES	NO				
W - WASC-DAD	YES	NO	NO		
FOOTNOTES: *1. Includes RSCs M, T, and Y.*					

233.3 Authorization and Supporting Forms

The supervisor must review all timecards for bargaining unit employees who worked on a holiday and identify those employees who qualify to receive “holiday scheduling premium.” The supervisor will then send a memo to the timekeeper indicating which employees should be credited with “holiday scheduling premium.”

233.4 Timecard Handling

Other than the procedures described above, there are no special timecard handling requirements for employees who are eligible to receive “holiday scheduling premium.”

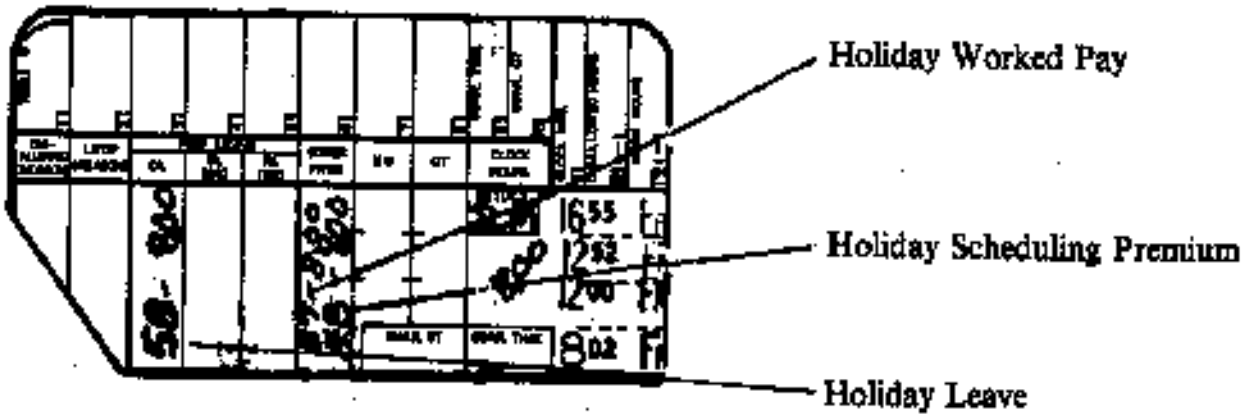
233.5 Timecard Recording

Timekeepers are to record “holiday scheduling premium” in the OTHER PREM column of the timecard as shown on Exhibit 233.5. “Holiday scheduling premium” will be identified with the code number “48.”

Exhibit 233.5
Authorizing and Recording Holiday Scheduling Premium

This is an example of a properly completed timecard for an eligible bargaining unit employee who worked in a “holiday scheduling premium” pay status.

The timekeeper will extend the clock rings and enter the number of “holiday scheduling premium” hours in the OTHER PREM column and identify them with the code “48.” Since the timekeeper has written authorization from the supervisor, the timekeeper should initial the timecard unless the total time deviates from the schedule by more than 0.08 hours (5 minutes).



234 Nonbargaining Rescheduling Premium

234.1 Definition

“Nonbargaining rescheduling premium” is paid to eligible nonbargaining employees for time actually worked outside of and instead of their regularly scheduled workday or workweek when less than 7 calendar days notice of the schedule change was given.

234.2 Eligibility

All full-time nonbargaining unit employees grade 18 and below who are FLSA nonexempt are eligible for “nonbargaining rescheduling premium.” Full-time nonexempt postmasters and officers in charge, however, are only eligible when their schedule is changed because their relief is not available to work the sixth day.

234.3 Authorization and Supporting Forms

234.31 The supervisor must review the timecards for nonbargaining unit employees who were given less than 7 day’s notice of a schedule change and who qualify to receive “nonbargaining rescheduling premium.” The supervisor will then send a memo to the timekeeper indicating which employees should be credited with “nonbargaining rescheduling premium.”

234.32 Charges to “nonbargaining rescheduling premium” should not extend beyond the first 7 days of a schedule change since the employee would have received notice of the change for any succeeding weeks.

234.4 Time Card Handling

Other than the procedures described above, there are no special timecard handling requirements for employees who are eligible to receive “nonbargaining rescheduling premium.”

234.5 Time Card Recording

234.51 Timekeepers will record “nonbargaining rescheduling premium” in the OTHER PREM column of the timecard as shown on Exhibit 234.51. “Nonbargaining rescheduling premium” will be identified with the code “88.”

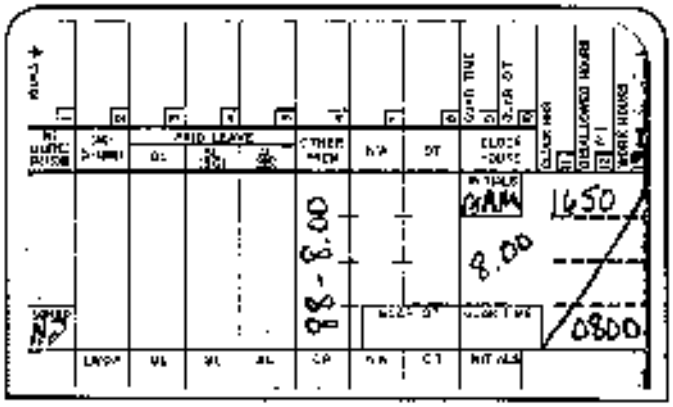
Exhibit 234.51
Authorizing and Recording Nonbargaining Rescheduling Premium

This is an example of a properly completed timecard for an eligible nonbargaining employee who worked in a “nonbargaining rescheduling premium” pay status.

The employee’s supervisor will write a memo telling the timekeeper that a given employee is entitled to “nonbargaining rescheduling premium” and paperclip the memo to the employee’s timecard.

The timekeeper will extend the clock rings and enter the number of “nonbargaining rescheduling premium” hours in the OTHER PREM column and identify them with the code “88.”

(If the employee were required to record four daily clock rings instead of just two, the procedures for entering “nonbargaining rescheduling premium” on the timecard are the same.)



234.52 The five-minute leeway rule applies to “nonbargaining rescheduling premium.”

235 Penalty Overtime

235.1 Definition

235.11 Penalty overtime is a premium paid to eligible employees at the rate of two times the base hourly straight time rate for overtime work as specified in 235.12 and 235.13.

235.12 Full-time regular employees must receive penalty overtime pay for all overtime worked, including the following:

a. More than 4 of the employee's 5 scheduled days in a service week.

b. More than 10 hours on a regularly scheduled day.

c. More than 8 hours on a nonscheduled day.

d. More than 6 days in a service week.

235.13 Part-time flexible and part-time regular employees must receive penalty overtime for overtime worked:

a. More than 10 hours in a service day.

b. More than 56 hours in a service week.

235.14 Paid leave hours are included with work hours in determining the entitlement to penalty overtime.

235.2 Eligibility

Exhibit 235.2
Employees Eligible for Penalty Overtime

Pay Eligibility Table

EMPLOYEE CLASSIFICATION & RATE SCHEDULE CODE	FULL TIME	PART TIME REGULAR	PART TIME FLEXIBLE	CASUAL	TEMPORARY
E - EAS	NO	NO		NO	NO
F - EAS A-E PMs	NO				NO
G - NURSE CRAFT	NO		NO		
K - HQ CRAFT	NO				
L - PM LV. REPL.					NO
N - PDC CRAFT	YES	YES	YES		
P - PS CRAFT[1]	YES	YES	YES		
S - PCES	NO				

FOOTNOTES:
1. Includes PSC M.

235.21 Exhibit 235.2 indicates by rate schedule code and employee classification those persons who are eligible to receive pay for penalty overtime.

235.22 Penalty overtime is not paid to eligible employees during a designated period each year that is related to the Christmas period but is not necessarily the identical period as far as dates and duration are concerned.

235.3 Authorization and Supporting Forms

235.31 At the end of each tour, timekeepers must extend the clock rings. When extending the clock rings, the timekeeper will separate the timecards for all employees whose service totals more than 8.08 hours. When the timekeeper has completed extending the clock rings for all timecards, the timekeeper must take the timecards of employees with more than 8.08 hours and distribute them to the appropriate supervisor.

235.32 Supervisors must review these cards and either approve or disapprove the overtime and/or penalty overtime entry. Upon approving the entry, the supervisor must initial the INITIALS box on the clock ring side of the timecard. If disallowing the entry, the supervisor should follow the procedures described in 146.2 in Chapter 1.

235.33 After approving or disapproving the overtime and/or penalty overtime hours, the supervisor must return the timecards to the timekeeper.

235.4 Timecard Handling

Other than the procedures described above, there are no special timecard handling requirements.

235.5 Timecard Recording

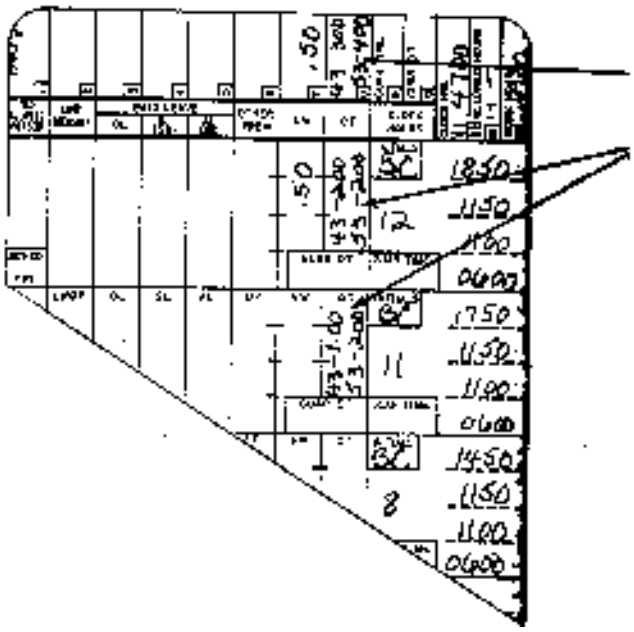
235.51 Timekeepers must record “penalty overtime” in the regular overtime column of the timecard. Since regular overtime and penalty overtime are reported in the same overtime column, they must be identified separately. Use the code “53” to identify regular overtime hours and the code “43” to identify penalty overtime hours. Exhibit 235.51a is an example of a properly completed timecard for an employee who had both regular and penalty overtime on the same day. Exhibit 235.51b is an example of paid penalty overtime for overtime hours in excess of 10 paid hours and payment for overtime hours worked in excess of 4 scheduled days.

235.52 Exhibits 235.52a and 235.52b are examples of paid penalty overtime for overtime hours worked over 6 days in a service week.

235.53 Exhibit 235.53 is an example of paid penalty overtime to an employee who worked in a higher level, nonexempt position for a portion of the week.

235.54 Use Exhibit 213.2 if it appears that two or more premium rates apply to “penalty overtime.”

Exhibit 235.51a
Example of How Penalty Overtime Is Recorded



Weekly Totals.

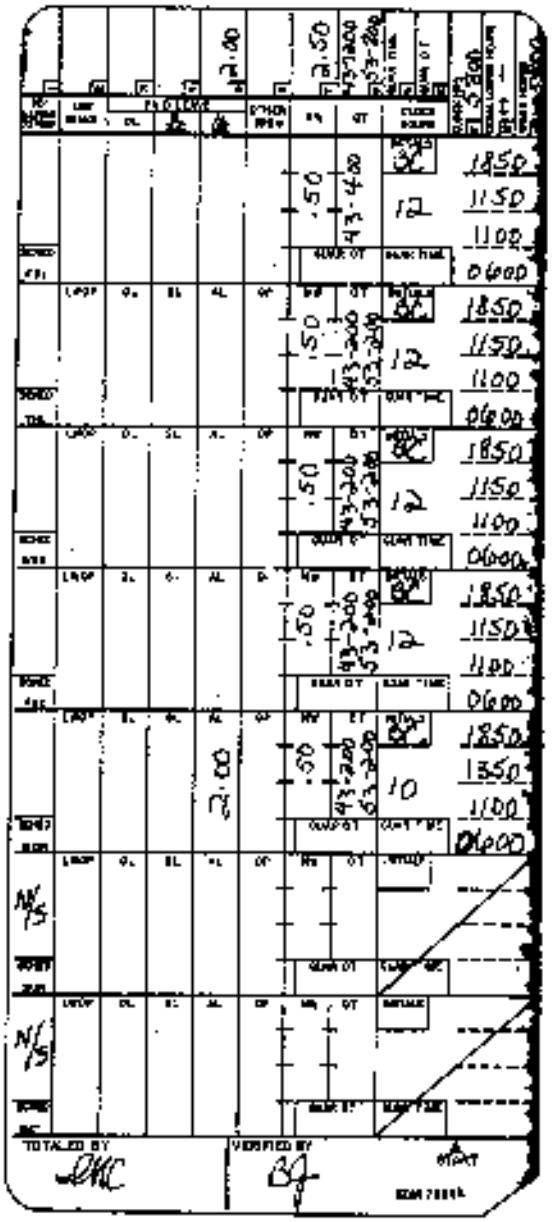
Regular overtime hours type "53" *and* penalty overtime hours type "43" are *both* reported in the daily overtime block.

Exhibit 235.51b
Example of Penalty Overtime Paid for Overtime Hours in Excess of 10 Paid Hours

Work plus *paid* leave hours on Monday through Thursday were in excess of 10 hours each day.

On Monday, penalty overtime rate is paid for overtime hours which are a result of work and paid leave combined whereby the paid hours are in excess of 10 hours, even though the employee did not have “work” hours in excess of 10, on a scheduled workday. In the event the leave charge is for “LWOP,” 4 hours of regular overtime would be paid, with no penalty overtime due.

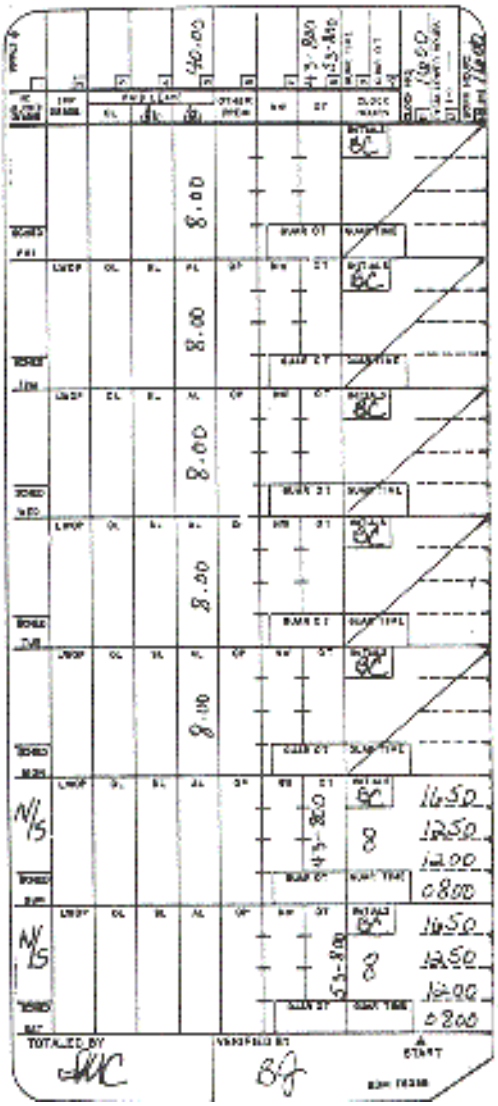
The “In excess of 4 scheduled days” rule applies on Friday (for this employee), in which case, all overtime hours are paid at the penalty rate because the employee worked overtime on all 5 regular scheduled days.



Exhibits 235.52a and 235.52b

Examples of Penalty Overtime Paid for Overtime Hours Worked Over 6 Days in a Service Week

Exhibit 235.52a



Employee worked all 7 days of the week which included a holiday. Penalty overtime is paid for the second nonscheduled workday, for hours worked on a seventh day (Sunday). By virtue of working the holiday the employee is paid for holiday work hours as well as holiday leave. However, these are not added together to determine overtime hours inasmuch as they are for the same hours, with holiday work paid as a premium.

Work plus *paid* leave hours on Monday through Thursday were in excess of 10 hours each day.

On Monday, penalty overtime rate is paid for overtime hours which are a result of work and paid leave combined whereby the paid hours are in excess of 10 hours, even though the employee did not have “work” hours in excess of 10, on a scheduled workday. In the event the leave charge is for “LWOP,” 4 hours of regular overtime would be paid, with no penalty overtime due.

The “In excess of 4 scheduled days” rule applies on Friday (for this employee), in which case, all overtime hours are paid at the penalty rate because the employee worked overtime on all 5 regular scheduled days.

Exhibit 235.52b

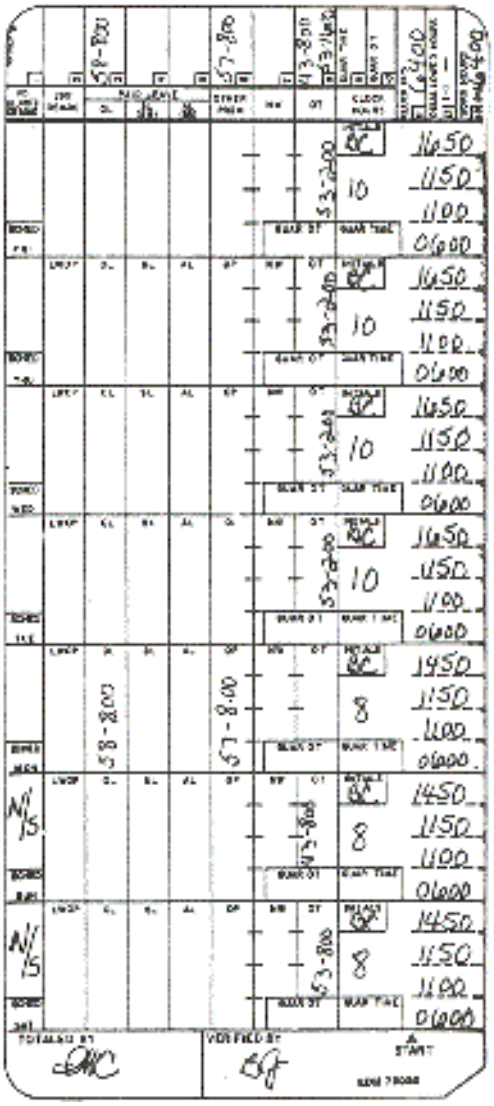
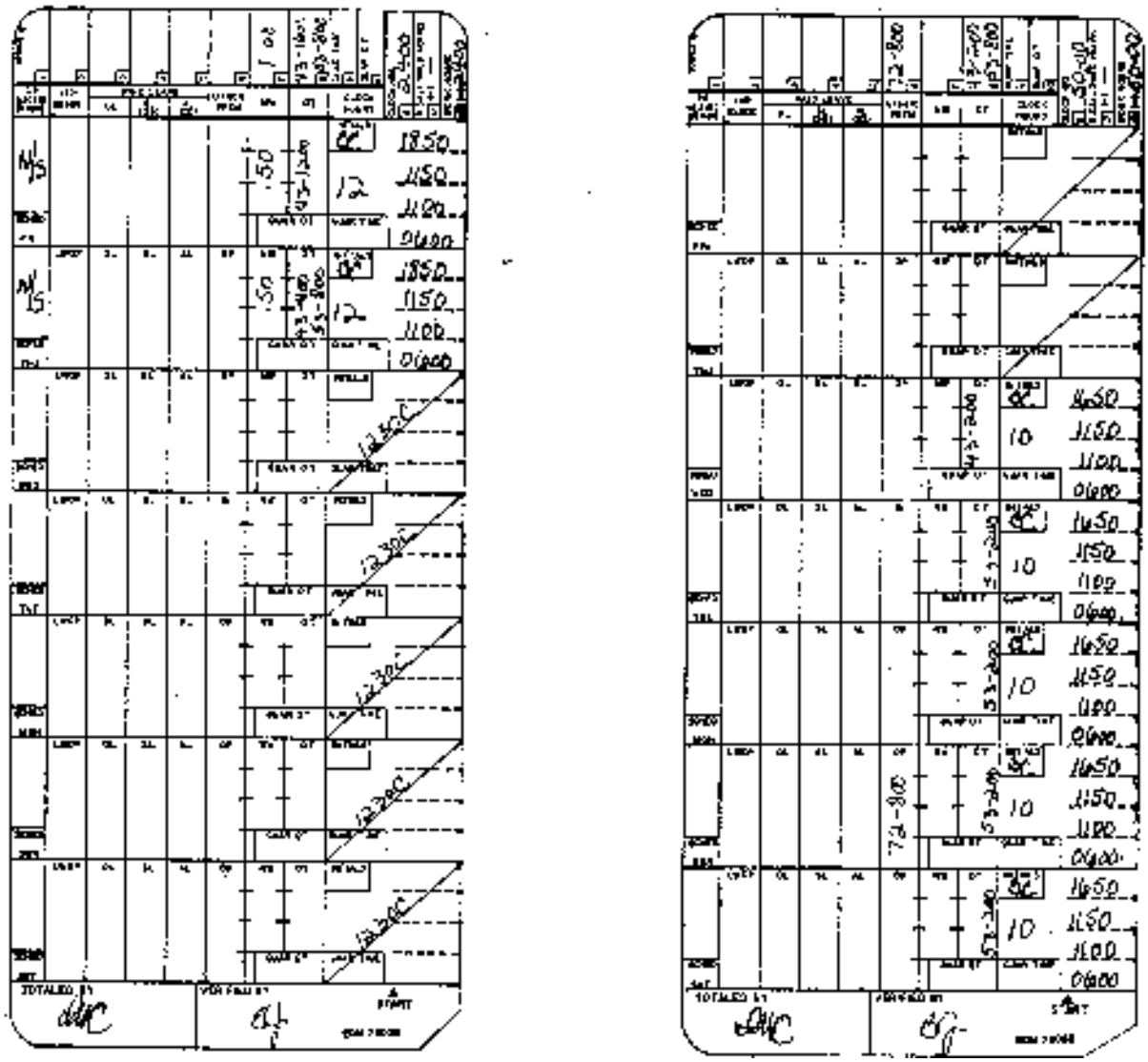


Exhibit 235.53

Example of Penalty Overtime Being Paid for Overtime Hours Worked in a Higher Level Nonexempt Position

Regular Timecard **Card Type 2—Higher Level Time Card**



Employee worked all 7 days during week 1. The first 5 days were on a higher level in a nonexempt position.

1. The employee worked overtime on more than 4 regularly scheduled days, thereby making the fifth day (overtime hours only) payable at the penalty overtime rate.
2. The employee worked in excess of 8 hours on a nonscheduled day, thereby making those hours on the first nonscheduled day (overtime hours in excess of 8) payable at the penalty overtime rate.
3. The employee worked in excess of 6 days for the service week, thereby making all of the hours worked on the second nonscheduled day payable at the penalty overtime rate.

240 Premium Hours

241 Night Differential

241.1 Definition

"Night differential" is a premium paid to eligible employees for all work performed between 6:00 p.m. and 6:00 a.m. "Night differential" is paid in addition to any other premiums earned by the employee.

241.2 Eligibility

241.21 Exhibit 241.21 indicates the employees who are eligible to receive night differential.

Exhibit 241.21
Employees Who Are Eligible for Night Differential

Pay Eligibility Table

EMPLOYEE CLASSIFICATION & RATE SCHEDULE CODE	FULL TIME	PART TIME REGULAR	PART TIME FLEXIBLE	CASUAL	TEMPORARY
E - EAS	YES[2]	YES[2]		YES	YES[2]
F - EAS A-E PMs	NO				NO
G - NURSE CRAFT	YES		YES		
K - HQ CRAFT	YES				
L - PM LV. REPL.					NO
N - PDC CRAFT	YES[3]	YES[3]	YES		
P - PS CRAFT[1]	YES	YES	YES		
S - PCES	NO				

FOOTNOTES:
1. Includes RSCs M, T, and Y.
2. Grade 23 and below, except for officers-in-charge, postal inspectors, postmasters and management associates.
3. Grade 18 and below only.

241.22 Eligible employees who are regularly assigned to a night tour of duty are entitled to receive an equivalent amount of night differential when rescheduled to day work due to:

a. Participation in compensable training.

b. Court or jury duty.

c. Placement in continuation of pay status.

d. Service on military leave.

241.23 Eligible employees whose established tour includes any time between 6:00 p.m. and 6:00 a.m. receive the same amount of night differential time for training even if the training occurs during the day.

241.3 Authorization and Supporting Forms

Since “night differential” is paid in addition to the straight time work hours and any premium hours worked by the employee, there are no special authorization procedures required. If an employee works overtime between 6:00 p.m. and 6:00 a.m., the fact that the supervisor approves the overtime is sufficient authorization for the timekeeper to credit the employee for night work.

241.4 Timecard Handling

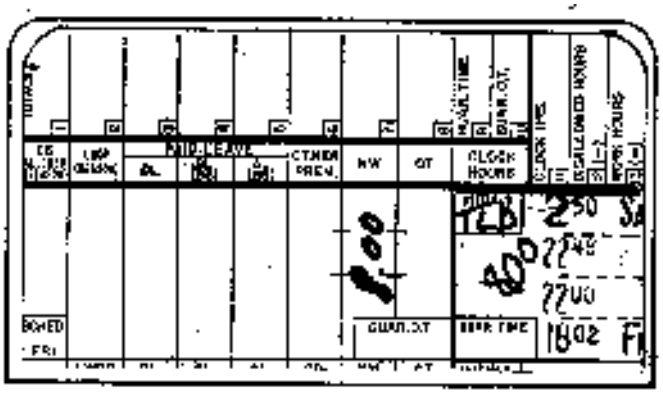
Other than the timecard handling procedures described in Chapter 1, there are no special requirements for night differential.

241.5 Timecard Recording

241.51 The timekeeper will compute the total hours of work occurring between 6:00 p.m. and 6:00 a.m. and credit eligible employees with an equal number of night work hours. The timekeeper will record the amount of “night differential” hours in the NW column of the timecard. Exhibit 241.51 is an example of a properly completed timecard for an employee who worked between 6:00 p.m. and 6:00 a.m.

Exhibit 241.51
Authorizing and Recording Night Differential

This is an example of a properly completed timecard for an employee who was eligible to receive night differential. Refer to 145.15a. for application for the 5-minute leeway rule.



241.52 “Night differential” is in addition to basic work hours.

241.53 The five-minute leeway rule applies to “night differential” only as described in 145.15a in Chapter 1.

241.54 Exhibit 213.2 should be referenced if it appears that two or more premium rates apply to “night differential.”

242 Sunday Premium

242.1 Definition

“Sunday premium” is a premium paid to eligible employees for all hours *worked* during a scheduled tour that includes any part of a Sunday. An employee may not be credited with more than 8.00 hours of Sunday premium per tour and with no more than 16.00 hours per service week.

242.2 Eligibility

242.21 Exhibit 242.21 describes those employees who are eligible to receive “Sunday premium.” It is important to note that only those employees who have been *scheduled* to work on a Sunday are eligible to receive the premium. If the employee has not been scheduled, then he is not eligible for “Sunday premium.”

Exhibit 242.21
Employees Who Are Eligible for Sunday Premium

Pay Eligibility Table

EMPLOYEE CLASSIFICATION & RATE SCHEDULE CODE	FULL TIME	PART TIME REGULAR	PART TIME FLEXIBLE	CASUAL	TEMPORARY
E - EAS	YES[2]	YES[2]		NO	NO
F - EAS A-E PMs	NO				NO
G - NURSE CRAFT	YES		YES		
K - HQ CRAFT	YES				
L - PM LV. REPL.					NO
N - PDC CRAFT	YES	YES	YES		
P - PS CRAFT[1]	YES[3]	YES[3]	YES		
S - PCES	NO				

FOOTNOTES:

1. Includes RSCs M, T, and Y.

2 Grade 23 and below only. Postal inspectors, postmasters, officers-in-charge, and management associates are not eligible.

3 Employees of the Tool and Die Shop Bargaining Unit at the Mail Equipment Shops, represented by the Machinists Union (IAM), are not eligible.

242.22 If on leave for any part of the tour, the employee is not entitled to “Sunday premium” for the leave hours. The only exception to this condition is for leave granted for court or military duty on a scheduled Sunday tour or to an employee in a continuation of pay status. Then the employee is entitled to “Sunday premium” just as though he had worked. However, if on leave during the actual Sunday hours portion of the tour, the employee will be paid “Sunday premium” only for the actual hours worked during the tour.

242.3 Authorization and Supporting Forms

There is no authorization procedure for “Sunday premium” hours.

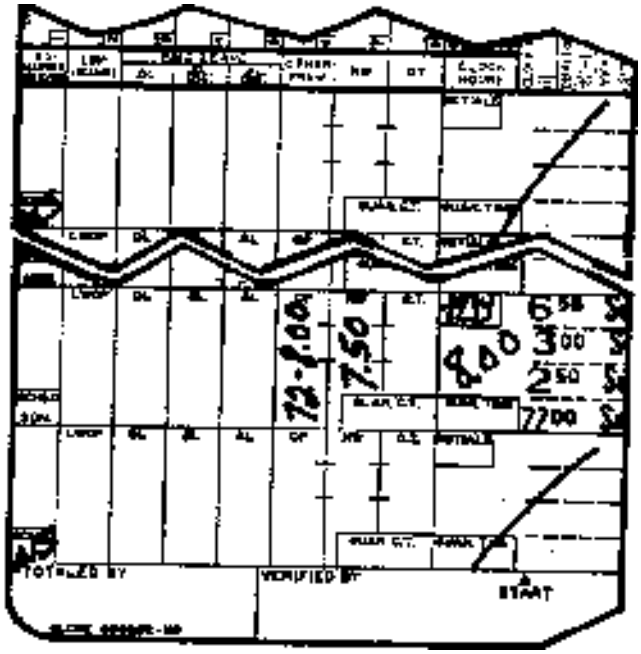
242.4 Timecard Handling

There are no special timecard handling procedures for “Sunday premium” hours.

242.5 Timecard Recording

242.51 The timekeeper must record the amount of “Sunday premium” worked hours in the OTHER PREM column of the timecard. “Sunday premium” hours are to be identified with the code “72.” Exhibit 242.51 is an example of a properly completed timecard for an employee who was eligible to receive “Sunday premium” hours.

Exhibit 242.51
Authorizing and Recording Sunday Premium Hours



This is an example of a properly completed timecard for an employee who worked a portion of his tour on Sunday.

Since a portion of the tour included Sunday, the employee is eligible to receive Sunday premium on all hours worked up to a maximum of 8.00.

This employee also received night work hours for the time worked between 2200 and 0600.

Supervisors are not required to approve Sunday premium hours.

242.52 “Sunday premium” hours are in addition to basic work hours.

242.53 The five-minute leeway rule applies to “Sunday premium” hours only as described in 145.15b in Chapter 1.

242.54 See Exhibit 213.2 if it appears that two or more premiums apply to “Sunday premium.”

243 Holiday Worked Pay

243.1 Definition

243.11 "Holiday worked pay" is a premium paid to eligible employees for hours worked on a recognized holiday (other than Christmas) or for hours worked on the employee's designated holiday. (See 342 for recognized holidays and definition of designated holidays.)

243.12 Eligible employees who are required to work on their holiday or designated holiday will be paid (in addition to any pay for holiday leave to which they may be entitled) their base hourly straight time rate for each hour worked up to 8. Any work beyond 8 hours will be treated as overtime.

243.2 Eligibility

243.21 An employee who is scheduled to work on a holiday but who does not actually work shall not receive holiday leave pay unless the absence is based on an extreme emergency situation and is excused by the employee's supervisor. Such employees who are to be denied pay should be charged with Leave Without Pay as described in procedure 340.

243.22 Exhibit 243.22 indicates which employees are eligible to receive "holiday worked pay."

Exhibit 243.22
Employees Eligible for Holiday Worked Pay

Pay Eligibility Table

EMPLOYEE CLASSIFICATION & RATE SCHEDULE CODE	FULL TIME	PART TIME REGULAR	PART TIME FLEXIBLE	CASUAL	TEMPORARY
E - EAS	YES[4]	YES[4]		NO[3]	NO[3]
F - EAS A-E PMs	YES[4]				NO[3]
G - NURSE CRAFT	YES		NO[3]		
K - HQ CRAFT	YES				
L - PM LV. REPL.					NO[3]
N - PDC CRAFT	YES[2]	YES[2]	YES[3]		
P - PS CRAFT[1]	YES	YES	NO[3]		
S - PCES	NO				

FOOTNOTES:

1. Includes RSCs M, T, and Y.

2. Grade 18 and below only.

3. Time worked on a holiday by part-time flexible, casual, and temporary employees should be recorded as work hours only.

4. FLSA nonexempt employees only, including nonexempt postmasters and officers-in-charge.

243.3 Authorization and Supporting Forms

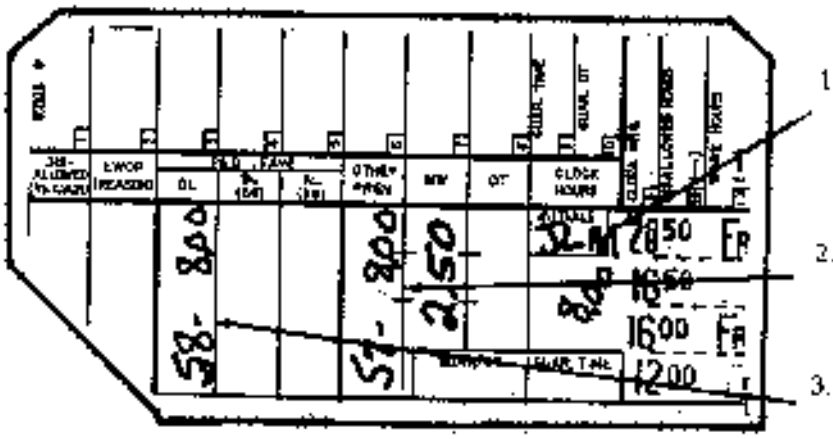
243.31 Other than the posted schedule, there is no authorizing form required to direct employees to work on a holiday.

243.32 After the timekeeper has extended the clock rings for employees who worked on a holiday, the supervisor is to approve each employee's work time by initialing the INITIAL box on the clock ring side of the timecard. Exhibit 243.32 is an example of a properly completed timecard for an employee who worked on a holiday.

Exhibit 243.32

Authorizing and Recording Holiday Worked Pay

This is an example of a properly completed timecard for an eligible employee who worked 8.00 hours on a holiday or the day designated as a holiday. The timekeeper extends the clock rings and then gives the timecard to the supervisor so that he can approve the clock time by initialing the timecard in the INITIALS box. The timekeeper then records the time in the OTHER PREM column as shown.



243.4 Time Card Handling

There are no special timecard handling procedures for employees who work on a holiday.

243.5 Time Card Recording

243.51 Timekeepers must record all time worked on a holiday in the OTHER PREM box on the clock ring side of the timecard as shown on Exhibit 243.32. "Holiday worked pay" is identified with the code "57."

243.52 The 5-minute leeway rule applies to "holiday worked pay" for full and part time regular schedule employees.

243.53 Exhibit 213.2 should be used if it appears that two or more premium rates apply to "holiday worked pay" hours.

244 Christmas Worked Pay Hours

244.1 Definition

244.11 "Christmas worked pay" is a premium paid to eligible employees for hours worked on Christmas Day or the day designated as the employee's Christmas holiday. (See 370.)

244.12 Eligible employees who are required to work will be paid at 150 percent of the base hourly straight time rate for hours worked up to 8, in addition to any holiday leave pay to which they may be entitled under 370. Work in excess of 8 hours is overtime.

244.2 Eligibility

244.21 Part-time flexible schedule employees receive "Christmas worked pay" only if they work on December 25.

244.22 An employee who is scheduled to work on Christmas but who does not actually work shall not receive holiday leave pay unless the absence is based on an extreme emergency situation and is excused by the employee's supervisor. Such employees who are to be denied pay should be charged with Leave Without Pay as described in 340.

244.23 Exhibit 244.23 indicates the employees who are eligible for "Christmas worked pay."

Exhibit 244.23
Employees Eligible for Christmas Worked Pay

Pay Eligibility Table

EMPLOYEE CLASSIFICATION & RATE SCHEDULE CODE	FULL TIME	PART TIME REGULAR	PART TIME FLEXIBLE	CASUAL	TEMPORARY
E - EAS	YES[3]	YES[2]		NO	NO
F - EAS A-E PMs	NO				
G - NURSE CRAFT	YES		YES[2]		
K - HQ CRAFT	YES				
L - PM LV. REPL.					NO
N - PDC CRAFT	YES	YES	YES[2,4]		
P - PS CRAFT[1]	YES	YES	YES[2]		
S - PCES	NO				

FOOTNOTES:
1. Includes RSCs M, T, and Y.
2 Receives Christmas Worked Pay for all hours worked on December 25, up to 8 hours.
3 FLSA nonexempt employees only, excluding nonexempt postmasters and officers-in-charge.
4 Grade 18 and below only.
NOTE: Time worked by casual and temporary employees on Christmas Day should be recorded as work hours only.

244.3 Authorization and Supporting Forms

244.31 Other than the posted schedule, there is no authorizing form required to direct employees to work on Christmas Day or the designated Christmas Day.

244.32 After the timekeeper has extended the clock rings for employees who worked on Christmas Day or the designated Christmas Day, the supervisor must approve each employee's work time by initialing the INITIAL box on the clock ring side of the timecard.

244.4 Time Card Handling

There are no special timecard handling procedures for employees who work on Christmas Day or their designated Christmas Day.

244.5 Time Card Recording

244.51 The timekeeper will compute the total hours worked on Christmas Day or the designated Christmas Day and enter the total in the OTHER PREM column of the time card and will identify the "Christmas worked pay" by the code "74." Exhibit 244.51 is an example of a properly completed timecard for an employee who worked on Christmas Day.

244.52 The five-minute leeway rule applies to "Christmas worked pay."

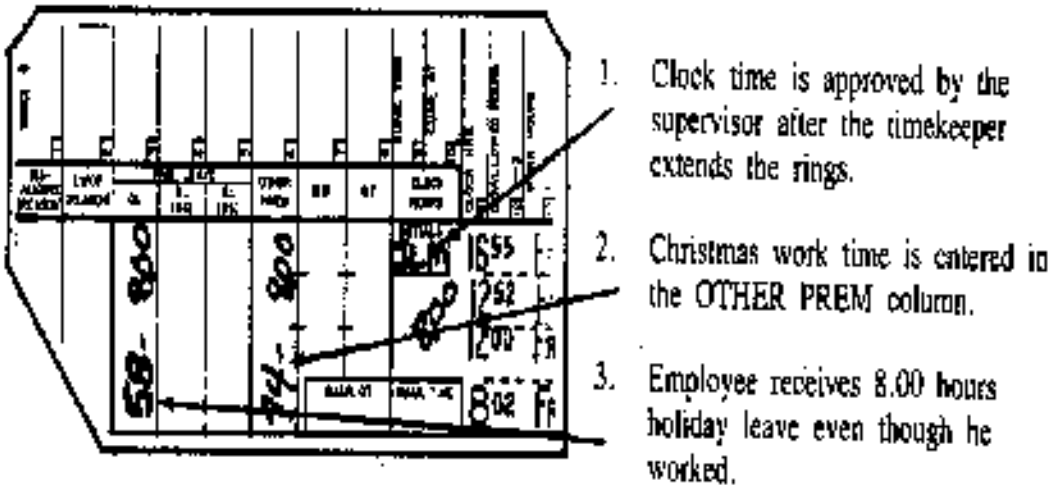
244.53 Exhibit 213.2 should be used if it appears that two or more premium rates may apply to "Christmas worked pay."

244.54 "Christmas worked pay" hours for part-time flexible employees are not included in crossfooting (see Appendix A).

Exhibit 244.51

Authorizing and Recording Christmas Worked Pay

This is an example of a properly completed timecard for an eligible employee who worked 8.00 hours on Christmas Day or the day designated as Christmas Day. The timekeeper extends the clock rings and then gives the timecard to the supervisor so that he can approve the clock time by initialing the INITIALS box. The timekeeper then records the time in the OTHER PREM column as shown.



250 Work Related, Nonproductive Hours

251 Meeting Time

251.1 Definition

251.11 Officials in charge of installations may authorize employees to attend meetings, conferences, hearings on official business, etc. Absence from regular duty assignments is to be charged both as work hours and as meeting time. The time spent in informal operational meetings such as safety talks, stand-up sessions, etc. conducted on the workroom floor is not considered “meeting time.”

251.12 If voluntary attendance occurs outside the employee’s scheduled workday or the hours when the employee normally would be required to work, no time is to be recorded on the timecards. Attendance is not voluntary if the employee is given to understand or led to believe that his present working conditions or the continuation of his present employment would be adversely affected by nonattendance.

251.13 If voluntary attendance falls within the definition of *training* as used in section IV of Publication 118, *Fair Labor Standards Policy and Instructions*, issued June 1978, and Section 438.2 of the *Employee & Labor Relations Manual* (ELM), that time shall be recorded on the timecard as “training” time.

251.14 Meeting time is intended to record certain work hours for management information purposes. It is intended to separately identify and record time which employees spend away from their normal assignment and at management-authorized meetings. As Exhibit 251.22 shows, participation by managers on behalf of the Postal Service is considered to be part of their normal duty, and is not recorded as “meeting time.”

251.2 Eligibility

251.21 All employees are eligible to have time recorded as “meeting time.”

251.22 Exhibit 251.22 has been prepared to assist timekeepers and supervisors in determining which time is properly considered “meeting time.”

Exhibit 251.22

Decision Table for Determining How to Record Certain Types of Meetings

This table is intended to assist timekeepers and supervisors in identifying “meeting time.”

TYPE OF ACTIVITY HOURS	HOURS TO BE RECORDED AS “MEETING TIME“ AND AS WORK HOURS	HOURS TO BE RECORDED ONLY AS WORK HOURS
Grievances by Bargaining Unit Employees*		
Grievant	X	
Employee Witnesses	X	
Management Representatives		X
Management Witnesses		X
Grievances and Discipline Appeals by Nonbargaining Unit Employees		
Grievant/Appellant	X	
Employee Witnesses	X	
Appellant’s Representatives (if a Postal Employee)	X	
Management Representatives		X
Management Witnesses		X
Civil Service Commission Appeal Hearings		
Appellant	X	
Employee Witnesses	X	
Appellant’s Representative	X	
Management Representatives		X
Management Witnesses		X
Other Meetings Time spent by bargaining unit employees during regular working hours at management–authorized meetings such as Equal Employment Opportunity Committee, Employee Social and Recreational Committee, Labor Management, and Safety and Health Committee meetings will be recorded as both “meeting time” and work hours. Time spent at such meetings by nonbargaining unit employees will be recorded only as work time.		

* *Union Stewards representing grievants will have their time charged to steward’s duty time. (See 252.)*

251.3 Authorization and Supporting Forms

251.31 The supervisor will prepare a Form 7020, *Authorized Absence From Workroom Floor*, for each employee who is authorized to attend a meeting. At the end of the tour, the supervisor will give the timekeeper all of the Forms 7020 used to document employee attendance at meetings.

251.32 It will not be necessary to require employees to clock out to attend a meeting. The supervisor-prepared Form 7020 is all the authorization that will be required. Exhibit 251.5 is an example of a properly completed Form 7020.

251.4 Time Card Handling

There are no special timecard handling requirements for employees who attend meetings called at the request of local management.

251.5 Time Card Recording

At the end of each tour, the timekeepers will total the amount of meeting time for each employee, based on Form 7020, and post the amount to the OTHER PREM column identified with the code number “65.” Exhibit 251.5 is an example of a properly completed timecard for an employee who attended an officially recognized meeting. Note that “meeting time” can never exceed the total work hours reported for the employee for the day.

252 Steward’s Duty Time

252.1 Definition

“Steward’s duty time” is the time spent by certified union stewards during their scheduled tour for investigating, presenting, and adjusting grievances as authorized by the applicable collective bargaining agreement.

252.2 Eligibility

Exhibit 252.2 indicates general eligibility.

Exhibit 252.2
Steward's Duty Time

Pay Eligibility Table

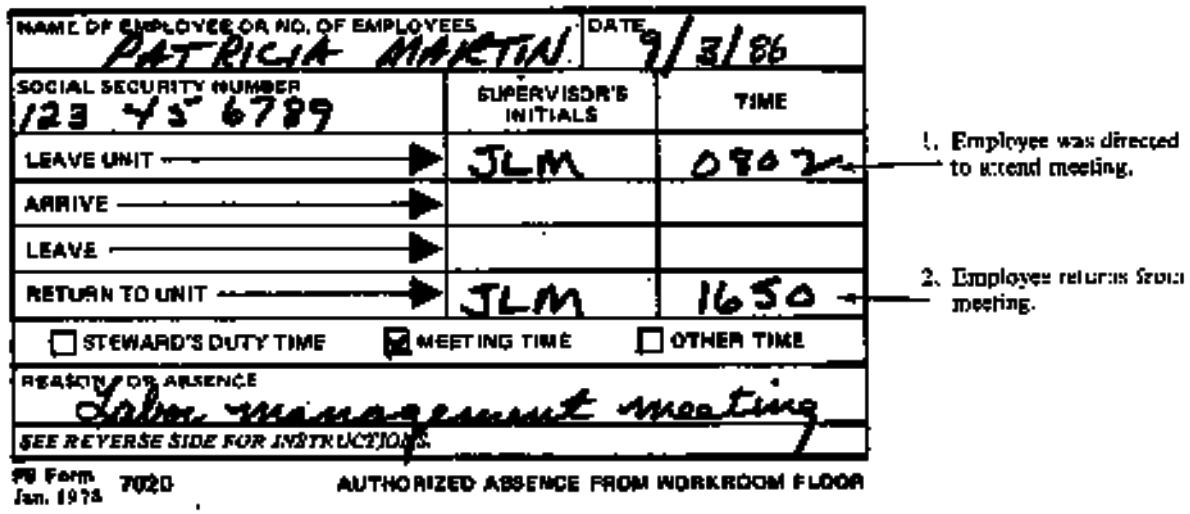
EMPLOYEE CLASSIFICATION & RATE SCHEDULE CODE	FULL-TIME	PART-TIME REGULAR	PAR-TTIME FLEXIBLE	CASUAL	TEMPORARY
E - EAS	NO	NO		NO	NO
F - EAS A-E PMs	NO				NO
G - NURSE CRAFT	YES		YES		
K - HQ CRAFT	YES				
L - PM LV. REPL.					NO
N - PDC CRAFT	YES	YES	YES		
P - PS CRAFT[1]	YES	YES	YES		
S - PCES	NO				
FOOTNOTES: *1. Includes RSCs M, T, and Y.*					

Exhibit 251.5

Authorizing and Recording Meeting Time

Form 7020, *Authorized Absence From Workroom Floor*

This form is completed by the supervisor whenever he has authorized an employee to attend a meeting called by Postal Service management. The supervisor will enter the time the employee left the workroom floor to attend a meeting in the LEAVE UNIT box as shown above. When the employee returns, the supervisor will enter the time in the RETURN TO UNIT box. The employee in this example left the workroom floor at 0802 to attend a meeting which ended at 1650. If practical to do so, the employee should clock out and in for meal periods while attending meetings. The supervisor will complete the rest of the form by following the example below and then paperclipping the form to the employee's time card.


NAME OF EMPLOYEE OR NO. OF EMPLOYEES: PATRICIA MARTIN | DATE: 9/3/86

SOCIAL SECURITY NUMBER: 123 45 6789

	SUPERVISOR'S INITIALS	TIME
LEAVE UNIT →	JLM	0802
ARRIVE →		
LEAVE →		
RETURN TO UNIT →	JLM	1650

☐ STEWARD'S DUTY TIME ☑ MEETING TIME ☐ OTHER TIME

REASON FOR ABSENCE: Labor management meeting

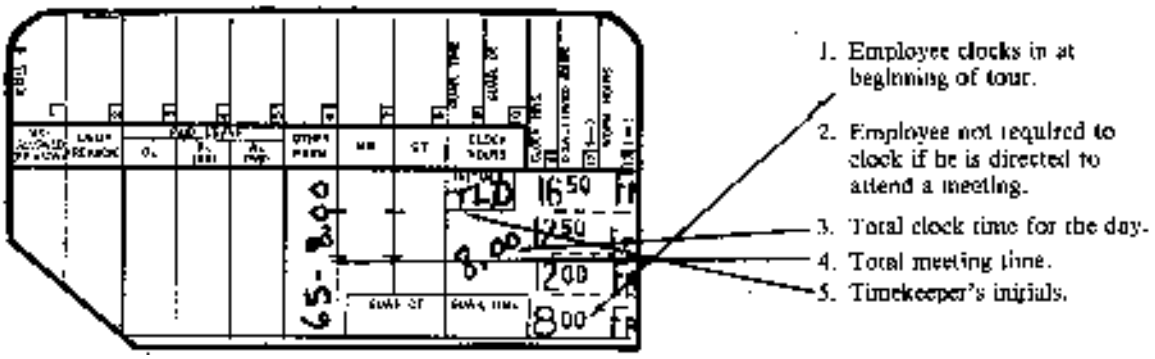
SEE REVERSE SIDE FOR INSTRUCTIONS.

PS Form 7020 Jan. 1978 AUTHORIZED ABSENCE FROM WORKROOM FLOOR

1. Employee was directed to attend meeting.
2. Employee returns from meeting.

Recording Meeting Time on Time Card

Whenever a timekeeper finds a Form 7020 paperclipped to an employee's time card and the Form 7020 has the "meeting time" box checked, the timekeeper will total and record the time as shown below.



1. Employee clocks in at beginning of tour.
2. Employee not required to clock if he is directed to attend a meeting.
3. Total clock time for the day.
4. Total meeting time.
5. Timekeeper's initials.

252.3 Authorization and Supporting Forms

252.31 When it is necessary for a steward to investigate and adjust grievances, he shall request permission from his immediate supervisor. Upon granting approval, the supervisor will complete Form 7020, *Authorized Absence from Workroom Floor.* The supervisor will note the time at which the steward begins investigating or adjusting a grievance. When the steward returns from investigating and adjusting the grievance, the supervisor will note the return time (in hours and hundredths) on Form 7020.

252.32 The use of Form 7020 makes it unnecessary for the steward to clock in or out to enter or leave "steward's duty time" status. Further, the steward will not be required to clock out on Form 1234, *Utility Card.*

252.33 The supervisor must check the box indicating STEWARD'S DUTY TIME. A separate Form 7020 must be completed for each case of steward's duty time.

252.34 At the end of each tour, the supervisor will collect all Forms 7020 which have been completed for "steward's duty time" activities and paperclip all of the Forms 7020 to the appropriate steward's timecard.

252.4 Timecard Handling

There are no timecard handling requirements for "steward's duty time."

252.5 Timecard Recording

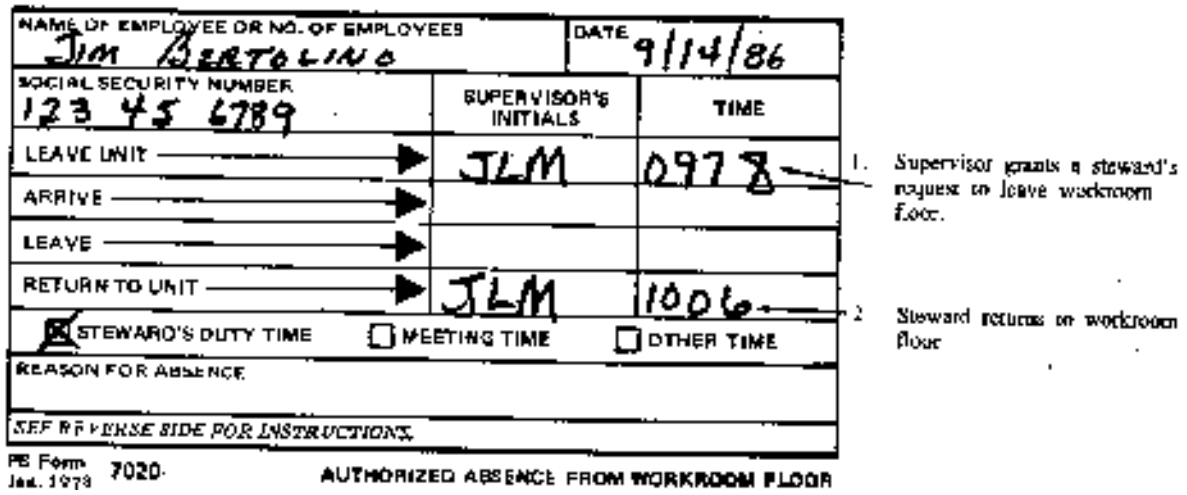
The timekeeper will total the amount of each employee's "steward's duty time" recorded on all Forms 7020 each day and record the time in the OTHER PREM column of the clock ring side of the timecard identified by the code number "70." Exhibit 252.5 is an example of a properly completed timecard showing steward's duty time. Note that "steward's duty time" can never exceed the total work hours reported for the employee for the day.

Exhibit 252.5

Authorizing and Recording Steward's Duty Time

Form 7020, *Authorized Absence Form Workroom Floor*

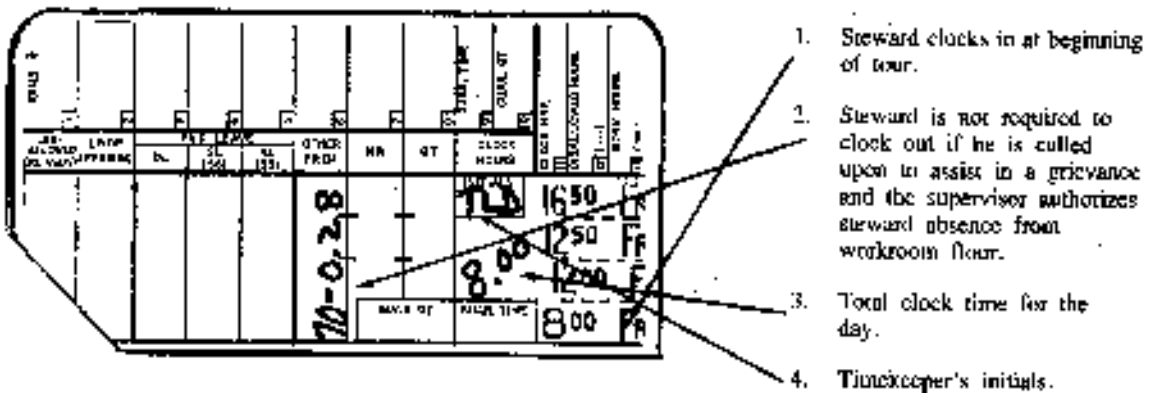
This form is completed by the supervisor after granting a steward's request to leave the workroom floor in order to handle a grievance. The supervisor records the time the steward leaves and the time when the steward returns. The supervisor must also be sure to check the box indicating STEWARD'S DUTY TIME. A separate Form 7020 must be completed for each case of steward's duty time. At the end of the tour, the supervisor is to paperclip all of the Forms 7020 to the appropriate timecard.


NAME OF EMPLOYEE OR NO. OF EMPLOYEES: JIM BERTOLINO
DATE: 9/14/86
SOCIAL SECURITY NUMBER: 123 45 6789
SUPERVISOR'S INITIALS / TIME
LEAVE UNIT → JLM 0978
ARRIVE →
LEAVE →
RETURN TO UNIT → JLM 1006
☒ STEWARD'S DUTY TIME ☐ MEETING TIME ☐ OTHER TIME
REASON FOR ABSENCE
SEE REVERSE SIDE FOR INSTRUCTIONS
PS Form 7020 Jan. 1979 AUTHORIZED ABSENCE FROM WORKROOM FLOOR

1. Supervisor grants a steward's request to leave workroom floor.
2. Steward returns to workroom floor

Recording Steward's Duty Time on Timecard

Whenever a timekeeper finds a Form 7020 paperclipped to an employee's timecard and the Form 7020 has the "steward's duty time" box checked, the timekeeper will total and record the time as shown below.



1. Steward clocks in at beginning of tour.
2. Steward is not required to clock out if he is called upon to assist in a grievance and the supervisor authorizes steward absence from workroom floor.
3. Total clock time for the day.
4. Timekeeper's initials.

260 Travel Time

261 General

261.1 Definition

261.11 *Travel time is* compensable time spent by an eligible employee moving between one work facility and another, or between home and a work facility other than the employee's official duty station during which no productive work is performed and excluding the normal meal time if it occurs during the period of travel.

261.12 Travel time may occur on a scheduled or non-scheduled day during or outside of regular scheduled work hours depending on the type of travel and on the eligibility of the employee.

261.13 Travel time performed by eligible employees will be considered work hours.

261.14 *Local commuting area* is the suburban area immediately surrounding the employee's official duty station and within a radius of 50 miles.

261.15 Commuting to and From Work

261.151 Commuting time before or after the regular workday between one's home and official duty station, or any other location within the local commuting area, is a normal incident of employment and is not compensable. It is not compensable regardless of whether the employee works at the same location all day or commutes home after the workday from a location different from the one where the workday started.

261.152 Commuting time to and from work is also not compensable when an employee is called back to work after the completion of the regular workday, but such commuting time is compensable if the employee is called back to work at a location other than his regular work site.

261.153 When an employee is employed to work on a permanent basis at more than one location in the same service day, the time spent commuting between the locations is not compensable travel time, provided there is a break in duty status between the work performed in the different locations. A break in duty status occurs when an employee is completely relieved from duty for a period of at least one hour that may be used for the employee's own purposes. This one hour or greater period must be in addition to the actual time spent in travel and the normal meal period, if the normal meal period occurs during the time interval between the work at the different locations. (See 261.162 for travel time between job locations when there is no break in duty status.)

261.16 Types of Compensable Travel Time

261.161 **General.**

The determination of whether travel time is compensable or not depends upon (1) the kind of travel involved, (2) when the travel takes place, and (3) the eligibility of the employee. (See Exhibit 261.2.) The three situations that may involve compensable travel time are described below.

261.162 **Travel From Job Site to Job Site**

a. *Rule.*

Time spent at any time during a service day by an eligible employee in travel from one job site to another without a break in duty status within a local commuting area is compensable. (See 261.153, which makes the travel time noncompensable as commuting time when there is a break in duty status between the work performed in different locations.)

b. *Eligibility.*

This type of travel time is compensable for all employees during their established hours of service on a scheduled workday. At all other times, this type of travel time is compensable only for employees entitled to receive overtime pay.

261.163 **One-Day Assignment Outside the Local Commuting Area**

a. *Rule.*

Except as stated in the next sentence, time spent at any time during a single service day by an eligible employee in travel on Postal Service business to one or more locations outside of the local commuting area and back to the home community is compensable. Time spent commuting in either direction between home and an airport, bus terminal, or railroad station within the local commuting area, if it occurs outside of established hours of service on a scheduled workday, and the usual meal time, must be deducted from compensable travel time.

b. *Eligibility.*

This type of travel time is compensable for all employees during their established hours of service on a scheduled workday. At all other times, this type of travel time is compensable only for employees entitled to receive overtime pay.

261.164 **Travel Away From Home Overnight**

a. *Rule.*

Travel time spent by an eligible employee in travel on Postal Service business to and from a postal facility or other work or training site which is outside the local commuting area and at which the employee remains overnight is compensable if it coincides with the employee's normal work hours at the home installation, whether on a scheduled or a nonscheduled day, subject to 261.171 and 261.172. For instance, if an eligible employee with a regular schedule of 8:00 am to 4:30 pm, Monday through Friday, travels from 2:00 pm to 5:00 pm on any day of the week, 2.50 hours would be compensable. If the same employee travels from 5:00 pm to 8:00 pm on any day of the week, no hours would be compensable. Compensable travel time includes the time spent in going to and from an airport, bus terminal, or railroad station.

b. *Eligibility.*

This type of travel time is compensable for all employees on their scheduled workdays. On nonscheduled days, this type of travel time is compensable only for nonexempt employees.

c. *Intermediate Travel Home.*

Employees who are on an extended assignment away from home may be given the opportunity during the assignment to return home for personal convenience. The travel time involved in such intermediate travel home and return is not compensable.

d. *Scheduling of Travel.*

Travel away from home overnight is to be scheduled by management on a reasonable basis without a purpose either to avoid compensation for the travel time or to make the travel time compensable.

261.17 Special Travel Provisions

261.171 Use of Private Automobile for Personal Convenience

If an eligible employee traveling away from home overnight is offered public transportation but utilizes a personally owned conveyance for personal convenience, only the lesser of the time spent actually driving or those creditable hours which would have been spent in travel by public transportation will be compensated.

261.172 Required Use of an Automobile

All time spent actually driving an automobile while traveling away from home overnight because no public transportation is available is compensable travel time for an eligible employee whether the time occurs within or outside of the employee's established hours of service.

261.173 Work Performed While Traveling

Any time spent in actual work by an eligible employee that is required or suffered or permitted to be performed while traveling is compensable.

261.2 Eligibility

261.21 Eligibility for travel time is shown in Exhibit 261.2.

Exhibit 261.2
Eligibility for Travel Time

Type of Travel	Scheduled Day		Non-scheduled Day	
	Within Established Hours of Service (Use code 82)	**Outside of Established Hours of Service (Use code 83)**	**Within Established Hours of Service (Use code 82)**	**Outside of Established Hours of Service (Use code 83)**
Job Site to Job Site	All employees	Employees entitled to receive overtime pay.	Employees entitled to receive overtime pay.	Employees entitled to receive overtime pay.
One-Day Assignment Outside Local Commuting Area	All employees	Employees entitled to receive overtime pay.	Employees entitled to receive overtime pay.	Employees entitled to receive overtime pay.
Away from Home Overnight	All employees	None. Exception (see 261.17)	All nonexempt employees.	None. Exception (see 261.17)

261.22 Compensable travel time is counted as worktime for pay purposes and is included in hours worked in excess of 8 hours in a day, 40 hours in a week, or on a nonscheduled day for a full-time employee, for the determination of overtime for eligible employees.

261.23 Out of schedule overtime, non-bargaining rescheduling premium, and guaranteed time are not payable to employees while traveling away from home overnight.

261.24 Night differential is paid to eligible employees during those hours of compensable travel between 6 p.m. and 6 a.m. on either a scheduled or non-scheduled day.

261.25 Effect on Other Travel Reimbursement

The rules stated in section 261.1 do not affect the entitlement of employees to other types of reimbursement under applicable regulations, such as reimbursement of certain travel expenses and per diem.

261.3 Authorization and Supporting Forms

261.31 Whenever an employee is to be in a “travel” status, the employee’s supervisor is to complete Form 7020, *Authorized Absence from Workroom Floor.* The supervisor should note the beginning travel time and the ending travel time on the form. When the form is completed, the supervisor should give it to the timekeeper. It is recognized that the employee is not officially absent from workroom floor, but this form is the most convenient method available to document that the employee was in a “travel” status.

261.32 The supervisor will give this copy of Form 7020 to the timekeeper. The timekeeper will use the form as the basis for making appropriate hours entries on the timecard.

261.33 It is the responsibility of the supervisor at the employee’s official duty station to approve mode and hours of travel. Any necessary deviations must be documented by the employee and reported to the supervisor for verification and authorization.

262 Timecard Procedures

262.1 Timecard Handling

There are no special timecard handling procedures for employees who are in a “travel” status.

262.2 Timecard Recording

262.21 Timekeepers will be responsible for totaling the amount of time spent by an employee in a “travel” status, as documented by Form 7020. The timekeepers are to enter this time in the OTHER PREM column of the timecard.

262.22 If the “travel” time occurs within the employee’s established work schedule then it is to be identified by the code number “82.” If the ”travel” time occurs outside the employee’s established work schedule then it is to be identified by the code number “83.”

262.23 Exhibit 262.23 is an example of a properly completed timecard for an employee who traveled. Note that for each hour of "travel" there is a corresponding hour entered as a work hour.

262.24 All authorized "travel" to and from training sessions is to be recorded on Form 1230-C timecard used to record the training time.

262.25 As shown on Exhibit 213.2 the provisions of out of schedule premium and guaranteed time do not apply to employees for time spent in a travel status.

Exhibit 262.23

Authorizing and Recording Travel Time

Form 7020, *Authorized Absence From Workroom Floor*

This form is completed by the supervisor to authorize the number of hours an employee is to spend in a "travel" status.

NAME OF EMPLOYEE OR NO. OF EMPLOYEES: Roy Shull — DATE: 11/12/86

SOCIAL SECURITY NUMBER: 123 45 6789 — SUPERVISOR'S INITIALS — TIME

	SUPERVISOR'S INITIALS	TIME
LEAVE UNIT →	JLM	0800
ARRIVE →		
LEAVE →		
RETURN TO UNIT →	JLM	1650

☐ STEWARD'S DUTY TIME ☐ MEETING TIME ☐ OTHER TIME

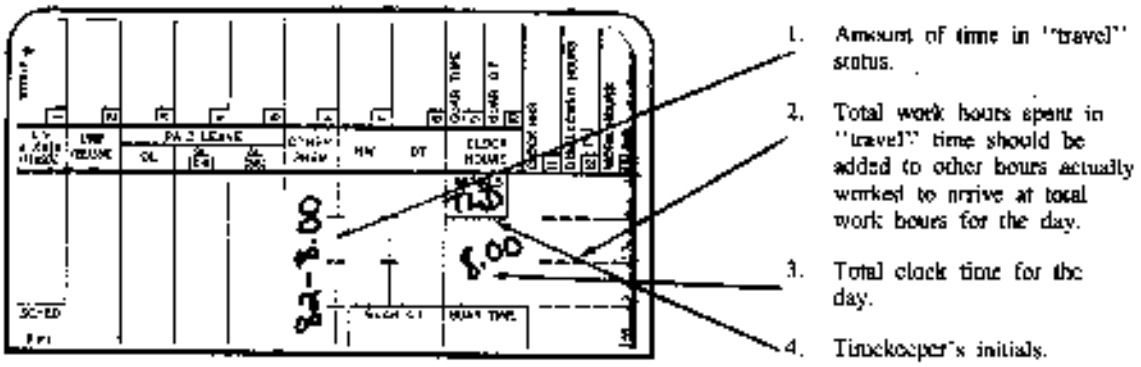
REASON FOR ABSENCE: Traveling

SEE REVERSE SIDE FOR INSTRUCTIONS

PS Form 7020 Jan. 1978 — AUTHORIZED ABSENCE FROM WORKROOM FLOOR

Recording Travel Time on Timecard

When a Form 7020 is paperclipped to an employee's timecard and it indicates that the employee was in a "travel" status, the timekeeper will total and record the number of hours spent in "travel" as shown. If the travel occurs during the employee's established work schedule, it is identified by the code number "82." If it occurs outside the employee's established work schedule, it is identified by the code number "83."



3 Leave Hours

310 Overview

311 Purpose

This chapter describes in detail the procedures that must be followed in requesting, approving, and recording time for leave. Definitions in this subchapter are intended to assist in carrying out the timekeeping function. For detailed leave procedures, refer to the *Employee & Labor Relations Manual* (ELM). Procedures in this chapter deal only with the timecard entries that must be made each *day.* This chapter does not deal with totaling the timecards at the end of each week. (See Chapter 6.)

312 General Procedures

312.1 There are many types of leave to which an employee may be entitled. There is a separate procedure in this chapter for each of these "leave types." Each procedure is divided into five sections:

a. *A definition* of the "leave type" in question. The definition provides a detailed explanation of the conditions which must be met before an eligible employee may have time "charged" to the leave category.

b. *An eligibility chart* which indicates, by employee classification (i.e., full-time, part-time, regular, etc.), the employees who are eligible to have time "charged" to the leave type. It is important to pay special attention to any footnotes at the bottom of the eligibility chart in order to obtain a complete understanding of exactly who is eligible. (An employee's classification can be obtained by referring to the designation activity code found on either Form 1230-A or 1230-B timecard or by referring to the appropriate Form 50.)

c. A *description of the authorization and supporting forms* which must be used to support an employee's work and leave entries on the timecard. If the employee is not present to sign the supporting form on the day that timecards are submitted to the Designated Distributed Data Entry/Distributed Reporting (DDE/DR) site or postal data center (PDC) as designated, the supervisor must make the decision on the entry involved. Timecards will be completed based on the supervisor's action and forwarded to the DDE/DR site or PDC as designated without delay.

The employee will complete and sign the supporting document immediately upon returning to duty.

d. *A description of the timecard handling procedures*. In most cases, timekeepers will total the daily entries on a timecard and return it to the rack. But occasionally it is necessary to handle a timecard differently.

e. *A description of timecard recording procedures*. This section explains exactly how time in each of the many leave categories is to be recorded each day on the timecard. Failure to follow this procedure may cause the employee to be paid incorrectly. All leave is to be recorded and charged in hours and hundredths, except postal inspectors and rural carriers whose leave is charged in full days. CAG L postmasters' leave recording is described in 314.

312.2 Each of the five sections described above is to be followed regardless of whether Form 1230-A, 1230-B, or 1230-C timecard is being used.

312.3 If an employee takes leave while in a higher level status, the amount of leave taken should be recorded on Form 1230-C timecard. (This applies only when the employee returns to the same status after the leave. Otherwise, the leave should be recorded on Form 1230-A or 1230-B timecard.) Unless stated otherwise in the Procedure, employees on leave are not entitled to Sunday premium, night differential, or any other types of premium pay.

312.4 All leave requests must be verified in writing using one of two forms:

a. Form 3971, *Request for or Notification of Absence.*

b. Form 7020, *Authorized Absence From Workroom Floor.*

312.5 When an employee works for only a part of a tour and takes leave for the remainder, it is the supervisor's responsibility to ensure that the employee clocks in and out. The amount of leave taken by an employee each day cannot exceed the number of hours scheduled for the position(s).

312.6 Full and part-time regular employees may be granted up to 8 hours leave on days when no portion of the tour is worked, provided that it is a normal scheduled workday. Part-time flexible employees may also be granted leave on days up to an amount equal to the hours they would normally be required to work, except that Annual Leave may be granted up to 8 hours. Annual Leave for part-time flexible employees may also be granted on days the employee is not scheduled to work. In no case may the total of straight time hours and all paid leave hours exceed 8 hours per service day or 40 hours per service week, nor can leave be granted that would put the employee in an overtime situation.

312.7 Unless specifically directed by a supervisor, timekeepers are prohibited from making any paid leave entries on the timecard if the Form 3971 or Form 7020 supporting the entry is not on file. If a Form 3971 or a Form 7020 is not on file supporting a leave entry, the supervisor is required to initial the appropriate daily block on the timecard.

313 FLSA Exempt Procedures

313.1 FLSA exempt EAS employees are subject to special procedures regarding how leave can be charged as they are paid on a salary basis. That is, they receive a fixed salary for the week, regardless of the number of hours worked or the quality of the work performed. However, the following stipulations apply:

a. They may be charged with annual leave, sick leave, LWOP, or AWOL, or any combination thereof, when they are absent from work for 1 or more full days.

b. They cannot be charged with annual leave, sick leave, LWOP, or AWOL on any service day in which they have work hours, court leave, military leave, holiday leave, administrative leave, continuation of pay, or injury-on-duty leave.

313.2 Nonbargaining exempt employees may be granted a personal absence during a service day of up to, but not to exceed, 4 hours without charging such absence to official leave. Exempt employees desiring time off from work for more than 4 hours must not report for work on that day and must take a full day of official leave.

313.3 When an exempt employee is directed to work a full day on a holiday or other full day in addition to normal workdays, the supervisor may grant a full day of personal absence without charging it to official leave.

313.4 When an emergency occurs after an employee's arrival at work, personal absence of greater than 4 hours may be granted.

313.5 Full-time exempt employees are expected to work a full day, and part-time exempt employees are expected to work the full or partial day specified when they were hired. Except for postmasters and installation heads, exempt employees must obtain the approval of their supervisor for all absences, whether or not such absences are to be charged to the employee's leave account. Postmasters and installation heads must (1) promptly report emergency or planned absences exceeding 5 working days to their managers and (2) maintain accurate recordings of leave taken. At the discretion of the installation head, Form 3971, *Request for or Notification of Absence*, may be used for requests of personal absences not charged to leave. When used for personal absence, the Form 3971 must indicate in Remarks: "Do not charge to Leave."

313.6 Each full day of approved absence is to be charged to official leave. However, absences on court leave, military leave, holiday leave, injury on duty, continuation of pay, and all kinds of administrative leave are to be approved and recorded on exempt employees' timecards in hours and hundredths of hours.

314 CAG L Postmaster Procedures

314.1 In cases where a CAG L postmaster wishes to take leave, the postmaster or leave replacement must complete the top section of Form 1377, *Request for Payment of Postmaster Replacement and/or Postmaster CAG L Overtime.*

Entries must be made in all blocks, including the postmaster's rate schedule code and scheduled workweek daily hours.

314.2 The special absence or leave codes used on Form 1377 are listed below:

Absence/Leave Type	Code
Annual Leave	A
Continuation of Pay	C
Holiday	H
Leave Without Pay	L
Meeting	M
Other Leave[1]	OL
Sick Leave	S
Training	T
Work[2]	W

FOOTNOTES:

1. Court leave, military leave, and the various administrative leaves described in 350, 360, and 380, respectively, of this chapter are treated as other leave, code "OL" for reporting purposes.

2. Work code "W" is used to indicate days or partial days worked during the remainder of the week when absence or leave entries are made.

314.3 The postmaster or leave replacement must enter the appropriate absence or leave code in the daily block when the postmaster is absent or on leave that day. The code block is split with a diagonal line and the appropriate entries made when the postmaster is absent or on leave for a partial day. Absence and leave used by Rate Schedule Code F postmasters can only be charged in full or half days. The words "full day" or "half day" must be entered in the hours block. Exhibit 426.31b is an example of a postmaster with both full day and half day annual leave. Absence and leave used by Rate Schedule Code E postmasters must be recorded in *hours and minutes* in the hours block. Exhibit 426.31c is an example of a postmaster who worked 5-1/2 hours and used sick leave for the remaining 2-1/2 hours. These entries will be converted to hours and hundredths when the data is entered into the computer system.

314.4

When a Rate Schedule Code F postmaster is on an extended period of leave, no leave is charged to the employee for a Saturday absence when it falls within the period of leave. Other leave is charged in this situation using the entry code "OL." If the period of leave includes the previous day (the Friday of the previous week), the appropriate block must be checked on Form 1377, *Request for Payment of Postmaster Replacement and/or Postmaster CAG L Overtime.* Exhibit 426.31b is an example of a postmaster on annual leave where the Saturday is charged to other leave.

320 Annual Leave (See ELM 512)

321 Definition

Annual leave is provided to employees for rest, for recreation, and for personal and emergency purposes.

322 Eligibility

322.1 Eligibility Chart

Employee Category	*Eligible*
Full-time	yes
Part-time regular	yes
Part-time flexible	yes
Casual	no
Temporary	no

322.2 New Employees

New eligible employees are not credited with, and may not take, annual leave until after they have been employed with the Postal Service for a minimum of 90 calendar days and have maintained continuous employment under one or more appointments without a break in service during the 90-day period. A break in service of one or more workdays breaks the continuity of employment, and any subsequent employment with the Postal Service begins a new 90-day calendar period.

322.3 Transfers

The granting of annual leave to employees transferring into the Postal Service from other federal agencies or from the Armed Forces is a complicated procedure depending on a number of variables. Timekeepers or supervisors who are involved in such a leave situation should contact their field division or MSC for guidance.

322.4 Rural Carriers

Annual leave for rural carriers is discussed in Chapter 5.

323 Authorization and Supporting Forms

323.1 Requests

Application for annual leave is made in writing, in duplicate, on Form 3971, *Request for or Notification of Absence.* Supervisors are responsible for approving or disapproving applications for annual leave by signing the Form 3971, a copy of which is given to the employee. It is the timekeeper's function to ensure that a Form 3971 is completed for every period of annual leave

taken. The supervisor may ask the timekeeper to verify the fact that the employee has sufficient annual leave to cover the period requested. Except for emergencies, annual leave for all employees, except postmasters and installation heads, must be requested on Form 3971 and approved in advance by the appropriate supervisor.

323.2 Emergencies

In emergency situations, employees must notify appropriate postal authorities as soon as possible as to the emergency and the expected duration of the absence. As soon as possible after return to duty, employees must submit Form 3971 and explain the reason for the emergency to their supervisor.

323.3 Absences of More Than 5 Days

Postmasters and installation heads must promptly report emergency or planned absences exceeding 5 working days to their postal managers and maintain accurate records of their leave.

323.4 Granting Leave

Eligible employees may be granted up to 8 hours annual leave during their scheduled days or days normally worked.

323.5 Part-Time Regular

A part-time employee who is granted annual leave and performs service on the same day is not allowed to work more hours than would total 8 hours when combined with leave hours.

323.6 Part-Time Flexible

a. A part-time flexible employee who has been credited with 40 hours or more of paid service (work, leave, or a combination of work and leave), in a service week is not granted paid annual or sick leave during the remainder of that service week. Absences in such cases are treated as nonduty time, not chargeable to paid leave of any kind. Supervisors should avoid granting leave resulting in the requirement for overtime pay.

b. Part-time flexible employees who request leave on days that they are scheduled to work, except legal holidays, may be granted leave provided they can be spared. Leave charged cannot exceed 8 hours on any one day. The installation head may also consider a request for annual leave on any day a part-time flexible is not scheduled to work. The 40 hours paid service in a service week may not be exceeded.

324 Timecard Handling

There are no special timecard handling procedures in cases where employees request annual leave.

325 Timecard Recording

Annual leave is to be entered each day in the proper daily block of the timecard in the PAID LEAVE AL column. Exhibit 325a explains the parts of Form 3971 to be used when authorizing annual leave and shows a properly completed Form 3971 for an employee who has requested annual leave. Exhibit 325b shows the corresponding timecard entry.

Exhibit 325a Authorizing Annual Leave

Form 3971, *Request for or Notification of Absence*

Form 3971 is used to indicate the leave category to which an employee's absence from duty is to be charged. This is an example of a properly completed Form 3971 for a full-time employee who requested in advance that he be granted 40 hours of "annual leave" during his regularly scheduled service week. In this case, the Form 3971 is initiated by the employee and approved in advance by the supervisor in accordance with the installation's vacation planning program.

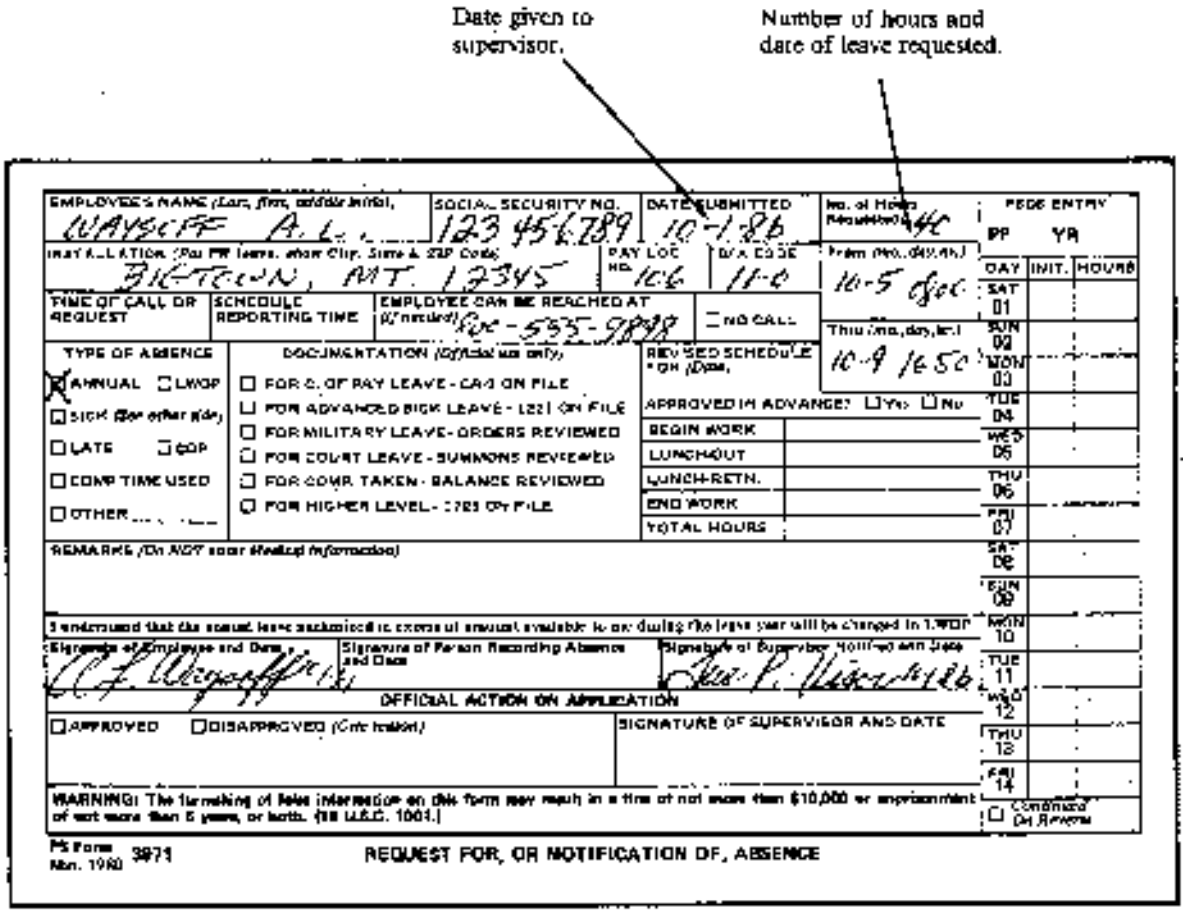
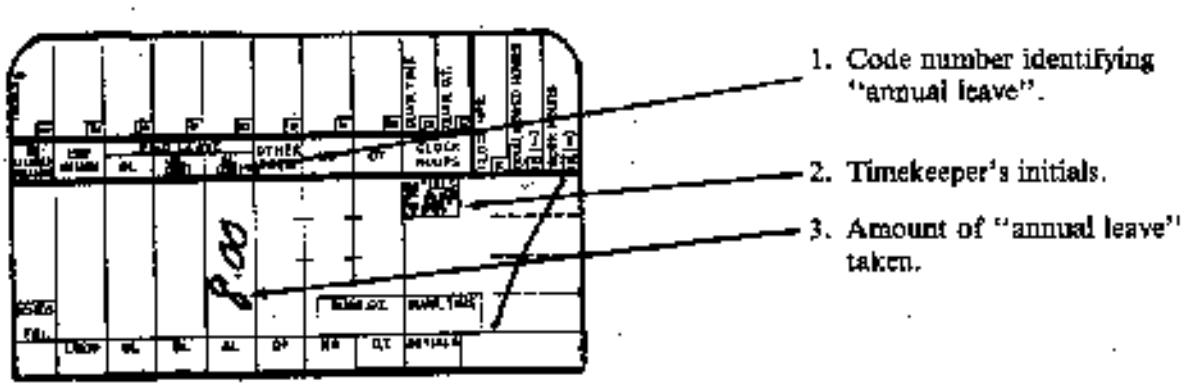


Exhibit 325b

Recording Annual Leave on Timecard

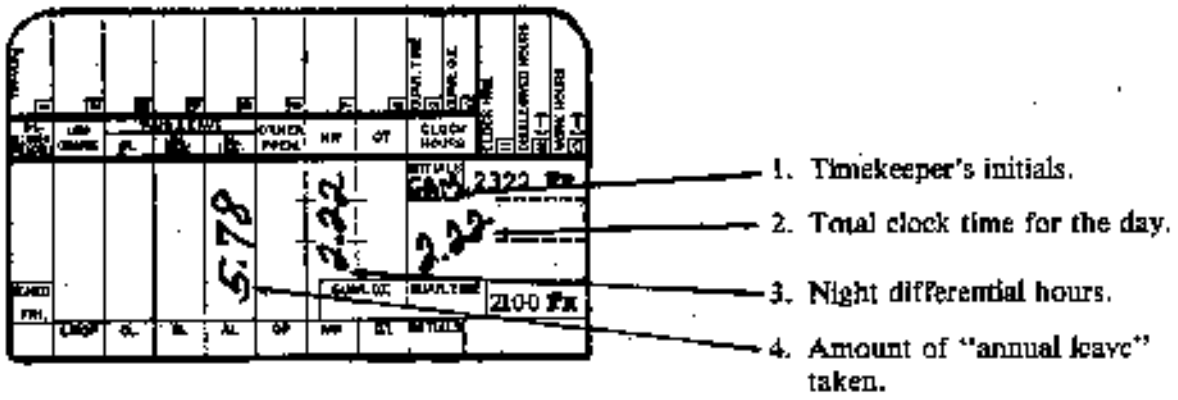
Example 1—Full Day of Annual Leave

This is an example of a properly completed timecard for a full-time employee who has taken approved annual leave. Note that the timekeeper has recorded the amount of leave taken in hundredths of an hour rather than in minutes. The timekeeper has also drawn a diagonal line through the clock ring section of the timecard and has initialed the INITIALS box of the timecard indicating that it was he who made the entry. Leave for all other employee classifications is recorded in the same manner.



Example 2—Partial Day of Annual Leave

This is an example of a properly completed timecard for a full-time employee whose paid service during a tour included both “annual leave” and work hours. Note that the “annual leave” is recorded in hundredths of an hour. It is computed by subtracting the number of hours worked from the scheduled hours and recording the difference as “annual leave.”



330 Sick Leave (See ELM 513)

331 Definition

Sick leave ensures employees against loss of pay if they are incapacitated for the performance of duties because of illness, injury, pregnancy and confinement, and medical (including dental or optical) examination or treatment.

332 Eligibility

332.1 Eligibility Chart

Employee Category	*Eligible*
Full-time	yes
Part-time regular	yes
Part-time flexible	yes
Casual	no
Temporary	no

332.2 Rural Carriers

Sick leave for rural carriers is discussed in Chapter 5.

333 Authorization and Supporting Forms

333.1 Sick leave cannot be granted until it is earned, except as provided in 336.

333.2 Application for sick leave is made in writing, in duplicate, on Form 3971. Supervisors are responsible for approving or disapproving applications for sick leave by signing the Form 3971, a copy of which is given to the employee.

333.3 Sick leave must be requested on Form 3971 and approved in advance by the appropriate supervisor, except for unexpected illness/injury situations, in which case employees must submit a request for sick leave on Form 3971 as soon as possible after return to duty.

333.4 If sick leave is approved, but the employee does not have enough sick leave to cover the absence, the difference is charged, at the employee's option, to LWOP or annual leave, if the employee has annual leave to his credit. (See 336.) LWOP so charged cannot later be converted to sick or annual leave. If LWOP in lieu of sick leave is charged, the supervisor approving the Form 3971 must complete the leave type code entry. This ensures that the timekeeper is provided with the correct code for the timecard entry.

333.5 Exhibit 333.5 is an example of a properly completed Form 3971 for an employee who has requested sick leave. Exhibits 142.31 and 142.32 are examples of properly completed Forms 3971 for employees "Call-In" or "No-Call" requests for sick leave.

334 Timecard Handling

There are no special timecard handling requirements for employees who request sick leave other than those requirements described in 310.

335 Timecard Recording

Sick leave is to be recorded in the PAID LEAVE SL column of the timecard for each day that sick leave has been taken. Exhibit 335 shows several examples of properly completed timecards for employees who were absent on sick leave.

336 Advance Sick Leave

336.1 Sick leave not to exceed 30 days (240 hours) may be advanced to employees in cases of serious disability or ailments if there is reason to believe the employee will return to duty. Sick leave may be advanced whether or not the employee has annual leave to his credit. Every application for advance sick leave must be supported by medical documentation as to illness.

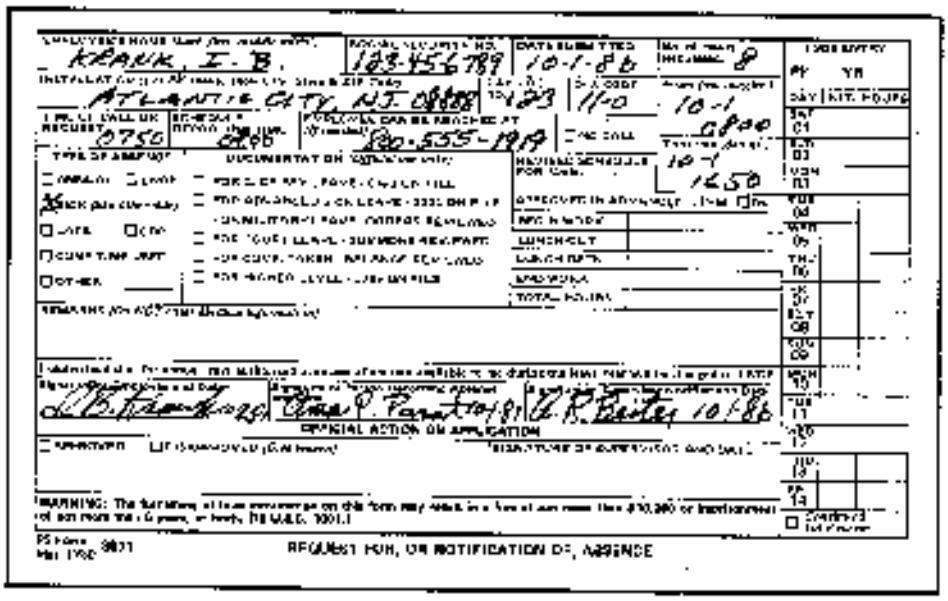
336.2 Officials in charge of installations are authorized to approve sick leave advances without reference to higher authority. Form 1221, *Advanced Sick Leave Authorization*, is completed and forwarded to the PDC when advanced sick leave is authorized. However, Form 1221 is to be routed through the appropriate field division or MSC, which will send it to the PDC. Exhibit 336.2 is an example of a properly completed advanced sick leave request.

336.3 In order for the employee to be assured of receiving the full benefit of the advance sick leave program, it is essential that the request for the advance sick leave be received by the PDC before the close of the pay period prior to when the employee actually begins to draw the advance sick leave.

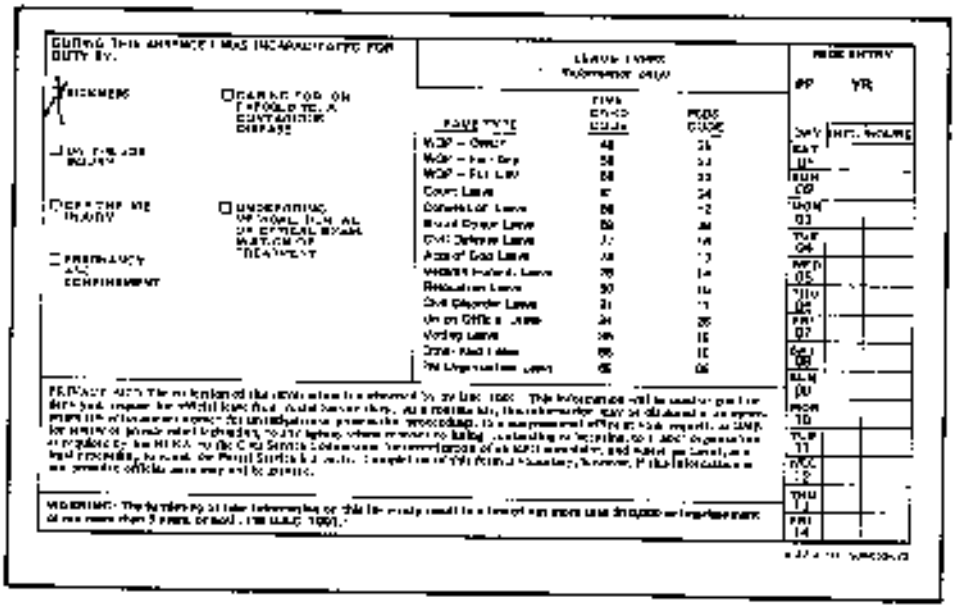
Exhibit 333.5

Form 3971, Authorizing Sick Leave

This is an example of a properly completed Form 3971 for an employee who has called in to request sick leave.



REQUEST FOR, OR NOTIFICATION OF, ABSENCE



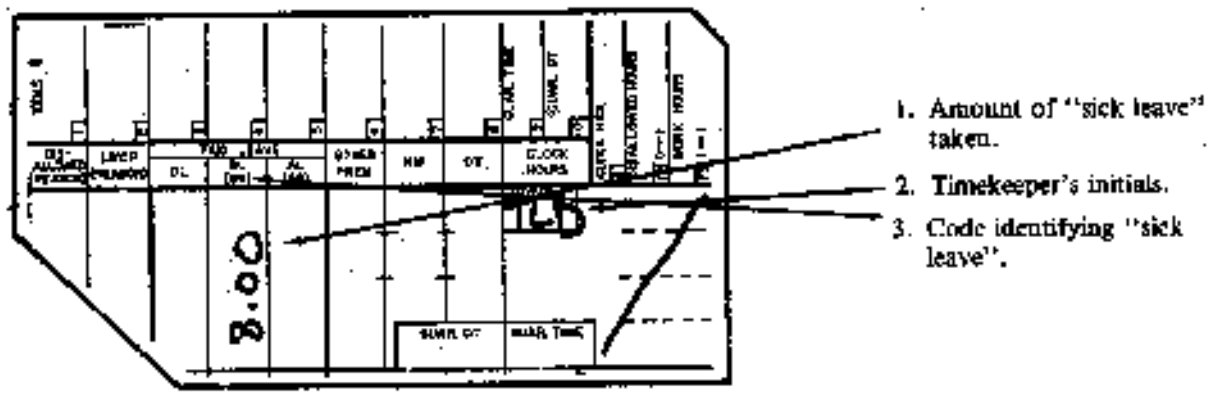
Reverse of Form 3971

Exhibit 335

Recording Sick Leave on Timecard

Example 1—Full Day of “Sick Leave”

This is an example of a properly completed timecard for an employee who has been granted a full day of “sick leave.” The amount of approved “sick leave” is recorded in the PAID LEAVE SL column of the timecard. The timekeeper is to draw a diagonal line through the clock ring section of the timecard and is to place his initials in the INITIALS box of the timecard. Prior to approving “sick leave” requests, supervisors may wish to confirm that the employee has a sufficient amount of “sick leave” to cover the time requested. This can be done by referring to the “LEAVE BALANCE LISTING.”



Example 2—Partial Day of “Sick Leave”

This is an example of a properly completed timecard for a full-time employee whose paid service during a tour included both “sick leave” and work hours. Note that the “sick leave” is recorded in hundredths of an hour. It is computed by subtracting the number of hours worked from the scheduled hours and recording the difference as “sick leave.”

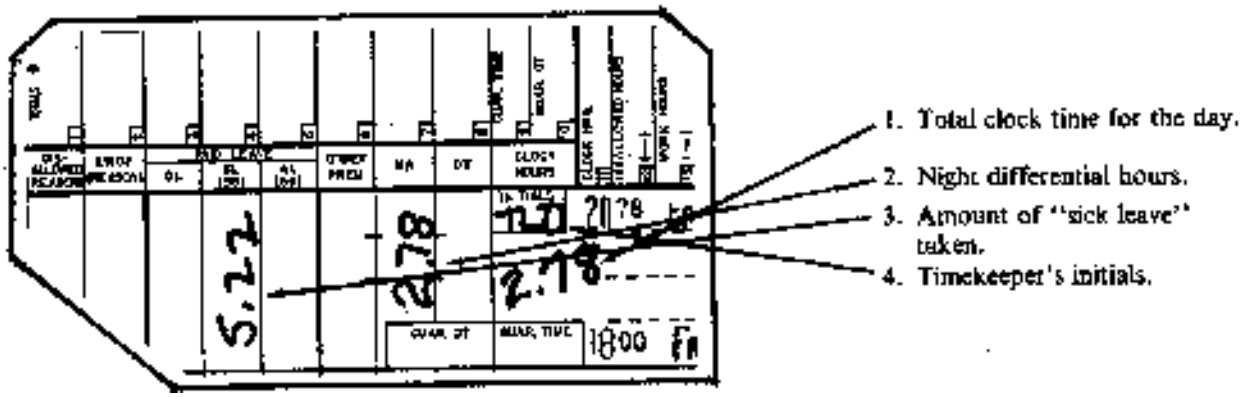
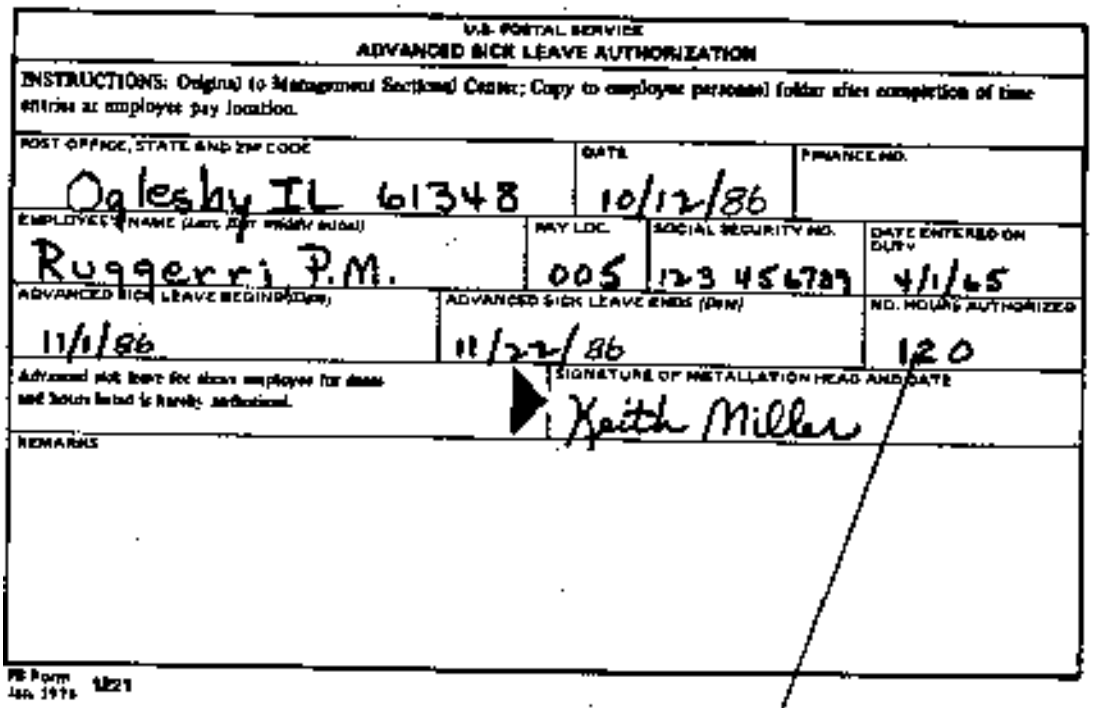


Exhibit 336.2

Form 1221 *Advanced Sick Leave Authorization*

Form 1221 is to be prepared only by the postmaster or official in charge of the installation. It is important to note that employees cannot be granted "advanced sick leave" for more than 240 hours at any one point in time. This form is to be completed and sent directly to the division or MSC in time to reach the PDC during the pay period before the "advanced sick leave" is to be used.



U.S. POSTAL SERVICE
ADVANCED SICK LEAVE AUTHORIZATION

INSTRUCTIONS: Original to Management Sectional Center; Copy to employee personnel folder after completion of time entries at employee pay location.

POST OFFICE, STATE AND ZIP CODE	DATE	FINANCE NO.
Oglesby IL 61348	10/12/86	

EMPLOYEE'S NAME (Last, First, Middle Initial)	PAY LOC.	SOCIAL SECURITY NO.	DATE ENTERED ON DUTY
Ruggerri P.M.	005	123 45 6789	4/1/65

ADVANCED SICK LEAVE BEGINS (Date)	ADVANCED SICK LEAVE ENDS (Date)	NO. HOURS AUTHORIZED
11/1/86	11/22/86	120

Advanced sick leave for above employee for dates and hours listed is hereby authorized.

SIGNATURE OF INSTALLATION HEAD AND DATE: Keith Miller

REMARKS

PS Form 1221
Jan. 1976

Not to exceed 240 hours cumulative at any point in time.

336.4 At no point in time may the total amount of advance sick leave exceed 30 days (240 hours).

336.5 Effective the first full pay period in which the employee is not charged with sick leave, the remaining balance of advanced sick leave is removed from the employee's records and is no longer available, except for adjustments to the prior authorized advanced sick leave period.

336.6 Entries on timecards for approved advanced sick leave are made in the same manner as for regular sick leave.

340 Leave Without Pay (See ELM 514)

341 Definition

Leave without pay (LWOP) is an authorized absence from duty in a nonpay status. LWOP may be granted upon the employee's request and covers only those hours which the employee would normally be paid.

342 Eligibility

342.1 Eligibility Chart

Employee Category	*Eligible*
Full-time	yes
Part-time regular	yes
Part-time flexible	yes
Casual	no
Temporary	no

** Except Injured on Duty/Office of Workers' Compensation Programs (IOD/OWCP).*

342.2 Rural Carriers

LWOP for rural carriers is discussed in Chapter 5.

343 Authorization and Supporting Forms

343.1 The granting of LWOP is a matter of administrative discretion. LWOP is not granted on an employee's demand except in the following cases:

a. Disabled veterans who require LWOP for medical reasons.

b. Reservists and members of the National Guard who require LWOP to perform military training duties.

c. Employees who sustain traumatic job-related injuries while on duty.

343.2 A request for LWOP is submitted by the employee on Form 3971. If the request indicates the LWOP will extend over 30 days, a written justification and statement of reason for the desired absence is required. When the LWOP is in excess of 30 days, a Form 50, *Notification of Personnel Action*, is prepared.

343.3 In cases of extended LWOP, installation heads may approve requests for LWOP which are not in excess of 1 year, and Regional Postmasters General (or their designees) may approve requests for LWOP which are not in excess of 2 years.

343.4 The supervisor approving the Form 3971 must complete the leave type code entry. This ensures that the timekeeper is provided with the correct code for the timecard entry.

343.5 A Form 3971 is required for each period of union official LWOP. A supervisor's signature on Form 3971 is the authority required by timekeepers to make daily entries on the employees's timecard. It is up to the employee to ensure that a Form 3971 is initiated, and it is the supervisor's responsibility to ensure that it is properly completed.

344 Timecard Handling

In most cases, timecards should be handled according to the procedures required in 310. However, in cases when an employee is on extended LWOP, the timekeeper may wish to not rack the timecard. If timekeepers elect to do this, they must be careful to ensure that the timecards are still sent to the PDC at the end of each week.

345 Timecard Recording

345.1 "Leave without pay" is to be posted in the appropriate daily block of the LWOP column of the timecard. The entries in this column are to be coded with one of the following numbers:

a. "49" for all LWOP taken by employees who sustain a job-related injury or illness while on duty and are receiving compensation for wage loss from the Office of Workers Compensation Programs (OWCP).

b. "59" for part day leave without pay (when the employee is absent for only a portion of the day or tour he was scheduled to work and incurs paid hours for the remaining portion of the day or tour).

c. "60" for full day leave without pay (when the employee is absent for the entire day or tour he was scheduled to work).

d. "84" for all LWOP taken for "union official" reasons. See Exhibit 345.1 for an example of a properly completed timecard for an employee who is in a "union official" LWOP status.

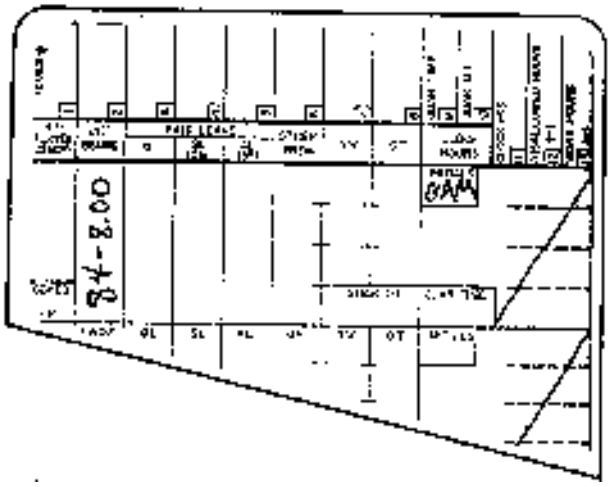
Exhibit 345.1

Form 3971, *Authorizing LWOP—"Union Official"*

Employees who are to be on "leave without pay" for "union official" reasons must initiate a Form 3971 for supervisor approval.

Recording LWOP—"Union Official" on Timecard

This is an example of a properly completed timecard for a union official who is on leave without pay. The amount of leave to be granted is entered in the LWOP column and is identified with the code number "84."



345.2 It is not necessary to show the reason on the timecard for leave without pay because these absences are supported by a completed Form 3971 in the files of the installation.

345.3 Leave without pay must not be charged (a) on a nonscheduled day or (b) on a holiday unless the employee is to be denied pay as described in 243.21. Exhibit 345.3 is an example of a properly completed timecard for an employee who is in a "leave without pay" (non-union official) status.

345.4 Employees who were injured on duty (IOD) and are receiving compensation from the Office of Workers Compensation Programs (OWCP) will be charged with LWOP/IOD-OWCP. Exhibit 345.4 is an example of a properly completed timecard for an employee who is in a LWOP/IOD-OWCP status.

Exhibit 345.3

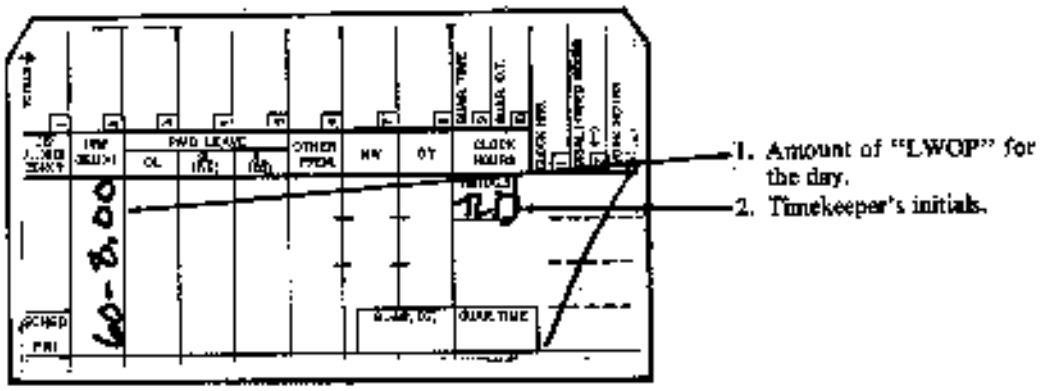
Form 3971, *Authorizing and Recording Leave Without Pay*

All “leave without pay” is to be supported by a Form 3971.

Recording Leave Without Pay on Timecard

Example 1—Full Time LWOP

This is an example of a properly completed timecard for a full-time employee who was in a “leave without pay” status for his entire scheduled tour.



Example 2—Part Time LWOP

This is an example of a properly completed timecard for a full time employee who was in a “leave without pay” status for a portion of his scheduled tour.

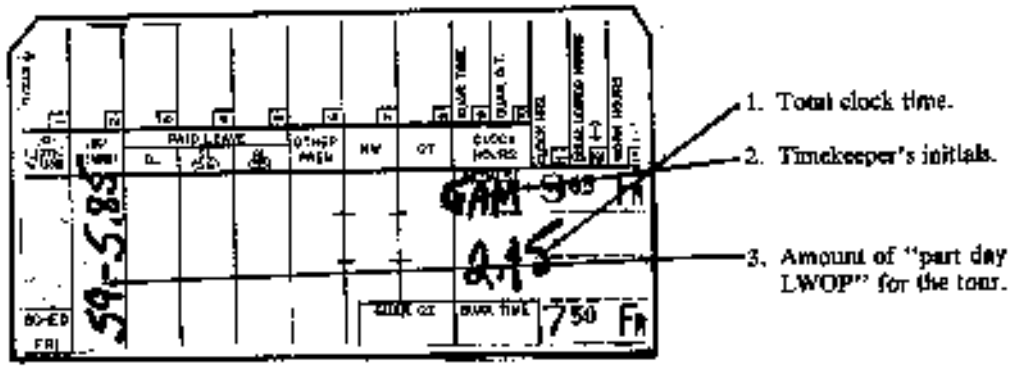


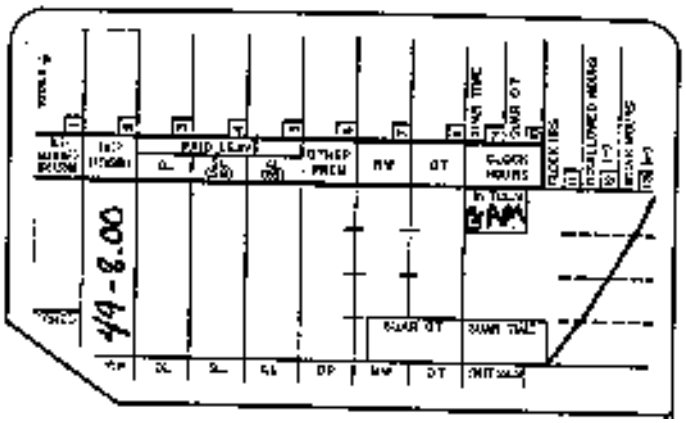
Exhibit 345.4

Form 3971, *Authorizing and Recording Leave Without Pay/IOD-OWCP*

Employees who are to be on leave without pay for IOD-OWCP reasons must initiate a Form 3971 for supervisor approval.

Recording LWOP—IOD-OWCP on Timecard

This is an example of a properly completed timecard for an employee who is on leave without pay after being injured on duty (IOD) and is receiving compensation from the Office of Workers Compensation Programs (OWCP). The amount of leave to be granted is entered in the LWOP column and is identified with the code number “49.”



350 Court Leave (See ELM 516)

351 Definition

Court leave is the authorized absence (without loss of or reduction in pay, leave to which otherwise entitled, credit for time or service, or performance rating) of an employee from work status for jury duty or for attending judicial proceedings in a nonofficial capacity as a witness on behalf of a state or local government, or in a nonofficial capacity as a witness.

352 Eligibility

352.1 Eligibility Chart

Employee Category	*Eligible*
Full-time	yes
Part-time regular	yes
Part-time flexible	no
Casual	no
Temporary	no

352.2 Noneligibles

Employees not eligible for court leave must use annual leave or LWOP to cover the period of absence from duty for such court service.

352.3 Other Factors

Court leave is granted only to eligible employees who, but for jury duty or service as a witness in a nonofficial capacity on behalf of a state or local government, would be in a work status or on annual leave. Eligible employees who are summoned for such court service while on annual leave are placed in a court leave status for the duration of the court service. Eligible employees on LWOP when called for such court service are not granted court leave, but may retain any fees or compensation incident to such service.

352.4 Rural Carriers

Court leave for rural carriers is discussed in Chapter 5.

353 Authorization and Supporting Forms

353.1 Installation heads (or their designees) are responsible for ascertaining the exact nature of court service in order to determine whether the employee is entitled to court leave. If a summons to witness service is not specific or clear, the installation head contacts appropriate authorities to determine the party on whose behalf the witness service is to be rendered. (For information as to court service which constitutes “official duty” status, see ELM 516.4.)

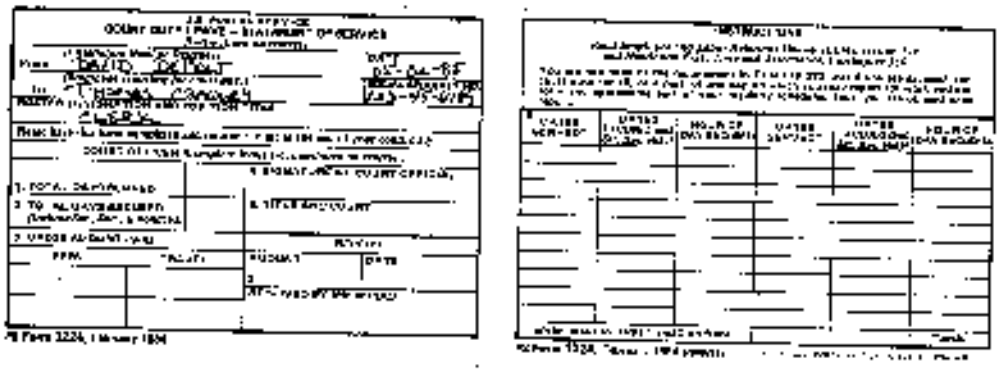
353.2 When it is determined that the court service is of such a nature as to entitle an eligible employee to court leave, the employee should initiate a Form 3971 and present it to his supervisor for action. The supervisor approving the Form 3971 must complete the leave type code entry. This ensures that the timekeeper is provided with the correct code for the timecard entry. (Employees who are not eligible for court leave for such service also use a Form 3971, requesting annual leave or LWOP, to cover their absence from duty.)

353.3 Form 1224

Exhibit 353.3

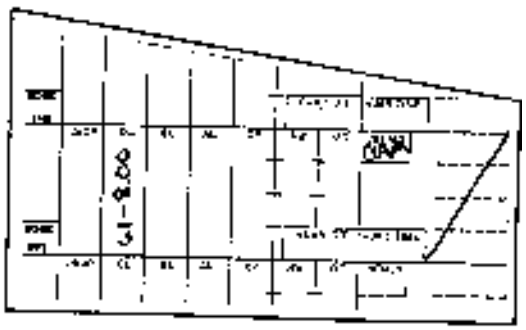
Form 1224, *Court Duty Leave—Statement of Service*

When an employee is summoned for jury duty or as a witness in a nonofficial capacity on behalf of a state or local government, or in a nonofficial capacity as a witness on behalf of a private party in a judicial proceeding to which the Postal Service is a party or the real party in interest, the employee must initiate a Form 3971 so that the supervisor may approve the absence. At the time the supervisor grants the employee the leave, the supervisor should also provide the employee with the completed Form 1224. The example below shows a properly completed Form 1224.



Recording Court Leave on Timecard

This is an example of a properly completed timecard for an employee who was on “court leave.” The amount of leave to be granted is entered in the PAID LEAVE OL column and is identified with the code number “61.”



353.31 After approving the Form 3971 for an employee who is to be on court leave, the supervisor must obtain a copy of Form 1224, *Court Duty Leave Statement of Service*, complete the required information on the form and give it to the employee. The supervisor must inform the employee that the Form 1224 is to be completed by an officer of the court as a means of verifying that the employee did in fact perform the service required by the summons. This is to ensure that the employee is not improperly charged with annual leave, sick leave, or leave without pay.

353.32 Two copies of Form 1224 are to be prepared and the following steps taken;

a. The original copy is given to the employee so that it can be completed by an officer of the court.

b. The second copy is given to the timekeeper for reference purposes. The timekeeper is responsible for making entries on the reverse of the Form 1224 to show each day the employee was absent for court leave purposes and to post Form 1224 entries to the timecard.

c. When the employee returns to work, the completed Form 1224 is compared to the timekeeper's copy to ensure that the time of the employee's court-approved absence agrees with the timekeeper's records.

d. After the timekeeper is finished with the employee's copy of the 1224, he should forward it to the person or unit responsible for collecting and accounting for postal funds so that an appropriate accounting of the jury or witness fees paid to the employee can be made.

353.33 Exhibit 353.3 is an example of a properly completed Form 1224.

353.34 Even though an employee has a properly completed Form 1224 on file, he must also have a properly approved Form 3971 on file. It is important to note that the supervisor must verify that he has reviewed the summons calling the employee into service by checking the box under the DOCUMENTATION section of the Form 3971.

354 Timecard Handling

Other than the procedures described in 310, there are no special provisions for timecard handling when an employee is on court leave. However, if the employee is going to be in a court leave status for an extended period of time, the timekeeper is not required to rack the timecard. If the timekeeper elects to not rack the card, then the timekeeper must ensure that the timecard is not lost or misplaced. The timecard should be submitted to the PDC at the end of each week so that the employee continues to receive the pay to which entitled.

355 Timecard Recording

355.1 "Court leave" is to be posted in the PAID LEAVE OL column in the appropriate daily block of the timecard and is identified by using the code number "61." Exhibit 353.3 is an example of a properly completed timecard for an employee who is on court leave.

355.2 Employees who perform court service in an “official duty” status (See ELM 516.4) will not have their time charged to “court leave” even if eligible for court leave under 350.21 above. Such court time is considered work hours and need not be separately identified on the timecard.

360 Military Leave (See ELM 517)

361 Definition

Military leave is authorized absence from postal duties without loss of pay, time, or performance rating granted to eligible employees who are members of the National Guard or Reservists of the Armed Forces.

362 Eligibility

362.1 Eligibility Chart

Employee Category	*Eligible*
Full-time	yes
Part-time regular	yes
Part-time flexible	yes
Casual	no
Temporary	no

362.2 Armed Forces Categories

Eligible employees must be members of the following components of the Armed Forces:

a. The Army National Guard of the United States.

b. The Army Reserve.

c. The Naval Reserve.

d. The Marine Corps Reserve.

e. The Air National Guard of the United States.

f. The Coast Guard Reserve.

g. The Air Force Reserve.

362.3 Other Factors

Generally, an employee must be in a pay status either immediately prior to the beginning of military duty or immediately after the end of military duty in order to be entitled to military leave. Approving officers determine whether the employee fulfills the pay status requirement.

362.4 Non-work Days

Non-workdays falling within the period of military duty specified by the official military orders are charged against the military leave allowance.

Non-workdays falling at the beginning and end of such military duty period are not charged.

362.5 Reference

For determinations as to the types of military duty covered and the allowable amount of military leave, see 517.12 and 517.5, ELM.

362.6 Rural Carriers

Military leave for rural carriers is discussed in Chapter 5.

363 Authorization and Supporting Forms

363.1 The official responsible for approving the attendance record also approves military leave.

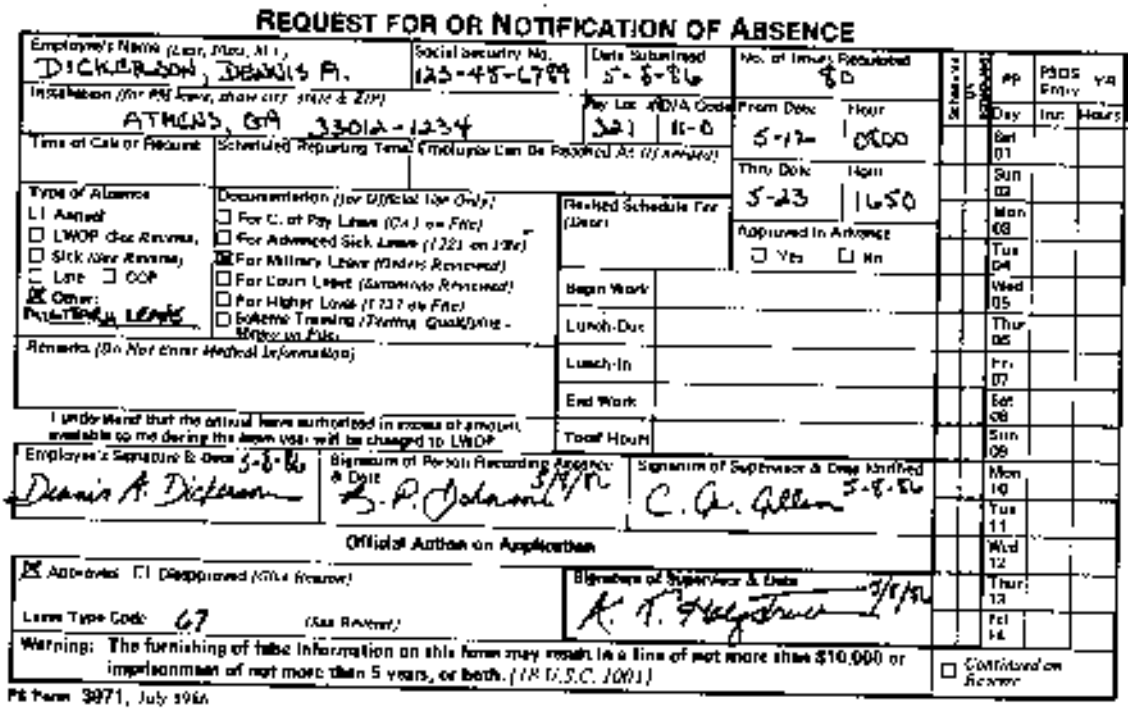
363.2 Employees must initiate a Form 3971 at the time they receive orders to report for duty. Upon return from military duty, the employee furnishes a copy of military orders properly endorsed by appropriate military authority to show the duty was actually performed. Exhibit 363.2 shows an example of a properly completed Form 3971 for an employee on military leave. It is important to note that supervisors must check the box in the DOCUMENTATION section, indicating that they have reviewed the military orders. The supervisor approving the Form 3971 must complete the leave type code entry. This ensures that the timekeeper is provided with the correct code for the timecard entry.

363.3 Form 3973, *Military Leave Control*, is used to provide installations with an official record of the amount of "military leave" used and is maintained by the timekeeper or other official responsible for processing timecards. Exhibit 363.3 shows a properly completed Form 3973.

Exhibit 363.2, Authorizing and Recording Military Leave

Form 3971, *Request for or Notification of Absence*

This is an example of a properly completed Form 3971 for an employee who was required to attend summer camp for military training.



REQUEST FOR OR NOTIFICATION OF ABSENCE

Employee's Name (Last, First, M.I.): DICKERSON, DENNIS A.
Social Security No.: 123-45-6789
Date Submitted: 5-8-86
No. of Hours Requested: 80
Installation (for PM leave, show city, state & ZIP): ATHENS, GA 33012-1234
Pay Loc. / D/A Code: 321 / 11-0
From Date: 5-12 Hour: 0800
Thru Date: 5-23 Hour: 1650
Time of Call or Request
Scheduled Reporting Time
Employee Can Be Reached At (If needed)
Type of Absence: ☐ Annual ☐ LWOP (See Reverse) ☐ Sick (See Reverse) ☐ Late ☐ COP ☒ Other: MILITARY LEAVE
Documentation (for Official Use Only): ☐ For C. of Pay Leave (CA 1 on File) ☐ For Advanced Sick Leave (1221 on File) ☒ For Military Leave (Orders Reviewed) ☐ For Court Leave (Summons Reviewed) ☐ For Higher Level (1727 on File) ☐ Scheme Training (Testing, Qualifying - Minor on File)
Revised Schedule For (Date)
Approved In Advance: ☐ Yes ☐ No
Begin Work
Lunch-Due
Lunch-In
End Work
Total Hours
Remarks (Do Not Enter Medical Information)
I understand that the annual leave authorized in excess of amount available to me during the leave year will be changed to LWOP.
Employee's Signature & Date: Dennis A. Dickerson 5-8-86
Signature of Person Recording Absence & Date: B. P. Johnson 5/8/86
Signature of Supervisor & Date Notified: C. A. Allen 5-8-86
Official Action on Application
☒ Approved ☐ Disapproved (See Reverse)
Leave Type Code: 67 (See Reverse)
Signature of Supervisor & Date: K. T. Halystrom 5/8/86
Warning: The furnishing of false information on this form may result in a fine of not more than $10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001)
☐ Continued on Reverse
PS Form 3971, July 1986

Recording Military Leave on Timecard

This is an example of a properly completed timecard for an employee who is absent on "military leave." The amount of leave is entered in the PAID LEAVE OL column and is identified with the code number "67."

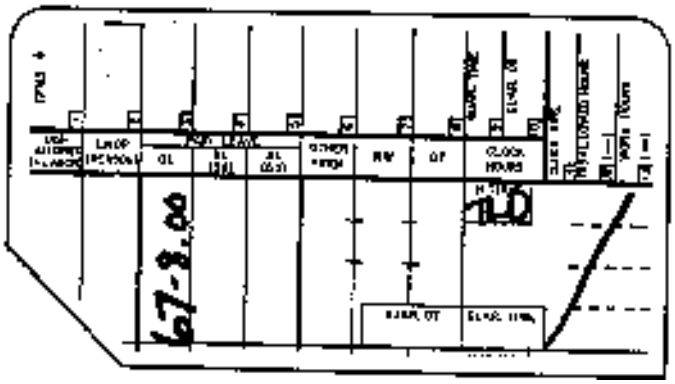
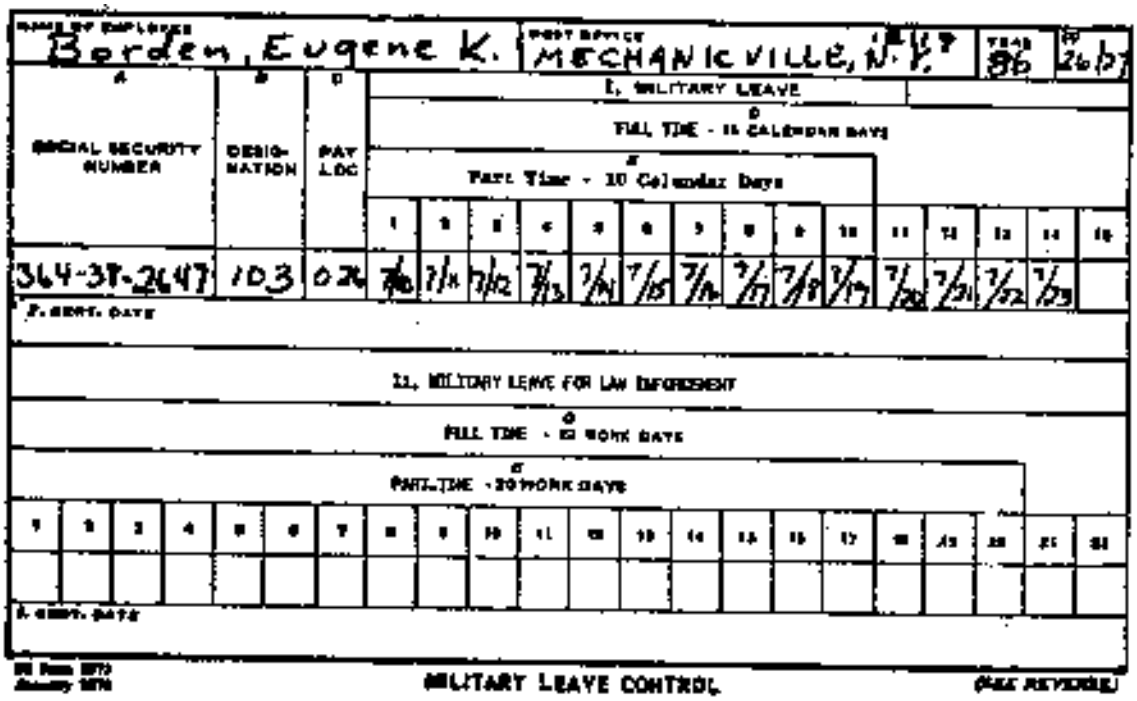


Exhibit 363.3

Form 3973, *Recording Military Leave*

When an employee receives orders to report for duty, a Form 3973, *Military Leave Control*, is prepared as an official record of leave used. The Form 3973 will be used to verify that the employee was in fact on active duty for the time specified. The example shows a properly completed Form 3973 for a full-time employee. In addition, a Form 3971 must be initiated by the employee and approved by the supervisor.



Borden, Eugene K. | MECHANICVILLE, N.Y. | 96 | 26b7

A SOCIAL SECURITY NUMBER	B DESIG-NATION	C PAY LOC	1. MILITARY LEAVE: D FULL TIME - 15 CALENDAR DAYS; E Part Time - 10 Calendar Days													
			1	2	3	4	5	6	7	8	9	10	11	12	13	14
364-38-2647	103	02	7/6	7/14	7/12	7/13	7/14	7/15	7/16	7/19	7/18	7/19	7/20	7/21	7/22	7/23

F. SERVT. DATE

11. MILITARY LEAVE FOR LAW ENFORCEMENT

D FULL TIME - 22 WORK DAYS

E PART-TIME - 20 WORK DAYS

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

F. SERVT. DATE

DD Form 3973 January 1974 — MILITARY LEAVE CONTROL — (Back Reverse)

364 Timecard Handling

There are no special timecard handling procedures other than those outlined in 310.

365 Timecard Recording

Military leave is to be entered in the PAID LEAVE OL column of the timecard in the appropriate daily block and is identified by the code number “67.” Exhibit 363.2 shows an example of a properly completed timecard for an employee who is absent on military leave.

370 Holiday Leave (See ELM 518)

371 Definition

371.1 The following 10 days are observed as holidays for employees of the Postal Service:

a. New Year’s Day
b. Martin Luther King Day
c. Washington’s Birthday
d. Memorial Day
e. Independence Day
f. Labor Day
g. Columbus Day
h. Veterans Day
i. Thanksgiving Day
j. Christmas Day

371.2 On these holidays, eligible employees receive holiday leave pay for a number of hours equal to their regular daily work schedule, not to exceed 8 hours. This holiday pay is instead of other paid leave to which an employee might otherwise be entitled on his holiday.

371.3 If a holiday falls on an eligible employee’s regular scheduled workday, including Saturday or Sunday, the employee observes the holiday on that day.

371.4 When a holiday falls on an employee’s scheduled nonworkday, the first scheduled day preceding the holiday is designated the employee’s holiday.

371.5 When a holiday falls on a Sunday which is a nonscheduled workday for an employee, Monday is designated as the employee’s holiday. However, if Monday is also a nonscheduled workday, then Saturday is designated as the employee’s holiday.

371.6 For all full-time postmasters, if a holiday falls on a Saturday which is a nonscheduled workday, the preceding Friday is designated as the postmaster’s holiday. Where necessary, additional work hour allowances are

authorized for those post offices without a senior supervisor to provide relief coverage during the postmaster's absence on holiday leave.

371.7 FSLA nonexempt postmasters, who supervise less than two full-time equivalent employees, are entitled to holiday leave pay, but only to the extent that those hours exceed any hours actually worked.

371.8 Holiday leave paid to an employee who is in a continuation of pay (COP) status should be recorded as holiday leave and is counted as one of the 45 calendar days of COP for OWCP purposes.

371.9 *Holiday leave pay* should not be confused with *Holiday worked pay* and *Christmas worked pay* discussed in 243 and 244, respectively.

372 Eligibility

372.1 Eligibility Chart

Employee Category	*Eligible*
Full-time	yes
Part-time regular	(see 372.2)
Part-time flexible	no
Casual	no
Temporary	no

372.2 Other Factors

372.21 Part-time regular employees who are regularly scheduled to work a minimum of 5 days per service week are eligible for holiday leave pay in accordance with 371.5. Part-time regular employees who are regularly scheduled to work less than 5 days in a service week are ineligible unless the holiday falls on their scheduled workday.

372.22 If a full-time or part-time regular employee is scheduled to work on a holiday or on a designated holiday and does not work, the employee will not receive holiday leave pay (unless the absence is based on extreme emergency and is excused by the supervisor). Part-time flexible employees are not eligible for holiday leave even when serving as officers in charge or in other higher level positions.

372.23 To be eligible for holiday leave pay, the employee must be in a pay status (either work hours or paid leave) for the last hour of his scheduled workday prior to, or the first hour of the employee's scheduled workday after the holiday or designated holiday.

372.3 Rural Carriers

Holiday leave for rural carriers is discussed in Chapter 5.

373 Authorization and Supporting Forms

Employees eligible for holiday leave pay require no specific authorization to be absent from work on a holiday or a designated holiday.

374 Timecard Handling

There are no special requirements regarding the handling of timecards for employees entitled to holiday leave pay.

375 Timecard Recording

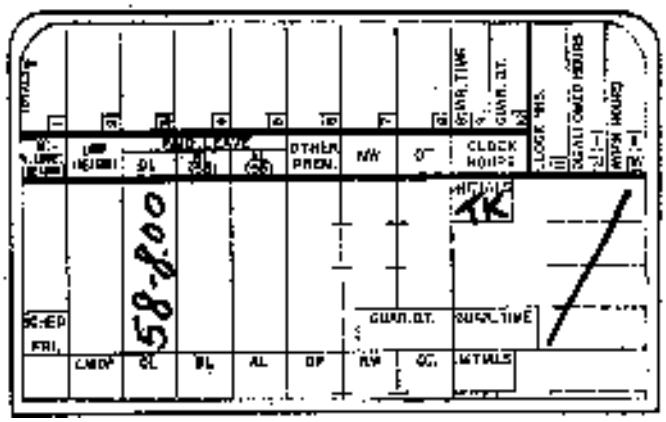
375.1 Holiday hours for employees eligible to receive holiday leave pay are entered in the proper daily block of the PAID LEAVE OL column of the timecard and are identified by using the code number “58.” Exhibit 375.1 demonstrates how holiday leave hours should be recorded on the timecard.

375.2 Exhibit 375.1 also shows how to record time for employees who were scheduled to work on a holiday, but who failed to report for duty. (These employees are not entitled to holiday leave pay and are to be placed in a leave without pay status.) The supervisor is required to initial the timecard.

Exhibit 375.1
Recording Holiday Leave

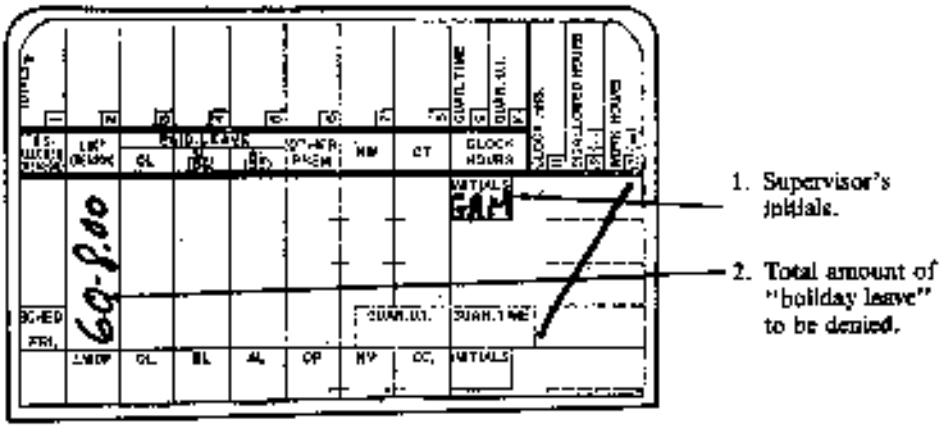
Example 1—Holiday Leave Pay

This is an example of a properly completed timecard for an employee who received paid time off during a holiday. The amount of hours to be paid is recorded in the PAID LEAVE OL column of the timecard and is identified by the code number “58.” An employee must receive the same number of hours of holiday leave pay as he was scheduled to work on the holiday (or the designated holiday).



Example 2—Denial of Holiday Leave Pay

In those instances where an employee was scheduled to work on a holiday and did not report for duty, the employee is not entitled to receive pay for holiday time off. This is an example of a properly completed timecard for such an employee. The amount of time entered in the LWOP (REASON) column of the timecard is equal to the number of hours of holiday leave pay that the employee would have received had he reported for duty as scheduled. These hours are identified with the code number “60.”



380 Administrative Leave (See ELM 519)

381 "Acts of God"

381.1 Definition

Administrative leave is absence from duty authorized by appropriate postal officials without charge to annual or sick leave and without loss of pay. "Acts of God" involve community disasters such as fire, flood, or storms. The disaster situation must be general rather than personal in scope and impact. It must prevent groups of employees from working or reporting to work.

381.2 Eligibility

381.21 Eligibility Chart

Employee Category	*Eligible*
Full-time	yes
Part-time regular	yes
Part-time flexible	yes
Casual	no
Temporary	no

381.22 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," the following rules apply:

a. Full-time and part-time regular employees receive administrative leave to complete or cover their scheduled tour of duty (not to exceed 8 hours).

b. Part-time flexible employees are entitled to credit for hours worked plus enough administrative leave to complete their scheduled tour. The combination of straight-time worked and administrative leave may not exceed 8 hours in a service day. If there is a question about the scheduled work hours, the part-time flexible emloyee is entitled to the greater of the following:

(1) The number of hours the part-time flexible employee worked on the same service day in the previous service week.

(2) The number of hours the part-time flexible employee was scheduled to work.

(3) The guaranteed hours, as provided in the applicable national agreement.

c. Part-time flexible employees prevented from reporting to work receive administrative leave, subject to the 8-hour limitation, for their scheduled work hours as provided in the above section(b).

381.23 Employees on annual leave, sick leave, or LWOP remain in such status. They are not entitled to administrative leave.

381.3 Authorization and Supporting Forms

381.31 Field division GMs/PMs and other installation heads have authority to approve administrative leave for up to 1 day. MSC and BMC managers may authorize administrative leave beyond 1 day, but not to exceed a total of 3 days for their installation and those reporting to it. Postmasters and heads of installations that report directly to a district or a region may authorize administrative leave not in excess of 3 days.

381.32 Postmasters and other appropriate officials determine whether absences from duty allegedly due to “Acts of God” were, in fact, due to such cause or whether the employee or employees in question could, with reasonable diligence, have reported for duty.

381.33 A Form 3971 will be prepared for each employee who is in an administrative leave status due to an “Act of God.” If an entire tour is absent, one Form 3971 can be prepared to cover the entire tour. It is the supervisor’s responsibility to ensure that this form is prepared as soon as possible after the employees return to work. The supervisor approving the Form 3971 must complete the leave type code entry. This ensures that the timekeeper is provided with the correct code for the timecard entry. It is the timekeeper’s function to calculate the actual amount of leave granted to each employee.

381.4 Timecard Handling

Timecards for employees who are unable to report to work because of an “Act of God” should be handled in the manner prescribed in 310. If an employee is dismissed from work early due to an “Act of God,” the employee should clock out before leaving the installation.

381.5 Timecard Recording

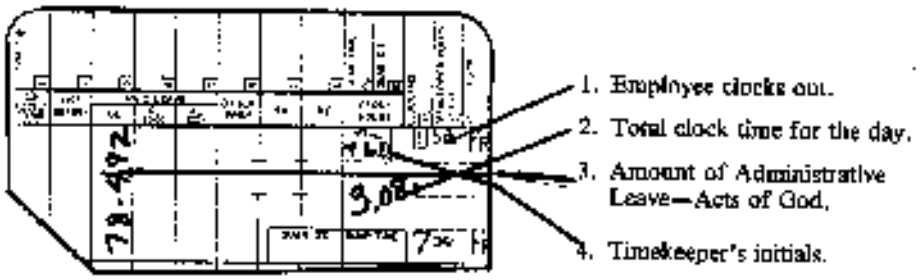
Administrative leave due to an “Act of God” is posted in the PAID LEAVE OL column of the timecard for each time that it is used and is identified by the code number “78.” Exhibit 381.5 shows a properly completed timecard for an employee who was in such administrative leave status.

Exhibit 381.5
Form 3971, *Authorizing Administrative Leave—"Acts of God"*

All instances of administrative leave due to "Acts of God" are to be documented with a Form 3971. Normally Form 3971 should be prepared for each employee who is in an administrative leave status, but when the circumstances warrant, one form may be prepared for the entire tour. If leave is approved for the entire tour, the supervisor writes in "full tour" on the Form 3971. If the leave is for a partial tour, the supervisor writes in the time that the leave officially started. It is up to the timekeeper to calculate the actual amount of leave to be granted to each employee. The timekeeper's calculation will depend on whether the individual affected is a full-time employee, a part-time regular employee, etc.

Recording Administrative Leave—"Acts of God"

This is an example of a properly completed timecard for a full-time employee who received administrative leave due to "Acts of God." The amount of leave is recorded in the PAID LEAVE OL column and is identified with the code number 78.



382 Civil Disorders

382.1 Definition

During time of civil disorders in communities, the postmaster or installation head determines whether conditions are such that postal operations should be curtailed or terminated. The decision should take into account the needs of the Postal Service, local conditions, and the welfare of postal employees. In the event of such curtailment or termination, employees' absences are charged to administrative leave as provided below.

382.2 Eligibility

382.21 Eligibility Chart

Employee Category	*Eligible*
Full-time	yes
Part-time regular	yes
Part-time flexible	yes
Casual	no
Temporary	no

382.22 Administrative leave due to civil disorders is granted in the same manner as administrative leave due to "Acts of God." See 381.22.

382.23 Rural Carriers

Administrative leave for Rural Carriers in the event of civil disorders is discussed in Chapter 5.

382.3 Authorization and Supporting Forms

382.31 Installation heads can grant up to 3 days (24 hours) of administrative leave on a day-to-day basis to employees who, through no fault of their own, are prevented from reporting to work due to the disorder.

382.32 Supervisors will be responsible for preparing a Form 7020, *Authorized Absence From Workroom Floor*, for each group of employees who were absent due to a civil disorder. This form should be prepared as soon as possible after employees return to work. Exhibit 382.32 shows a properly completed Form 7020 for absences due to civil disorders. As an alternative, each employee can submit a Form 3971. The supervisor approving the Form 3971 must complete the leave type code entry. This ensures that the timekeeper is provided with the correct code for the timecard entry.

382.4 Timecard Handling

Other than those outlined in 310, there are no special timecard handling provisions for employees who were absent due to civil disorder.

382.5 Timecard Recording

Administrative leave due to civil disorder is recorded in the PAID LEAVE OL column of the timecard in the appropriate daily block and is indentified by the code number “81.” Exhibit 382.32 shows a properly completed timecard for an employee who is absent due to administrative leave due to civil disorder.

383 Civil Defense

383.1 Definition

Eligible full-time employees who volunteer and are selected by state or local authorities for civil defense assignments are authorized to participate in pre-emergency training programs and test exercises conducted by the state or local government. Participation in these activities during the employee’s regularly scheduled tour of duty cannot exceed more than 40 hours in any one leave year.

Exhibit 382.32

Form 7020, *Authorizing and Recording Administrative Leave Due to Civil Disorder*

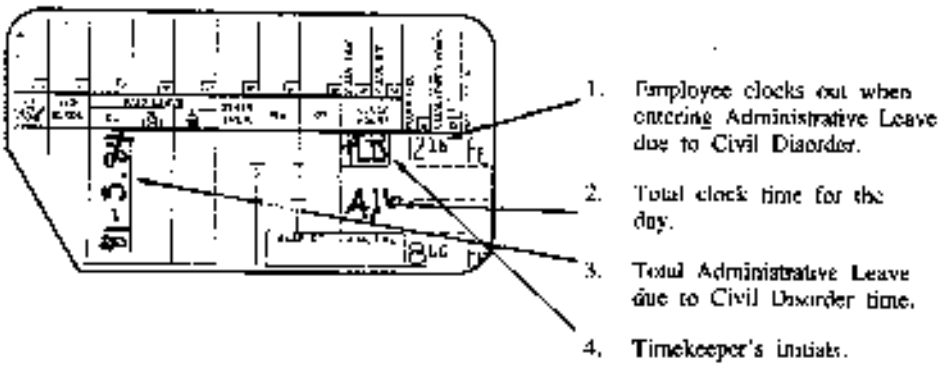
This is an example of a properly completed Form 7020 which is used to authorize administrative leave in instances of civil disorder. The supervisor is to record the time the tour was dismissed in the TIME column.

NAME OF EMPLOYEE OR NO. OF EMPLOYEES all employees at by location 118		DATE 7/16/86
SOCIAL SECURITY NUMBER	SUPERVISOR'S INITIALS	TIME
LEAVE UNIT →	JLM	1216
ARRIVE →		
LEAVE →		
RETURN TO UNIT →		
☐ STEWARD'S DUTY TIME ☐ MEETING TIME ☐ OTHER TIME		
REASON FOR ABSENCE Civil disorder		
SEE REVERSE SIDE FOR INSTRUCTIONS		

PS Form 7020 Jan. 1978 AUTHORIZED ABSENCE FROM WORKROOM FLOOR

Recording Administrative Leave Due to Civil Disorder on Timecard

This is an example of a properly completed timecard for an employee who is absent on administrative leave due to civil disorder. The amount of time off is recorded in the PAID LEAVE OL column of the timecard and is identified with the code number “81.”



383.2 Eligibility

383.21 Eligibility Chart

Employee Category	*Eligible*
Full-time	yes
Part-time regular	no
Part-time flexible	no
Casual	no
Temporary	no

383.22 Rural Carriers

Administrative leave for civil defense assignments for rural carriers is discussed in Chapter 5.

383.3 Authorization and Supporting Forms

383.31 Availability for civil defense assignments is subject to the following three conditions:

a. The employee's participation has been requested by the state or local civil defense authorities.

b. The employee can reasonably be expected to be available for assignment to civil defense activities in the event of an emergency.

c. The employee can be spared from his regular duties for the required periods of participation.

383.32 Employees are responsible for initiating Form 3971 for each period of time that they expect to be absent from work while participating on an approved civil defense activity. The supervisor approving the Form 3971 must complete the leave type code entry. This ensures that the timekeeper is provided with the correct code for the timecard entry.

383.33 Upon return to duty, the employee will be required to submit a written statement from the state or local civil defense authorities to his supervisor showing the days or hours of his participation. If the employee does not provide this statement or if the statement does not support the leave request that was approved on Form 3971, the employee must be charged with annual leave or with leave without pay.

383.4 Timecard Handling

There are no special timecard handling requirements other than those described in 310.

383.5 Timecard Recording

Administrative leave for civil defense assignments is to be entered in the proper daily block of the PAID LEAVE OL column and is identified by using the code number "77." Exhibit 383.5 shows how such leave is to be properly recorded on the timecard.

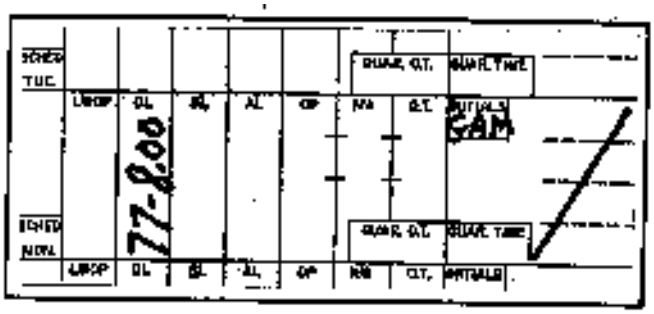
Exhibit 383.5

Form 3971, *Authorizing and Recording Administrative Leave for Civil Defense*

Eligible employees who are absent from duty because of participation in a civil defense activity are required to complete a Form 3971.

Recording Administrative Leave for Civil Defense on Timecard

This is an example of a properly completed timecard for an employee who is absent on administrative leave for civil defense. The amount of leave is entered in the PAID LEAVE OL column and is identified with code number “77.”



384 Voting and Registration

384.1 Definition

So far as is practicable without seriously interfering with postal operations, eligible employees who desire to vote or register in any election or in any referendum on a civic matter in their community are excused for a reasonable time for that purpose on a day they are scheduled to work.

384.2 Eligibility

384.21 Eligibility Chart

Employee Category	*Eligible*
Full-time	yes
Part-time regular	yes
Part-time flexible	yes
Casual	no
Temporary	no

384.22 Other Factors

Eligible employees are not allowed administrative leave for voting and registration during a period of absence on sick leave, annual leave, or LWOP.

384.23 Rural Carriers

Administrative leave for voting and registration for rural carriers is discussed in Chapter 5.

384.3 Authorization and Supporting Forms

384.31 Postal officials in charge of installations obtain necessary information concerning the hours during which the polls are open in the political subdivisions in which their employees reside. They then make an administrative determination regarding the amount of excused absence necessary. (See ELM 519.24.)

384.32 All employees are responsible for initiating Form 3971 for each period of time that they expect to be absent from work to vote or to register to vote. Form 3971 should be approved by the supervisor. The supervisor approving the Form 3971 must complete the leave type code entry. This ensures that the timekeeper is provided with the correct code for the timecard entry.

384.4 Timecard Handling

There are no special timecard handling requirements for employees who are absent on administrative leave for voting and registration.

384.5 Timecard Recording

384.51 Employees are to clock out at the time they leave an installation to vote and clock in when they return. Where necessary, Form 1234, *Utility Card*, should be used.

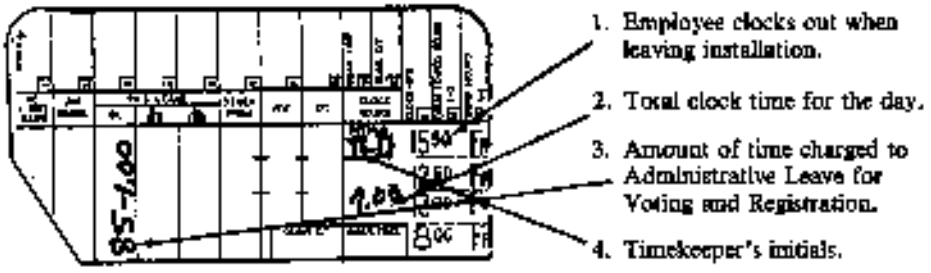
384.52 Administrative leave for voting and registration is to be entered in the proper daily block of the PAID LEAVE OL column of the timecard and is identified by the code number “85.” Exhibit 384.52 is an example of a properly completed timecard for an employee who uses administrative leave for voting and registration.

Exhibit 384.52
Form 3971, *Authorizing and Recording Administrative Leave for Voting and Registration*

Employees who wish to take time off for the purpose of voting or registering to vote must initiate a Form 3971 and obtain the supervisor’s approval.

Recording Administrative Leave for Voting and Registration on the Timecard

This is an example of a properly completed timecard for an employee who was granted permission to clock out one hour early for purposes of “voting or registering to vote.” Administrative Leave for Voting and Registration is recorded in the PAID LEAVE column of the timecard and is identified with the code number “85.”



385 Blood Donations

385.1 Definition

Eligible employees may be excused for that period of time deemed reasonable necessary to cover any absence from regular tours of duty to make voluntary blood donations, without remuneration, to the Red Cross, or the community, or other nonprofit blood bank.

385.2 Eligibility

385.21

Eligibility Chart

Employee Category	*Eligible*
Full-time	yes
Part-time regular	yes
Part-time flexible	yes
Casual	no
Temporary	no

385.22 Rural Carriers

Administrative leave for rural carriers who donate blood is discussed in Chapter 5.

385.3 Authorization and Supporting Forms

Eligible employees who wish to receive administrative leave to donate blood should prepare Form 3971 for supervisor action. The supervisor approving the Form 3971 must complete the leave type code entry. This ensures that the timekeeper is provided with the correct code for the timecard entry. Upon return to work, the employee should provide the supervisor with a Form 3971 which has been endorsed by an official at the place of donation.

385.4 Timecard Handling

Other than those described in 310, there are no special timecard handling requirements for employees who take time off to donate blood.

385.5 Timecard Recording

385.51 Administrative leave for blood donations is to be recorded in the PAID LEAVE OL column of the timecard in the appropriate daily block and is identified by the code number “69.” Exhibit 385.51 is an example of a properly completed timecard for an employee who used administrative leave for blood donations.

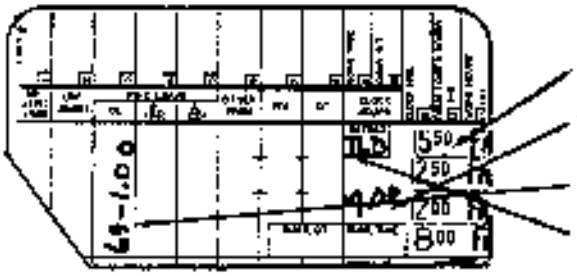
Exhibit 385.51

Form 3971, *Authorizing Administrative Leave for Blood Donations*

Employees who wish to take Administrative Leave for Blood Donations must initiate a Form 3971 in order to obtain supervisor approval.

Recording Administrative Leave for Blood Donations

This is an example of a properly completed timecard for an employee who has been granted 1 hour of Administrative Leave for Blood Donations. The amount of leave is recorded in the PAID LEAVE OL column of the timecard and is identified with the code number “69.”



385.52 Supervisors are to require employees to clock out when leaving the installation to donate blood and when returning to the installation from donating blood. If by clocking in and out the employee will have more than four clock rings for the day, he should record the clock rings on Form 1234.

386 Funeral Services

386.1 Definitions

386.11 Absence of Veterans to Attend Funeral Services

Full-time employees (except rural carriers) who are veterans of any war, campaign, or expedition (for which a campaign badge has been authorized), or who are members of honor or ceremonial groups of such veterans, may be granted administrative leave, not to exceed 4 hours in any one day, to participate in funeral ceremonies for members of the Armed Forces of the United States whose remains are returned from abroad for final interment in the United States. Such participation is limited to service as active pallbearers or as members of firing squads or guards of honor.

386.12 Funerals of Immediate Relatives Who Died in Combat Zone

Administrative leave, not to exceed 3 days, is granted to employees to make arrangements for or to attend the funeral of, or memorial service for, an immediate relative who died as a result of wounds, disease, or injury incurred while serving as a member of the Armed Forces of the United States in a combat zone. An immediate relative is defined as:

a. Spouse and spouse’s parents.

b. Children and their spouses.

c. Parents.

d. Brothers, sisters, and brothers-in-law and sisters-in-law (brothers and sisters of spouses and spouses of brothers and sisters).

386.2 Eligibility

386.21 Eligibility for administrative leave to participate in funeral services as set forth in 386.11 is limited to full-time employees.

386.22 Administrative leave for funeral services for rural carriers is discussed in Chapter 5.

386.3 Authorization and Supporting Forms

Eligible employees are required to obtain approval for administrative leave to cover their absence from duty for funeral services (as set forth in 386.1) by using Form 3971. The supervisor approving the Form 3971 must complete the leave type code entry. This ensures that the timekeeper is provided with the correct code for the timecard entry.

386.4 Timecard Handling

Other than those outlined in 310, there are no special timecard handling requirements for employees absent on administrative leave for funeral services.

386.5 Timecard Recording

386.51 Administrative leave for funeral services is to be recorded in the appropriate daily block of the PAID LEAVE OL column of the timecard and is identified by the code number “79.”

386.52 Exhibit 386.52 shows a properly completed timecard for an employee who took administrative leave for funeral services.

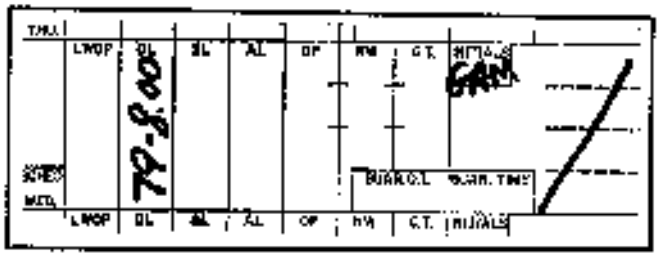
Exhibit 386.52

Form 3971, *Authorizing Administrative Leave for Funeral Services*

Eligible employees who intend to take Administrative Leave for Funeral Services are to initiate Form 3971 in order to obtain supervisor approval for the leave.

Recording Administrative Leave for Funeral Services on Timecard

This is an example of a properly completed timecard for an employee who has taken Administrative Leave for Funeral Services. The amount of leave is recorded in the PAID LEAVE OL column and is identified with the code number “79.”



387 Postmaster Conventions and Organization Business

387.1 Definitions

387.11 Postmaster Conventions

Administrative leave, not to exceed 10 working days, is authorized for postmasters and officers-in-charge for the purpose of attending organization conventions, as follows:

a. A maximum of 5 working days per leave year for actual attendance at the annual national convention of one postmaster organization.

b. A maximum of 3 working days per leave year for actual attendance at the annual state or multi-state convention of one postmaster organization which is held for the state in which the postmaster's (or OIC's) installation is located.

c. A maximum of 2 working days per leave year for the travel time which is actually required by a postmaster (or OIC) to attend the national and/or state conventions, provided such travel time is also during a regularly scheduled work day.

387.12 Postmaster Organization Business

A maximum of 50 days of administrative leave is authorized each leave year for each association, for use by national officers and the national editor to conduct organization business. The national president designates in advance the amount of the combined maximum total of 50 days to be distributed individually among the officers and the editor.

387.2 Eligibility

387.21 Only postmasters and officers-in-charge are eligible for administrative leave to attend postmaster organization conventions.

387.22 Only those national officers and editors of the postmaster organizations who have been designated in advance are eligible for administrative leave to conduct organization business.

387.3 Authorization and Supporting Forms

Application for the intended absence on administrative leave (as provided) must be approved in advance by the postal manager to whom the postmaster (or OIC) reports. Any requests for annual leave or LWOP to supplement administrative leave granted for such absences must also be approved in advance by the same postal manager. The postmaster or officer-in-charge should complete a Form 3971 prior to taking such leave. The supervisor approving the Form 3971 must complete the leave type code entry. This ensures that the timekeeper is provided with the correct code for the timecard entry.

387.4 Timecard Handling

There are no special timecard handling requirements for persons using administrative leave to attend postmaster conventions or to conduct postmaster organization business other than those described in 310.

387.5 Timecard Recording

Administrative leave to attend postmaster organization conventions or to conduct organization business is to be recorded in the PAID LEAVE OL column in the appropriate daily block on the timecard and is to be identified by using one of the following codes:

a. “66” for attending conventions. (See Exhibit 387.5a)

b. “89” for conducting organization business. (See Exhibit 387.5b)

Exhibit 387.5a

Form 3971, *Authorizing Administrative Leave to Attend Postmaster Conventions*

Postmasters who wish to take Administrative Leave to Attend Postmaster Conventions must obtain the approval of the manager to whom they normally report.

Recording Administrative Leave to Attend Postmaster Conventions on Timecard

This is an example of a properly completed timecard for a postmaster who took Administrative Leave to Attend Postmaster Conventions. The amount of leave is entered in the PAID LEAVE OL column and is identified with code number “66.”

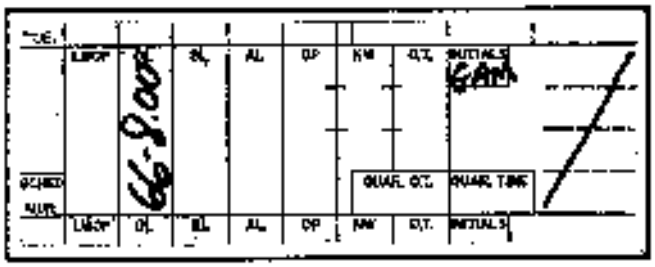


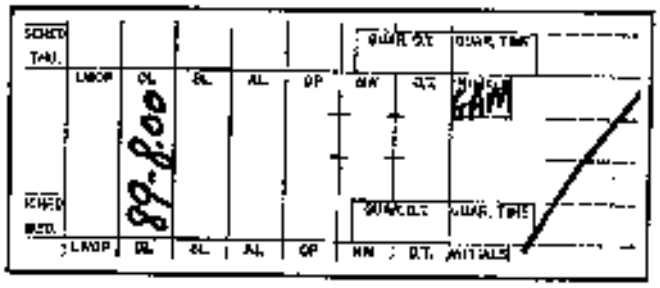
Exhibit 387.5b

Form 3971, *Authorizing Administrative Leave to Conduct Postmaster Organization Business*

Postmasters must complete a Form 3971 prior to taking Administrative Leave to Conduct Postmaster Organization Business.

Recording Administrative Leave to Conduct Postmaster Organization Business on Timecard

This is an example of a properly completed timecard for a postmaster who is on Administrative Leave to Conduct Postmaster Organization Business. The amount of leave to be granted is entered in the PAID LEAVE OL column and is identified with the code number “89.”



388 Relocation

388.1 Definition

An eligible employee who is transferred or relocated in the interest of the Postal Service from one official station to another is entitled to five days of administrative leave. The leave may be taken before or after the move and may be taken one day or more at a time, but not in less than whole-day increments.

388.2 Eligibility

388.21 Eligibility Chart

Employee Category	*Eligible*
Full-time	yes
Part-time regular	yes
Part-time flexible	yes
Casual	no
Temporary	no

388.22 An actual physical move of the employee’s household is a requirement for eligibility for administrative leave for relocation.

388.23 Administrative leave for relocation for rural carriers is discussed in Chapter 5.

388.3 Authorization and Supporting Forms

388.31 If any leave is granted by the losing duty station, the number of days allowed is noted on Item 88 of the reassignment Form 50, Notification of Personnel Action. Before granting administrative leave for relocation, the gaining duty station reviews the losing station's Form 50 to determine the additional leave which may be allowed.

388.32 Employees requesting leave must prepare Form 3971 for supervisor approval in advance of taking the leave.

388.33 The Form 3971 must be presented to the supervisor at the installation to which the employee is assigned at the time leave is taken. The supervisor approving the Form 3971 must complete the leave type code entry. This ensures that the timekeeper is provided with the correct code for the timecard entry.

388.4 Timecard Handling

Other than the procedures described in 310, there are no special timecard handling provisions for employees who are absent on administrative leave for relocation purposes.

388.5 Timecard Recording

388.51 Administrative leave for relocation is to be recorded either on the timecard that the employee will use at the installation to which he is being transferred or on the employee's current timecard if the leave is granted prior to the date of transfer.

388.52 Administrative leave for relocation is to be recorded in the appropriate daily block of the PAID LEAVE OL column of the timecard and is identified with the code number "80." Exhibit 388.52 is an example of a properly completed timecard for an employee using administrative leave for relocation.

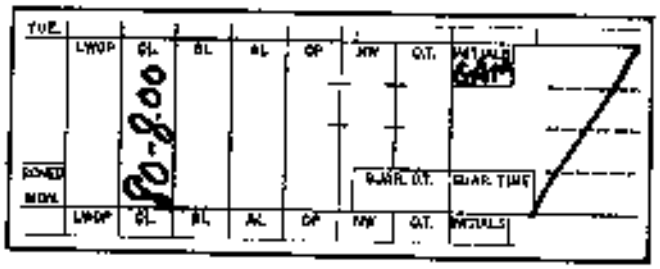
Exhibit 388.52

Form 3971, *Authorizing Administrative Leave for Relocation Purposes*

Employees who request Administrative Leave for Relocation Purposes are to initiate a Form 3971 in order to obtain supervisor approval.

Recording Administrative Leave for Relocation Purposes on Timecard

The example below shows a properly completed timecard for an employee who took Administrative Leave for Relocation Purposes. The amount of leave is recorded in the PAID LEAVE OL column of the timecard and is identified with the code number "80."



388.53 In the event the employee later decides not to transfer to the new location, any administrative leave taken for relocation purposes must be charged to annual leave or to LWOP. The MSC should be contacted so that proper procedures may be followed in making this adjustment.

389 Other Paid Leave

389.1 Definition

389.11 "Other Paid Leave" is an administrative leave with pay category which will be used only in those situations when the types of leave described elsewhere in this chapter are not applicable or where special leave has been authorized by the management sectional center, district, regional headquarters, or national headquarters.

389.12 "Other Paid Leave" is to be recorded whenever an employee dies on one of his or her scheduled workdays. If on that day the employee dies prior to the time at which he or she was scheduled to report to work, the entire scheduled tour for that day is charged to "Other Paid Leave." If the employee's death occurs during his or her scheduled tour, the balance of such tour for that day is charged to "Other Paid Leave." However, the employee must have been in a pay status, either work hours or paid leave, on the last scheduled day prior to the day of death.

389.2 Eligibility

There are no eligibilities for "Other Paid Leave." The eligibilities depend on the situation at hand. Questions regarding eligibility should be referred to the appropriate field division or MSC.

389.3 Authorization and Supporting Forms

All cases of "Other Paid Leave" must be documented on a Form 3971. The reason for using "Other Paid Leave" should be thoroughly explained in the REMARKS block of the Form 3971. The supervisor approving the Form 3971 must complete the leave type code entry. This ensures that the timekeeper is provided with the correct code for the timecard entry.

389.4 Timecard Handling

The installation head of the field division or MSC may specify special timecard handling in instances where "Other Paid Leave" is authorized.

389.5 Timecard Recording

Exhibit 389.5 is an example of how "Other Paid Leave" should be properly recorded on an employee's timecard. It is identified by the code number "86."

Exhibit 389.5

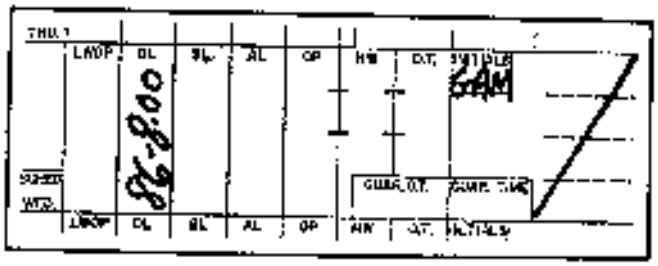
Form 3971, *Authorizing and Recording Other Paid Leave*

Authorizing Other Paid Leave

Form 3971 is used to authorize “Other Paid Leave.”

Recording Other Paid Leave on Timecard

This is an example of how “Other Paid Leave” should be recorded on the timecard. The amount of leave to be granted is entered in the PAID LEAVE OL column and is identified with the code number “86.”



390 Other Types of Leave and Absence

391 Absence for Maternity/Paternity Reasons

391.1 Absence for Maternity Reasons

Absence for maternity reasons is not a separate type of leave. Such absence may be covered by using sick leave, annual leave, and LWOP. The same leave policies, regulations, and procedures apply to absence for maternity reasons as apply to requests for leave generally. (See ELM 515.1.)

391.2 Absence for Paternity Reasons

A male employee may request only annual leave or LWOP for purposes of assisting or caring for his minor children or the mother of his newborn child while she is incapacitated for maternity reasons. Approval of leave for these reasons is consistent with Postal Service policy for granting leave in any other situation where leave is requested due to the incapacitation of an employee's spouse. Each such leave request is considered on its own merits. (ELM 515.2.)

392 Continuation of Pay/Injury on Duty

392.1 Definition

392.11 Employees 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.

392.12 The 45 calendar days begin with the earlier of (a) the employee's first full tour after the onset of the disability, or (b) the first calendar day after the onset of the disability and end 45 calendar days thereafter.

392.13 Continuation of pay applies only to employees suffering traumatic injuries. Persons disabled as a result of occupational illnesses (those illnesses which are the result of continued exposure to a condition of the work environment) do not receive COP and are eligible for injury compensation benefits from the Office of Workers' Compensation Programs, U.S. Department of Labor (OWCP) under the Federal Employees Compensation Act, or sick leave or annual leave as appropriate.

392.2 Eligibility

392.21 Eligibility Chart

Employee Category	*Eligible*
Full-time	yes
Part-time regular	yes
Part-time flexible	yes
Casual	yes
Temporary	yes

392.22 Continuation of pay for rural carriers is discussed in Chapter 5.

392.3 Authorization and Supporting Forms

392.31 Promptly upon being advised that an employee has claimed continuation of pay, a supervisor must ensure that Form 3971 is completed. The supervisor approving the Form 3971 must complete the leave type code entry. This ensures that the timekeeper is provided with the correct code for the timecard entry.

392.32 An employee is entitled to continuation of pay for the same number of hours as the employee would have worked but for the injury, excluding overtime. A part-time flexible schedule employee receives continuation of pay in an amount equal to the average weekly number of paid hours that the employee had over the prior 52 weeks, excluding overtime. A casual or temporary employee, or other intermittent employee, not part of the regular work force, receives continuation of pay in an amount equal to the average weekly number of paid hours the employee had over the prior 52 weeks excluding overtime, but in no event may the employee's continuation of pay for a full week be less than 24 hours. For a part-time flexible schedule, casual, temporary or other intermittent employee who has not worked 1 full year, the average hours per week, for purposes of calculating the amount of continuation of pay, is the average for the most recent period of appointment, rather than the average over the prior 52 weeks.

392.33 If an employee is excused from work because of a disabling, job-related, traumatic injury where the disability occurred during the employee's scheduled tour, the remaining portion of the tour should be charged to Other Leave, code number "86," rather than Continuation of Pay, code number "71." But when the employee is directed by management to an on or off-site medical unit, due to injury or illness, see 146.27. If the employee is disabled and excused from work on a nonscheduled day where a guarantee period applies (see sections 222 and 231), the remaining portion of the employee's tour must be charged to Guaranteed Time or Guaranteed Overtime as applicable.

392.34 It is the responsibility of the employee and the immediate supervisor to properly complete their respective sections of Form CA-1, *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation.*

392.4 Timecard Handling

The timecard for employees in a COP status must be properly totaled and sent to the DDE/DR site or PDC as designated at the end of each week.

392.5 Timecard Recording

392.51 On the day that the employee leaves the work area due to a disabling traumatic job-related injury, the employee is to be paid for the entire regular tour of work that was scheduled. The timekeeper must subtract the total number of hours worked during the day from the total number of hours scheduled to be worked. The balance is charged as provided in 392.33 or 146.27, where applicable.

392.52 Full-time and part-time regular schedule employees must be paid the same number of hours (excluding overtime) that they would normally have received had they remained in work status. Part-time flexible schedule, casual, and temporary employees are to be paid as discussed in 392.32.

392.53 The hours to be paid to an employee who is on continuation of pay are to be recorded in the PAID LEAVE OL column in the appropriate daily block on the timecard, and are identified using code number 71.

392.54 Employees who normally would have been eligible to receive Sunday premium or night shift differential will continue to receive these premiums while in a continuation of pay status. The timekeeper is to record the number of hours that an employee normally would have received for Sunday premium and for night shift differential in the appropriate timecard block each day. Exhibit 392.54 is an example of a properly completed timecard for an employee who is in a continuation of pay status.

392.55 The supervisor, in conjunction with the injury compensation control office for that installation, is responsible for monitoring the hours of continuation of pay credited to each employee. No employee may receive continuation of pay for more than 45 calendar days for any one injury. Report ANNO70P1 “Worker’s Compensation—Injury on Duty” will be produced each pay period for each installation which has employees in a continuation of pay status to assist supervisors in monitoring this activity. Exhibit 392.55 is an example of this report.

Exhibit 392.5*4*

***Form 3971,* Authorizing Continuation of Pay**

If it is not possible for the employees to initiate the Form 3971 to request continuation of pay then the supervisor will be expected to perform this function. COP should not be entered on the timecard unless there is a Form CA-1 on file.

Recording Continuation of Pay on Timecard

This is an example of a properly completed timecard for an employee who was in a COP status. The COP is entered in the PAID LEAVE OL column and identified with the code number "71."

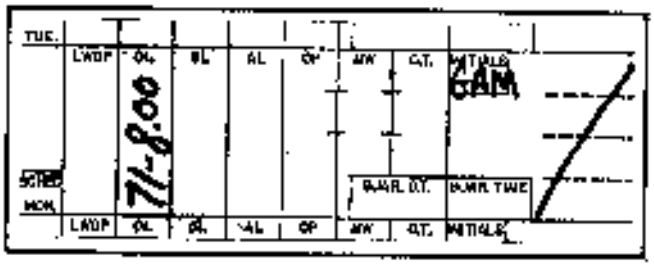


Exhibit 392.55

Worker's Compensation—Injury on Duty Report

This report lists those employees who are in a continuation of pay status. Supervisors and timekeepers should be careful not to allow any employee more than 45 calendar days of COP.

USPS 33-8550 WORKERS COMPENSATION **** INJURY ON DUTY DATE 08/26/76
TRENTON NJ PAGE 3
REPORT XXXXXXX
AP 06 ENDED 08/15/76

EMPLOYEE NAME	SEC-SEC-RR	BES/PAY ACT	PER	CURRENT PERIOD CONT'ATION OF PAY HOURS	ADJ	AMOUNT	ADJ	YEAR TO DATE CONT'ATION OF PAY HOURS	AMOUNT	INJURY OCCURRENCES BY AP 1 2 3 4 5 6 7 8 9 10 11 12 13
BAUM	CA 115-74-3580	119	11	8.00	16.00	40.00	80.00	200.00	1,000.00	* *
BAUM	CA 115-74-3580	119	12					200.00	1,000.00	* *
BONNEY	TC 358-19-1968	415	11					360.00	1,800.00	* *
BONNEY	TC 358-19-1968	415	12					360.00	1,800.00	* *
MCCLURE	LD 967-61-1155	221	11	16.00		80.00		16.00	80.00	*
POST OFFICE TOTALS				24.00	16.00	120.00	80.00	976.00	2,880.00	
SCF TOTALS				48.00	24.00	240.00	120.00	800.00	4,000.00	
DISTRICT TOTALS				60.00	24.00	300.00	120.00	900.00	4,500.00	
NATIONAL TOTALS				360.00	110.00	1,800.00	550.00	10,000.00	50,000.00	

393 Absence Without Leave

393.1 Definition

Absence without leave (AWOL) is a nonpay status resulting from a determination that no kind of leave (including LWOP) can be granted, either because the employee did not obtain advance authorization for the absence or the employee's request for leave was denied.

393.2 Eligibility

Any employee can be charged AWOL.

393.3 Authorization and Supporting Forms

393.31 All employees who are absent without notification or permission are considered AWOL pending the receipt of the facts in each case. AWOL is an administrative matter which is to be handled by the head of the installation for purposes of making a final time recording disposition. In all cases of AWOL which come to the attention of the timekeeper, he should notify the appropriate supervisor. The matter then becomes the responsibility of the supervisor to resolve.

393.32 If an employee does not report for scheduled duty or is absent from duty during the scheduled duty period without proper prior notification, or if the timekeeper is the first person to determine that an employee is AWOL, they are to prepare a Form 3971 to the extent possible pending receipt of additional facts. If the supervisor or other responsible employee determines that an employee is AWOL, they should initiate the preparation of Form 3971 by notifying the timekeeper. Form 3971 is to be prepared in all cases of AWOL to whatever extent it can be completed. The supervisor approving the Form 3971 must complete the leave type code entry. This ensures that the timekeeper is provided with the correct code for the timecard entry.

393.33 "Absence Without Leave" covers only those hours which an employee would otherwise work or for which he would normally be paid. It does not include days on which the employee is not scheduled to work.

393.4 Timecard Handling

In most cases, timecards should be handled as the procedures require in 310. However, in some cases when an employee is on extended AWOL, the timekeeper may wish not to rack the timecard. If the timekeeper elects to do this, he must be careful to see to it that the timecards are still sent to the PDC at the end of each week.

393.5 Timecard Recording

Because there is no special code for "Absence Without Leave," use the "Leave Without Pay-Regular" codes. (See 345.)

4 Other Duty Hours

410 Overview

411 Purpose

The purpose of this subchapter is to provide a summary of the major procedures described in this chapter.

412 Procedures

This chapter describes in detail the following procedures to use whenever an employee:

a. Works in a higher level position.

b. Works in a “transferred hour” status.

c. Is “loaned” to another installation.

d. Participates in a training session.

e. Works as a postmaster relief and/or leave replacement.

f. Is new to the Postal Service and has not received a timecard from the postal data center.

g. Has a lost or damaged timecard.

h. Is a dual-appointment employee.

413 Other Duty Card

413.1 Special Situations

Some of the situations described above require the supervisor and/or the timekeeper to prepare a Form 1230-C, *Time Card-Other Service*, which is to temporarily replace Form 1230-A or 1230-B timecard. When an employee is assigned to a higher level position, for example, the employee is to discontinue using the computer-prepared Form 1230-A or 1230-B to record clock rings and begin using the Form 1230-C. This “other service” card will not only be used to record the employee time, but it will also be sent to the postal data center where it will be used in computing the employee’s pay. The procedures for recording service hours on a Form 1230-C are the same as the procedures for recording service hours on a Form 1230-A or 1230-B and are described in Chapters 1, 2, and 3. The procedures for totaling a Form

1230-C at the end of the week are described in Chapter 6. Some of the situations described above require the preparation of Form 1234, *Utility Card*, for recording time which is then copied onto the employee's 1230-A or 1230-B timecard.

413.2 Procedures

The "other service" card, Form 1230-C, performs several functions depending on the "card type." There is a separate procedure in this chapter for each of these functions. Each procedure is divided into the following five sections:

a. *A definition* of the "function" in question. The definition provides a detailed explanation of the condition which must be met before an eligible employee is required to use Form 1230-C to record and report time.

b. *An eligibility section* that indicates the employees who are required to use Form 1230-C.

c. *A description of the authorization and supporting forms* which must be used to support an employee's work and leave entries on the Form 1230-C. If the employee is not present to sign the supporting form on the day timecards are submitted to the DDE/DR site or PDC as designated, the supervisor must make the decision on the entry involved. Timecards will be completed based on the supervisor's action and forwarded to the DDE/DR site or PDC as designated, without delay. The employee will complete and sign the supporting document immediately upon returning to duty.

d. *A description of the timecard handling procedures* which are required. In most cases, timekeepers will total the daily entries on Form 1230-C and return it to the rack. But occasionally it is necessary to handle he "C" card differently. This section of the procedure explains what to do.

e. *A description of timecard recording procedures.* This section explains exactly how time in each of the several functions is to be recorded each day on the timecard. Failure to follow this procedure exactly as described may cause the employee to be paid incorrectly. (Procedures for totaling Form 1230-C at the end of the week are described in Chapter 6.)

413.3 Racking of Timecard

If the employee is to be using Form 1230-C, *Time Card—Other Service*, for a full tour, the supervisor may find it useful to remove the employee's regular timecard from the rack just to be sure that there is no mix-up as to which card the employee is to use to record clock rings. If the employee is working part of a tour while using Form 1230-C and part of a tour using From 1230-A or 1230-B and it is not practical to remove Form 1230-A or 1230-B from the rack, then the supervisor should emphasize to the employee the importance of clocking in and out on the proper timecard.

413.4 Recording of Premium Pay and Leave

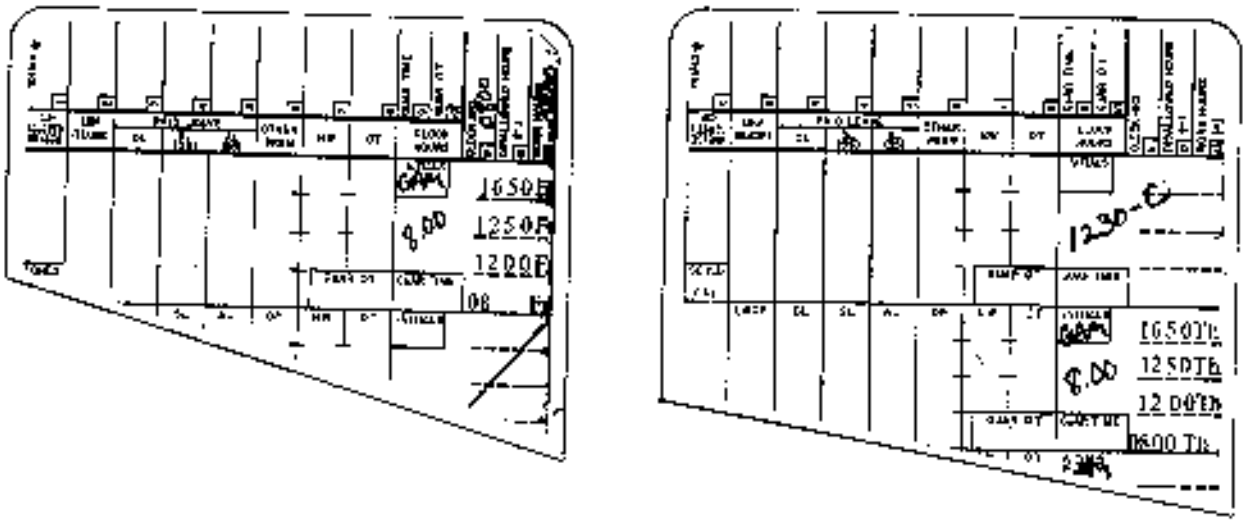
If an employee is entitled to premium pay or takes leave while using Form 1230-C, the premiums and leave must be recorded on Form 1230-C, not on Form 1230-A or 1230-B.

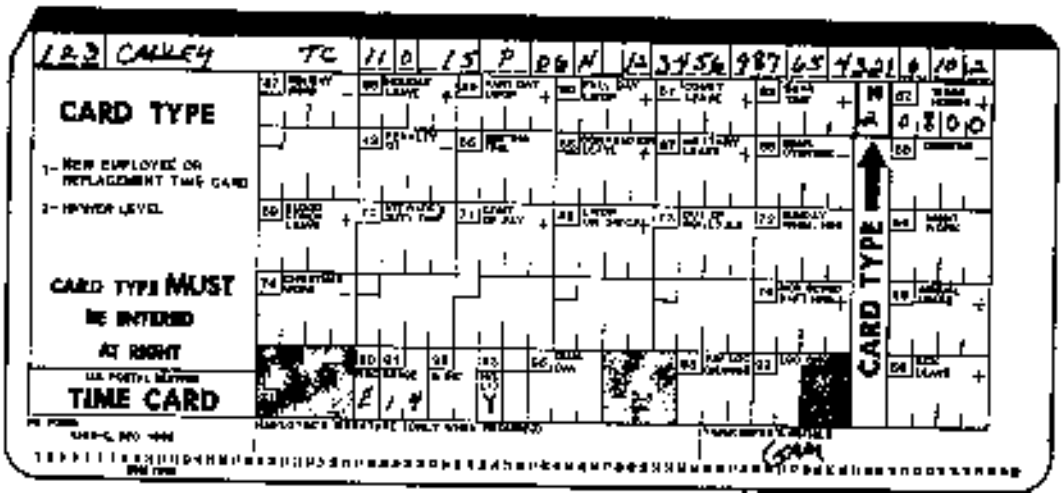
413.5 Marking Forms 1230-A (and 1230-B)

Exhibit 413.5 illustrates how the clock ring side of Form 1230-A or 1230-B timecard should be noted to indicate that the employee is using Form 1230-C card.

Exhibit 413.5
Indicating on Form 1230-A That Time Has Been Recorded on Form 1230-C

This exhibit shows how timekeepers should mark the Form 1230-A (or 1230-B) timecard to indicate that an employee is recording clock time on a Form 1230-C, *Time Card—Other Service*.





414 Familiarity with Procedures

Supervisors and timekeepers must be thoroughly familiar with the procedures in this chapter. Failure to follow the procedures could possibly cause an employee to be paid incorrectly.

415 Adjustment Procedures

The adjustment procedures for the topics covered in this chapter are discussed in Chapter 7.

420 Procedures

421 Higher Level

421.1 Definition

As the needs of the Postal Service require, management may temporarily assign an employee to perform the duties and/or to assume the responsibilities of a ranked or evaluated position which is at a higher level than that of the employee's official position. A temporary assignment to a nonbargaining unit position must be to an established position that either is vacant, or from which the incumbent is absent from duty.

421.2 Eligibility

421.21 Employees are eligible for higher level pay applicable to the higher level position to which assigned, as shown in Exhibit 421.21.

421.22 Employees are paid base pay and premiums under the rules and regulations which apply to the higher level position in which service is performed. However, the following apply:

421.221 A part-time flexible employee remains a part-time flexible employee and is paid at the higher level flexible rate.

421.222 Bargaining unit employees retain their permanent work schedule when temporarily assigned to another position. If eligible, they receive Out-of-Schedule Overtime for a schedule change upon accepting the assignment.

421.223 Nonbargaining Rescheduling Premium is not authorized for nonbargaining employees upon accepting the initial assignment into a higher level nonbargaining position which requires a schedule change.

Exhibit 421.21
Higher Level Pay Eligibility

FROM RSC \ TO RSC	N, PDC	E—EAS 1-19	E—EAS 20-30	F—A-E Postmasters	G—Nurses	K—HQ Oper. Services	M—Mailhandlers	P—PS	R—Rural Carriers	T—Tool & Die Shop	Y—Security Force-FPSP
N, PDC	1	2	3	—	—	—	1	1	1	1	1
E—EAS 1-19	1	4	4	—	1	1	1	1	1	1	1
E—EAS 20-30	5	—	4	—	—	—	—	—	—	—	—
F—A-E Postmasters**	1	4	4	6	1	1	1	1	1	1	1
G—Nurses	1	2	3	—	—	1	1	1	1	1	1
K—HQ Oper. Services	1	2	3	—	1	1	1	1	1	1	1
M—Mailhandlers	1	2	3	—	1	1	1	1	1	1	1
P—PS	1	2	3	—	1	1	1	1	1	1	1
R—Rural Carriers*	1	2	3	—	1	1	1	1	1	1	1
T—Tool & Die Shop	1	2	3	—	1	1	1	1	1	1	1
Y—Security Force-FPSP	1	2	3	—	1	1	1	1	1	1	1

*Rural carriers who are detailed into a different salary schedule are converted first to the salary for a 40-hour evaluated route, retained step, before applying the higher level increase.
**For A-E Postmasters assigned to full-time positions, first adjust the current base salary to the full-time equivalent rate.

BASE Salary Adjustment

1. To current full-time base salary, add 2 steps of the current grade (add 3 steps for detail to a position 3 or more grades higher). Advance to the next higher base salary step in the higher grade.

2. Adjust the current basic salary by the amount of COLA in the permanent position less the COLA of the higher level position. Add 1 step of the current grade to the adjusted basic salary. Advance to the next higher salary step in the higher level grade. Add the higher level position COLA for the base salary to be paid during the higher level assignment.

3. Adjust the current basic salary by the amount of COLA in the permanent position less the COLA of the higher level position. Add 5% of the minimum basic salary of the higher level grade to the adjusted current basic salary. Advance to the next higher basic salary step in the higher level grade, if appropriate. Add the higher level position COLA for the base salary to be paid during the higher level assignment.

4. Add 8% of the minimum basic salary of the higher level grade to the current full-time base salary. Do not advance to the next higher step.

5. To current base salary, add 5% of the current basic salary. Advance to the next higher base salary step in the higher level grade.

6. Advance the current base salary to the equivalent base salary step in the higher level grade.

To determine the new basic salary, subtract the COLA of the permanent lower grade position from the adjusted base salary.

421.224 When an employee performs a combination of exempt and nonexempt work within an FLSA workweek, the following applies:

a. If the employee's permanent position is either exempt or nonexempt and 50% or more of the actual work hours are spent in nonexempt work, the employee is not eligible for personal absence, but must be paid either postal or FLSA overtime, whichever is greater, for all hours worked in excess of 8 paid hours in a day or 40 hours in the week. The employee is eligible for other premiums as applicable to the assigned position in which the premium is earned.

b. If the employee's permanent position is nonexempt and more than 50% of the actual work hours are spent in exempt work, the employee is eligible for either postal overtime, personal absence, or other premiums as applicable to the assigned position in which the overtime service is performed or the premium earned.

c. If the employee's permanent position is exempt and more than 50% of the actual work hours are spent in exempt work, the employee remains exempt for the entire week and is not entitled to receive overtime or other premiums, except as provided for the permanent position.

421.23 Nonbargaining field employees at BMCs, field divisions, MSCs, and their subordinate units are eligible for immediate higher level compensation provided the higher level service is for a tour of 8 hours or more. Higher level assignments which exceed 30 consecutive working days require approval of the appropriate district manager (or equivalent level of management) on Form 1723, *Assignment Order.*

421.24 For short-term assignments of 29 or fewer consecutive workdays, employees on higher level bargaining unit assignments are entitled to a maximum of 24 hours of approved sick and annual leave at the higher level rate as long as they resume the higher level duties upon return from leave. However, if a replacement is required while the employee is on leave, the higher level assignment for the absent employee is cancelled and the leave is recorded on the Form 1230-A or 1230-B timecard.

421.25 For long-term assignments of 30 or more consecutive workdays, employees on higher level bargaining unit assignments are entitled to approved sick and annual leave at the higher level rate provided they work in the higher level assignment on the workdays immediately before and after the period of absence, and even if a replacement is required while the employee is on leave.

421.26 When a full-time nonbargaining employee is absent on approved annual, sick, or other paid leave falling within a period of temporary assignment to a higher level position, the employee will be paid at a rate for the higher level position provided that he or she serves both on the workday immediately preceding and the workday immediately following the period of absence. However, if a replacement is required while the employee is on leave, the higher level assignment for the absent employee is cancelled and the leave is recorded on the Form 1230-A or 1230-B timecard.

421.27 A full-time employee is paid for the holiday at the rate of the higher level position provided the employee performs higher level service both on the

workday preceding and on the workday following the holiday. Otherwise, the employee is paid for the holiday at the rate appropriate for the employee's regular position.

421.3 Authorization and Supporting Forms

421.31 When an employee is to be temporarily assigned to a higher level position, the supervisor is to complete Form 1723, *Assignment Order*, in duplicate and forward the duplicate copy to the timekeeper. (See Exhibit 421.31.)

421.32 Upon receipt of the Form 1723, the timekeeper will prepare a Form 1230-C timecard for use by the employee while in the higher level position and return it to the supervisor. The duplicate Form 1723 is filed in the employee's official personnel folder (OPF). If the assignment is for an officer-in-charge position, the Form 1723 must be filed on the right side of the OPF as a permanent record.

421.33 The supervisor will give the original Form 1723 to the employee as a written order of the beginning and approximate ending of the higher level assignment. (Failure to provide this written order is not grounds for denial of higher pay if the employee is directed to perform the duties.)

421.34 The supervisor will retain the prepared Form 1230-C, or forward it to the new supervisor if a relocation is involved, for use by the employee during the week in the higher level position.

421.35 Exhibits 421.35a and 421.35b are examples of properly prepared Form 1230-C timecards which must be used whenever an employee is serving in a higher level position. The timekeeper must fill out the indicative data across the top of the card by simply copying it from the employee's preprinted Form 1230-A or 1230-B timecard. A "2" must be entered in the card type column. The information across the bottom is copied from the Form 1723 that the supervisor completed. The timekeeper must complete blocks 90, 91, and 93. Failure to complete these blocks could possibly cause the employee to be paid incorrectly.

Exhibit 421.31

Assignment Order Directing Employee to Perform Higher Level Duties

A properly completed Form 1723, *Assignment Order*, must be prepared in duplicate by the supervisor whenever an employee is directed to perform the duties of a higher level position. Immediately after preparing Form 1723, the supervisor will give the duplicate copy to the timekeeper. The timekeeper will use it to prepare Form 1230-C, *Time Card—Other Service*, to be used by the employee to record clock time and leave while in the higher level position. The timekeeper will give the Form 1230-C timecard to the supervisor who may, depending on the location of the higher level work, give Form 1230-C to the employee.

(The supervisor would probably be more inclined to give Form 1230-C to an employee who is assigned to work at a remote location than he would to an employee who was to work nearby, in which case the supervisor would give Form 1230-C directly to another supervisor.)

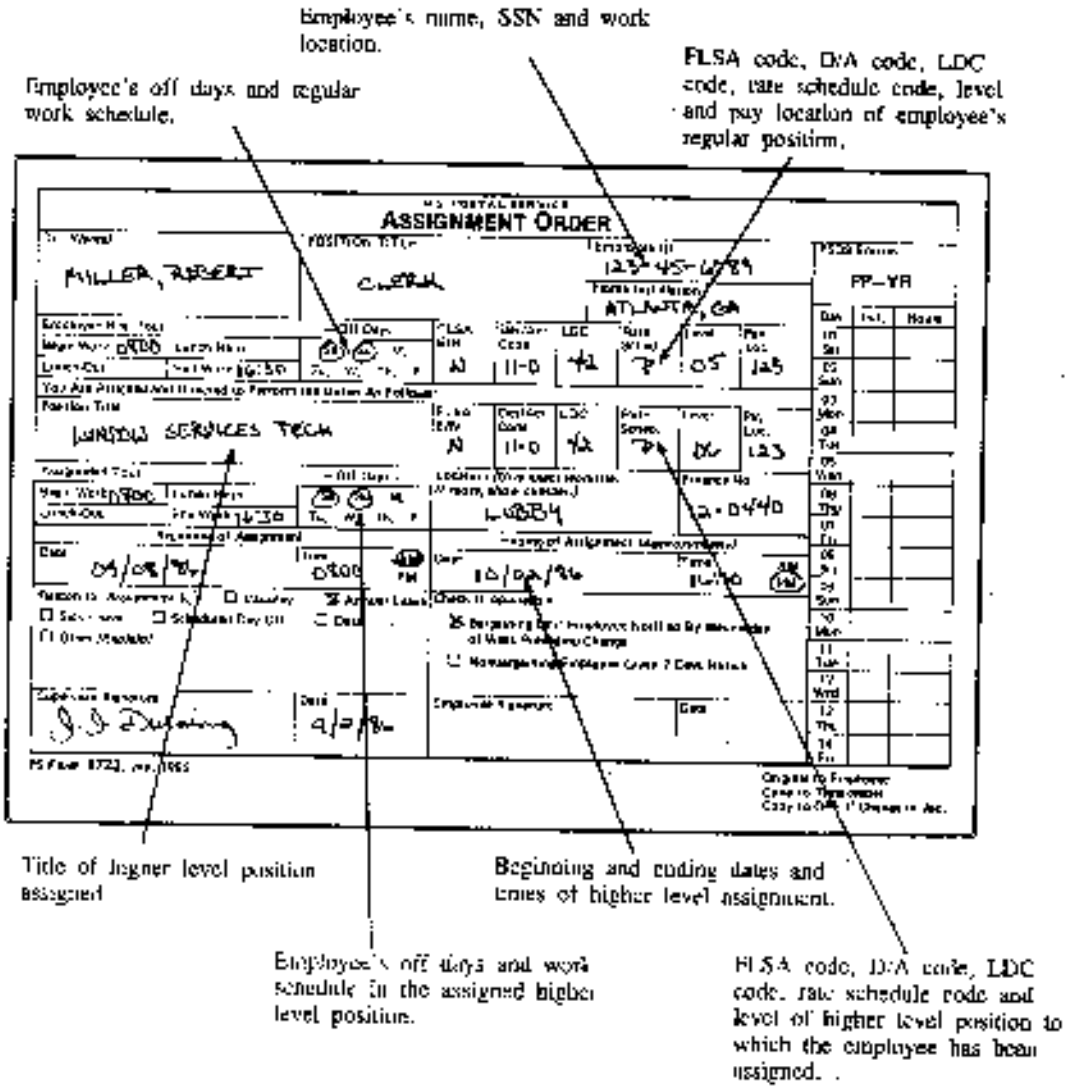


Exhibit 421.35a

Example of a Properly Prepared Form 1230-C, *Time Card—Other Service*, for a Bargaining Unit Employee Assigned to a Higher Level Position

This is an example of a properly prepared Form 1230-C, *Time Card—Other Service*, for a bargaining unit employee assigned to a higher level position. The “indicative” information across the top is copied directly from the preprinted Form 1230-A to 1230-B timecard. The information in blocks 90, 91, and 93 is copied directly from the Form 1723, *Assignment Order.* Note that timekeepers must enter “card type” in the proper column.

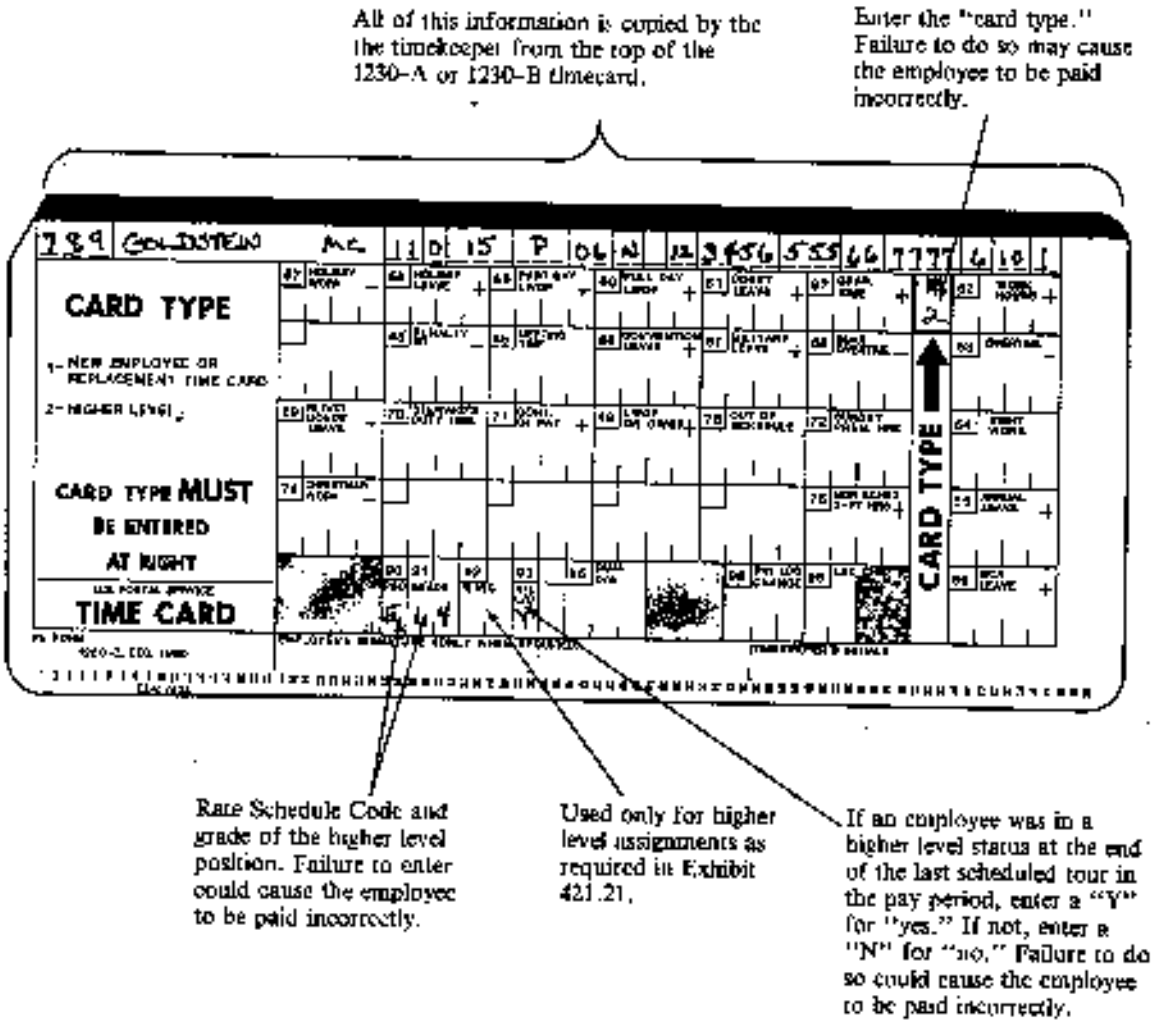
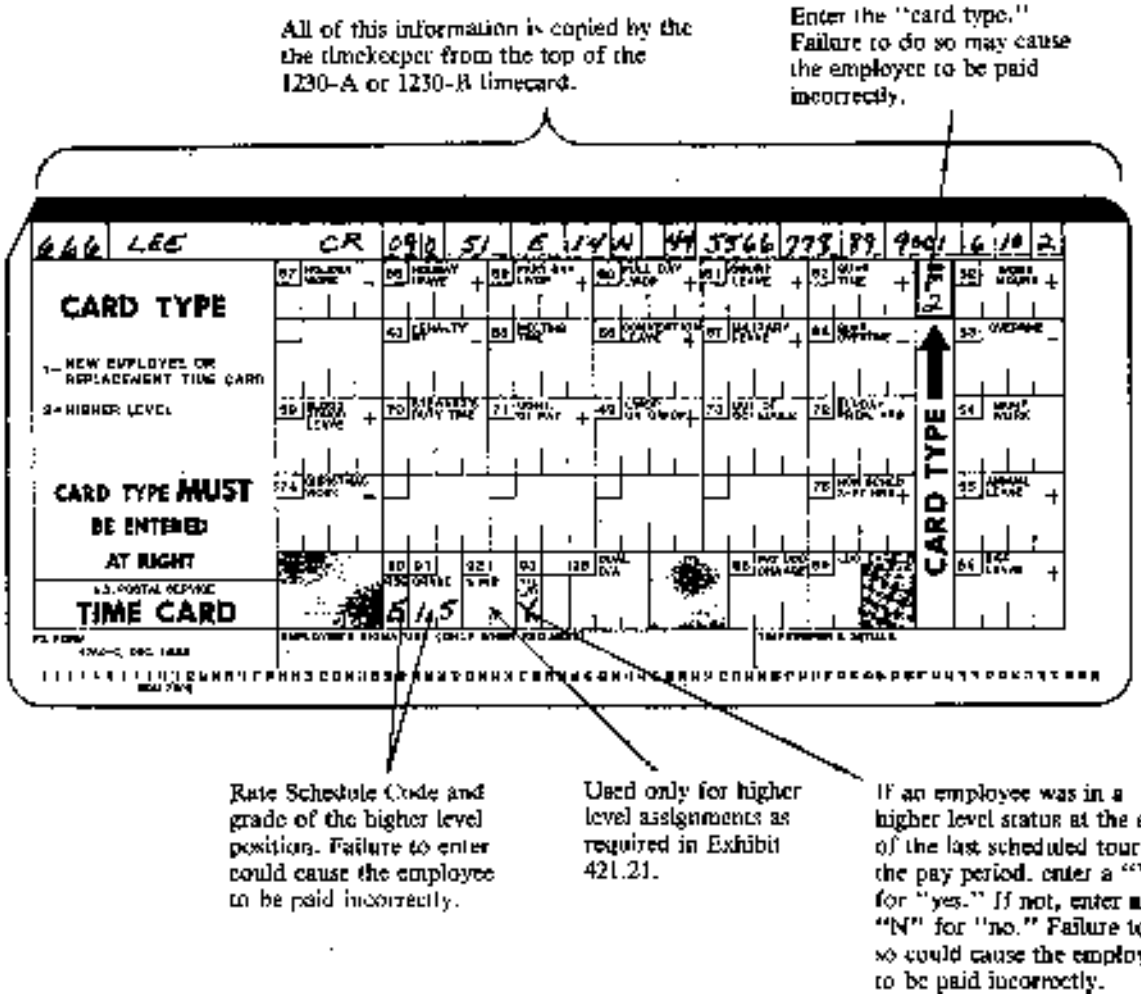


Exhibit 421.35b

Example of a Properly Prepared Form 1230-C, *Time Card—Other Service*, for a Nonbargaining Employee Assigned to a Higher Level Position

This is an example of a properly prepared Form 1230-C, *Time Card—Other Service*, for a nonbargaining employee temporarily assigned to a higher level position. The "indicative" information across the top is copied directly from the preprinted Form 1230-A or 1230-B timecard. The information in blocks 90, 91, and 93 is copied directly from the Form 1723, *Assignment Order.* Note that timekeepers must enter "card type" in the proper column.



421.36 A detailed explanation of the importance of each of these blocks follows:

a. *Block 90* is the “rate schedule code” for the higher level position in which the employee is working. This block must be completed even if the higher level position is in the same “rate schedule code” as the base position.

b. *Block 91* shows the “level or grade” of the new position in which the employee is serving.

c. *Block 93* is used to indicate whether the employee was serving or paid in a higher level position at the end of the last scheduled tour in the workweek. Do NOT report the employee’s status during any overtime worked following the end of the last scheduled tour. If the employee was in a higher level pay status at the end of the last scheduled tour of the workweek, mark “Y” in block 93, if not, mark “N” in block 93. Block 93 must have either a “Y” or an “N.” Failure to include this information may cause the employee to be paid incorrectly.

421.4 Timecard Handling

421.41 When an employee is serving in a higher level position, a determination must be made as to whether the employee will be in a higher level for the full tour or for a partial tour.

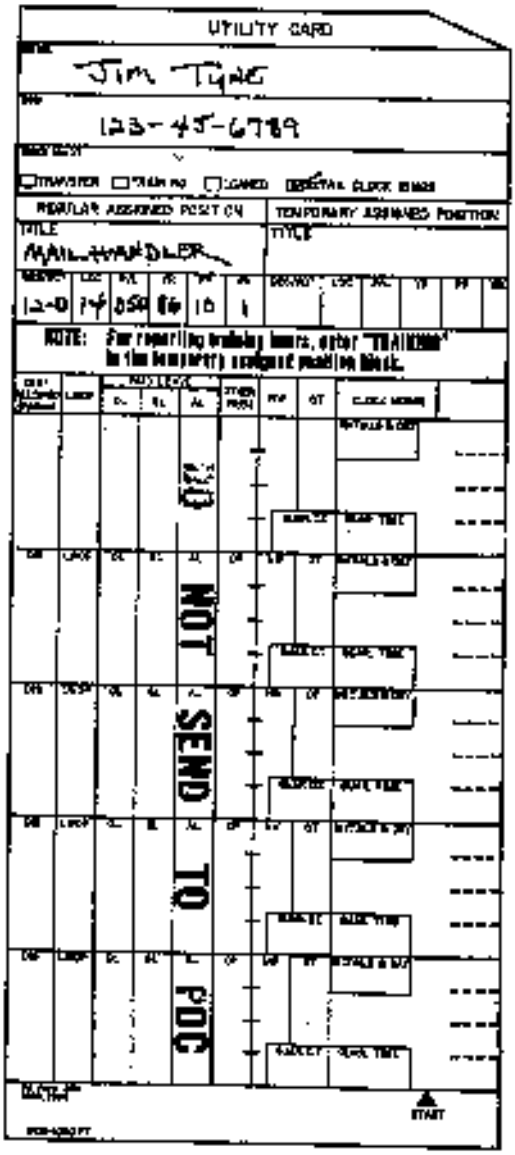
421.42 When an employee is temporarily assigned to a higher level position for a full tour or more, the supervisor or timekeeper is to remove the employee’s regular timecard (Form 1230-A or 1230-B) from the timecard rack and replace it with the Form 1230-C, *Time Card—Other Service.* The employee’s regular timecard will be filed by the timekeeper in alphabetical order by pay location pending return of the employee to his regular position. It is the supervisor’s responsibility to ensure that the employee’s 1230-A or 1230-B timecard is in the rack and available to the employee for clocking purposes when the employee’s higher level assignment expires.

421.43 If an employee is temporarily assigned to a higher level position for less than a full tour, the supervisor or timekeeper will place Form 1230-C in the timecard rack along with the employee’s Form 1230-A or 1230-B timecard. The employee’s supervisor will be responsible for making certain that the hours recorded on Form 1230-C are only the hours that were actually served in the higher level position. In the event that the employee serving in the higher level position will be required to make more than four clock rings on Form 1230-C, the supervisor must prepare a Form 1234 for the employee to use to record the clock rings. Exhibit 421.43 is an example of the Form 1234 which has been prepared for use by an employee who has been temporarily assigned to a higher level position.

Exhibit 421.43

Example of a Higher Level Form 1234, *Utility Card*

This is an example of a properly prepared Form 1234, *Utlity Card*, to be used by an employee working in a higher level position. Its use and purpose is identical to that served by a Form 1234 used by an employee working in his regular position. That is, it is used whenever an employee will have more than four clock rings in a day.



421.44 An employee who serves in the *same* higher level position off and on during any given day or week will not need a new Form 1230-C for each time that he serves in the position. The employee can continue to use the same Form 1230-C as long as it correctly indicates the rate schedule code and level of the higher level position.

421.45 When an employee terminates his temporary assignment to the higher level position, Form 1230-C will be pulled from the timecard rack by the supervisor and given to the timekeeper who will hold it pending weekly close-out and dispatch to the DDE/DR site or PDC as designated. *It is the supervisor's responsibility to ensure that no Forms 1230-C remain in the timecard rack beyond the time for which they are to be used.*

421.5 Timecard Recording

421.51 Form 1230-C, *Time Card—Other Service*, is to be used to record time exactly as Forms 1230-A and 1230-B. Employees will clock in on Form 1230-C when they temporarily enter a higher level position; if appropriate, the employee will clock out and in from lunch on Form 1230-C; and, if necessary, the employee will clock out at the end of the scheduled tour on Form 1230-C.

421.52 Each day, timekeepers will extend the clock ring totals just as they would for Form 1230-A or 1230-B. In short, Form 1230-C is a substitute timecard which is used by an employee in a higher level position just like the employee would use Form 1230-A or 1230-B in a regular position. See Chapter 6 for instructions on totaling and completing Form 1230-C.

421.6 Special Situations

421.61 If an employee is serving in a higher level position in a different D/A code and/or LDC, he is in a *higher level/transferred* pay status. From a timecard standpoint, there is no difference; but for accounting purposes, the total work and overtime hours on the Form 1230-C must be reported on Form 1236, for the correct distribution of hours. The procedures given in 425 provide guidelines for proper completion of Form 1236.

421.62 Form 1723 should be used to assign an employee to perform duties in a "higher level/transferred" position.

421.63 If an employee is serving in a higher level position at a facility with a different finance number than his home facility, he is in a *higher level/loaned* pay status. In this case, it is necessary to accomplish the following:

a. Complete Form 1234 as outlined in 423.32.

b. Complete Form 1230-C for the payment of higher level hours as outlined in 421.32.

c. Record straight and overtime hours on Form 1236 for proper distribution of hours as outlined in 425.32.

422 Transferred Hours

422.1 Definition

422.11 “Transferred hours” is any period of time that is charged to a designation/activity (D/A) code or labor distribution code (LDC), which is different from the employee’s established D/A code, LDC or both. For example, a carrier temporarily assigned to work as a distribution clerk would have hours transferred from D/A code (13-4) and LDC (21-carrier) to D/A code (11-0) and LDC (14-clerk/mailhandler—directman).

422.12 “Transferred hours” will be recorded by using Form 1234, *Utlity Card.* All hours and premiums recorded on Form 1234 are copied onto the employee’s Form 1230-A or 1230-B for pay purposes. The total work and overtime hours are also transcribed from Form 1234 to the Form 1236 for proper financial reporting as outlined in these instructions.

422.2 Eligibility

422.21 There is no eligibility requirement because “transferred hours” is simply an accounting of the hours charged to different designation/activity codes.

422.22 There are, however, two conditions when a transfer of hours is not required:

a. When employees are detailed or loaned to other installations.

b. When employees perform service within an installation in the same position, designation, and activity, but at a different pay location.

422.23 CAG H, J, K, and L offices are not required to transfer hours. When an employee in a CAG H, J, or K office is paid higher level in a Rate Schedule Code (RSC) E position the hours are automatically transferred by the PDC computer to D/A 090 and LDC 01. Any non-higher level transfer of hours in CAG H-J offices may be made at the discretion of the MSC manager.

422.3 Authorization and Supporting Forms

422.31 It is the supervisor’s responsibility to see that time worked in D/A codes or LDCs other than the base codes for employee is recorded on a Form 123n an employee works outside his base codes the supervisor should direct the timekeeper to prepare a Form 1234.

422.311 Exhibit 422.32 is an example of a properly prepared Form 1234. This form is used by the employee for clocking purposes as long as the work is outside of the designation, activity, or labor distribution area.

422.32 Timekeepers should also note that the card type *must be written* in the column marked “card type.” Failure to do so could possibly cause the employee to be paid incorrectly.

422.4 Timecard Handling

422.41 When an employee has hours that are to be transferred, there are two possibilities for timecard handling:

a. The employee may have all hours for the day transferred. In this case, the supervisor or timekeeper is responsible for removing the employee's Form 1230-A or 1230-B from the timecard rack and replacing it with a properly completed Form 1234 *Utility Card.* The employee's Form 1230-A or 1230-B will be filed by the timekeeper in alphabetical order by pay location pending the return of the employee to the regular position. When the employee returns to the regular position, the timekeeper will remove Form 1234 from the timecard rack and replace it with Form 1230-A or 1230-B.

b. When an employee works for part of a day in a transfer hour situation, the timekeeper will leave the employee's Form 1230-A or 1230-B in the timecard rack and also put Form 1234 in the rack. The supervisor will be responsible for seeing to it that the employee properly clocks in and out on Form 1234 when appropriate.

422.42 If an employee works in the same "transferred hour" position more than one time during the week, it is not necessary to prepare a new Form 1234. Only one Form 1234 should be used by each employee for working in the same position during a week.

422.5 Timecard Recording

422.51 Time should be recorded on the Form 1234 for an employee who is in a "transferred hour" status just as though the employee were using Form 1230-A or 1230-B timecard. Each day, timekeepers will extend the clock ring totals just as they would for Form 1230-A or 1230-B. After extending the clock rings, timekeepers add the totals to the corresponding daily clock ring totals on 1230-A (1230-B) or 1230-C and enter the combined total in the appropriate space on the 1230-A (1230-B) or 1230-C.

422.52 If the employee is required to make more than four clock rings on the same day while in a "transferred hour" status, the employee's supervisor will issue a Form 1234 to the employee to be used to record the excess clock rings.

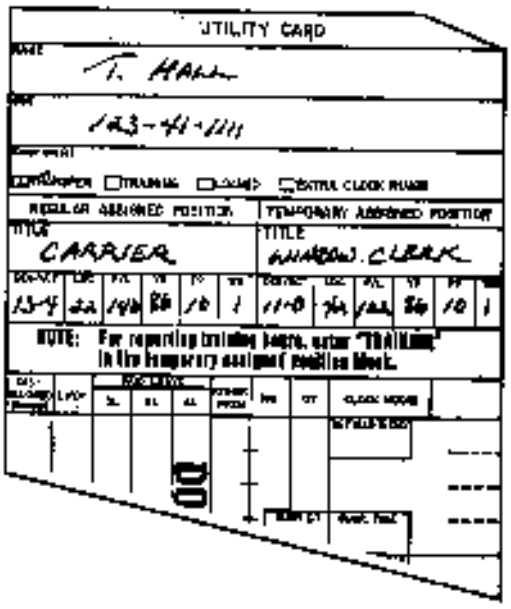
422.6 Special Handling

All Forms 1234 used to record "transferred hours" (and any Forms 1234 used for overflow clock rings) *must* be returned to the timekeeper of the employee's home pay location at the end of the week so that the timekeeper can total them and transcribe all hours and premiums recorded on Form 1234 to the employee's Form 1230-A (1230-B) or 1230-C for payment. The total work and overtime hours recorded on Form 1234 are also recorded on Form 1236 as outlined in these instructions. All Forms 1234 timecards used are maintained by the timecard custodian with the timecards returned from the postal data center for that respective pay period.

Exhibit 422.32

Example of a Properly Completed Form 1234, *Utility Card*, for an Employee Who Has Been Transferred to a Different Craft

This is an example of a properly completed Form 123 for employees who are directed by the supervisor to temporarily work in a different craft at the same level. The supervisor will tell the timekeeper about the transfer and the timekeeper will prepare Form 1234. The “indicative” information on the top is copied directly from the preprinted Form 1230-A or 1230-B timecard. The supervisor will supply the timekeeper with the “indicative” information for the transfer position. The timekeeper should give the Form 1234 card to the supervisor after it is prepared. The supervisor in turn will give it to the employee. The employee will use the clock ring portion of Form 1234 just as he would use the clock ring side of Form 1230-A or 1230-B.



Complete the following information on Form 1234 for Transfer Hours as shown above:

1. Employee name and Social Security Number.
2. Check off "Transfer" box.
3. Title, Base Designation Activity Code, Base Labor Distribution Code, and Base Pay Location Code of the employee in the employee's regular assigned position.
4. Title, Designation Activity Code, Labor Distribution Code, and Payroll Location Code of Temporary Assigned Position to which the employee is being transferred.
5. Year, pay period, and week of the transfer.

423 Loaned Hours

423.1 Definition

423.11 "Loaned hours" is time worked at a postal facility other than the employee's official duty station. With the exception of installation heads, the employee's official duty station is normally the facility which keeps the employee's official personnel folder. *Loaned hours do not include work at stations or branches within the same finance number.*

423.2 Eligibility

423.21 There are no eligibility requirements because "loaned hours" is simply an accounting of the hours charged to payroll accounts.

423.22 Loaned hours should not be recorded when employees are assigned to a regional office or other installation to instruct or to receive training.

423.3 Authorization and Supporting Forms

423.31 Whenever an employee is temporarily assigned to a facility other than his official duty station (or to another government agency) a Form 1723, *Assignment Order*, must be prepared in duplicate by the employee's supervisor directing the employee to perform the duties of the assigned position. Exhibit 423.31 is an example of a properly completed Form 1723.

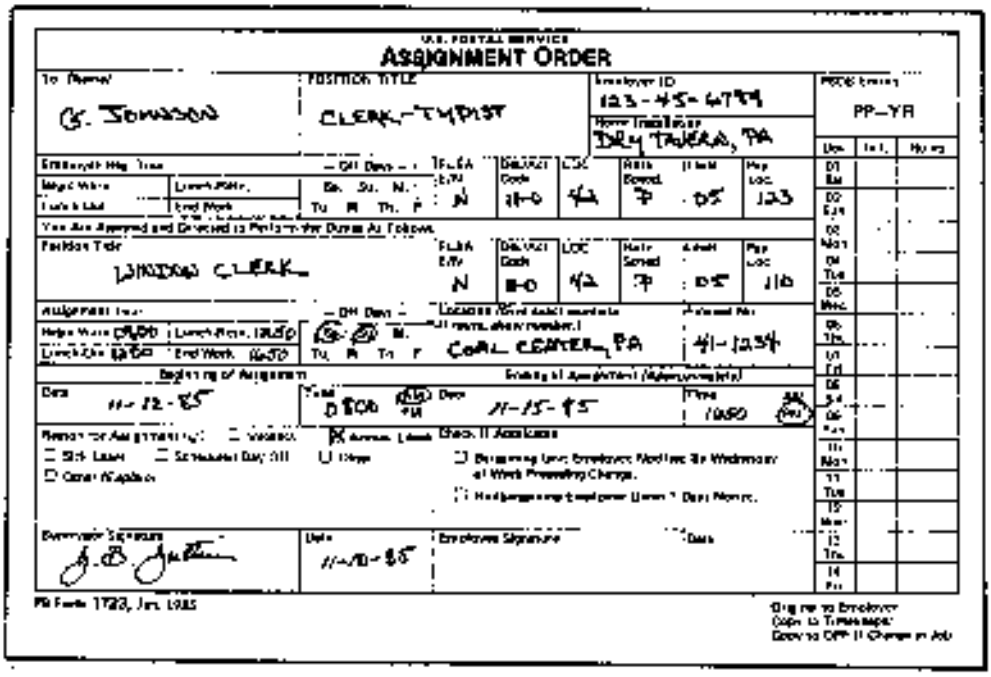
423.32 Upon receipt of the Form 1723, the timekeeper prepares a Form 1234 to be used at the temporary duty station for recording loaned hours. If the employee is being loaned to a higher level/loaned position, the timekeeper also prepares a Form 1230-C, card type 2, for higher level; this card remains at the employee's home office. The Form 1230-C card is used to pay the hours worked at higher level by the employee in the loaned position. See 421 for procedures on the use of this card. The original Form 1723 and the newly prepared Form 1234 are sent to the supervisor, who gives the Form 1723 to the employee as an order of the beginning and approximate ending of the loaned assignment. The supervisor forwards the prepared Form 1234 to the new supervisor for use by the employee during the loaned assignment.

423.33 Exhibit 423.33 is an example of a properly completed Form 1234 for an employee who has been loaned to another facility. The timekeeper enters the information across the top of the timecard by copying it from the employee's preprinted Form 1230-A (or 1230-B) and Form 1723.

Exhibit 423.31

Assignment Order Directing Employee to Report for Duty on a Temporary Basis at a Different Installation

A properly completed Form 1723, *Assignment Order*, is to be prepared in duplicate by the supervisor whenever an employee is loaned to another installation. Immediately after preparing the Form 1723, the supervisor will give both copies to the timekeeper. The timekeeper will use it to prepare Form 1234, *Utility Card*, to be used by the employee to record clock time and leave while in a "loaned" status. The timekeeper will give the original Form 1723 and Form 1234, *Utility Card*, back to the supervisor who in turn gives the Form 1723 and Form 1234 to the employee. The employee must present both Form 1723 and Form 1234 to the supervisor at the borrowing installation.


U.S. POSTAL SERVICE
ASSIGNMENT ORDER

To (Name): G. JOHNSON
POSITION TITLE: CLERK-TYPIST
Employer ID: 123-45-6789
Home Installation: DRY TAVERN, PA
PP-YR

Position Title: WINDOW CLERK
FLSA E/N: N
Deduct Code: 11-0
LOC: 42
Note Served: P
Adult: 05
Pay Loc: 123

Assignment Time: Lunch Start: 12:50 End Work: 16:50
Location (Grid Adjustment to Home, where needed): COAL CENTER, PA
Loaned No.: 41-1234

Beginning of Assignment: Date 11-12-85
Ending of Assignment (Approximately): Date 11-15-85
Time: 1050

Check If Applicable

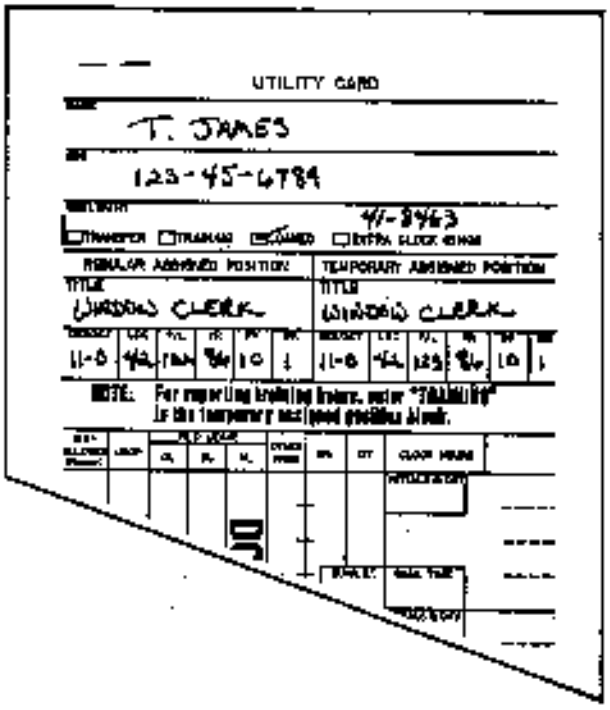
Supervisor Signature: J. B. Jutten
Date: 11-10-85
Employee Signature
Date

PS Form 1723, Jan. 1985

Original to Employer
Copy to Timekeeper
Copy to OPP If Change in Job

Exhibit 423.33

Example of a Properly Completed Form 1234, *Utility Card*, for an Employee Who Has Been Loaned During the Week



Complete the following information on Form 1234 for Loaned Hours as shown above:

1. Employee name and Social Security Number.
2. Check off "Loaned" box.
3. Title, Base Designation Activity Code, Base Labor Distribution Code, and Base Pay Location Code of the employee in the employee's regular assigned position.
4. Title, Designation Activity Code, Labor Distribution Code, and Payroll Location Code of Temporary Assigned Position to which the employee is being transferred.
5. Finance Number of Borrowing Office. Enter number in blank space above temporary assigned position block.
6. Year, pay period, and week of the loan.

423.4 Timecard Handling

When an employee is on “loan” to another installation, the timekeeper or supervisor is to remove the employee’s Form 1230-A or 1230-B from the timecard rack and file it until the employee returns. All Form 1234 timecards used for loaned hours are maintained by the timecard custodian with the timecards returned from the postal data center for that respective pay period.

423.5 Timecard Recording

423.51 The employee will record time on Form 1234 just as he would record time on Forms 1230-A or 1230-B. Timekeepers will extend the clock rings on a daily basis just as they would if the employee were clocking on Forms 1230-A or 1230-B and supervisors are to approve clock time and disallow time just as they would on Forms 1230-A and 1230-B. After extending the clock rings on the 1234, timekeepers add them to corresponding daily clock rings on the 1230-A (1230-B) or 1230-C and enter the combined total in the appropriate space on the 1230-A (1230-B) or 1230-C.

423.52 If an employee who is in a “loaned” status has more than four clock rings per day, then the supervisor should provide him with an additional Form 1234 to handle the overflow clock rings.

423.53 If an employee is in a “loaned” status and desires to take annual, sick, or any other leave, the leave amount taken is to be recorded on Form 1234 which the employee is using at the time. Supervisors at borrowing installations should contact the employee’s official duty station to verify the fact the employee has a sufficient leave balance available to cover the time requested.

423.6 Special Handling

423.61 All Forms 1234 for *loaned* hours must be returned to the employee’s home office at the end of the week. All hours and premiums recorded on the Forms 1234 are transcribed to the employee’s Form 1230-A (or 1230-B) or to a Form 1230-C, card type 2, for higher level, if the loaned position was at a higher level. If the Forms 1234 cannot be returned to the employee’s home office for proper posting of these hours to Form 1230-A (or 1230-B) or Form 1230-C, then the borrowing office calls the lending office with the hours recorded on Form 1234. The borrowing office then sends the Forms 1234 to the employee’s home office to document the called in information. This ensures proper payment to the employee.

423.62 The total work and overtime hours recorded on Form 1234 must also be reported on Form 1236 for accurate financial reporting. See the procedures given in these instructions.

424 Training

424.1 Definitions

424.11 Job Training

424.111 Training required by management to qualify an employee for assigned duties or to improve the employee's performance of assigned duties.

424.112 In *job training* all of the four following conditions are met:

a. Management requires attendance at the training.

b. The training is job related, i.e., it is related to the performance of one's current job.

c. The skill or knowledge learned is required for the current job and NOT for qualification or promotion to another job.

d. Refusal to attend the training or less than satisfactory performance in the training might jeopardize the person's present position or condition of employment.

424.12 Developmental Training

424.121 Training given an employee who has been identified through a formal selection process in which he/she was an applicant for a definite or potential future assignment, subject to satisfactory completion of training and/or job performance examination. The training is primarily designed to qualify the employee to perform official duties of a position to which the employee is not officially assigned. All developmental training, related study and/or laboratory work time is compensable.

424.122 In *developmental training* all of the four following conditions are met:

a. Management requires satisfactory completion of the training for all individuals who have been identified through some selection process and wish to qualify for a promotion or definite future assignment.

b. The training is not directly related to employee's present job.

c. The skill or knowledge learned is intended to qualify a person for a promotion or definite future assignment other than the current job.

d. Refusal to attend the qualification training program or less than satisfactory performance in the training program would not jeopardize the person's present position or condition of employment.

424.13 Senior Bidder Scheme Training

424.131 Scheme training alternatives for a senior bidder require special procedures to ensure proper processing and control of timekeeping entries and forms for the scheme training, testing, and qualifying alternatives and the related compensable travel time. Management is responsible to ensure the completion and correctness of the various entries and forms required by these procedures. Normally, management personnel responsible for scheme training, testing and qualifying will also be responsible for completing and/or authorizing certain timekeeping entries and forms as outlined below. This is in

addition to any forms and procedures that are required for scheme training, testing and qualifying.

424.132 The annotation *STTQ* is used for form entries to represent Scheme Training, Testing, and Qualifying.

424.2 Eligibility

424.21 The determination of whether time spent in training is compensable depends upon (a) when the training takes place; (b) the category of training, subject to applicable limitations on paid training hours (see ELM 711.5 and 712); and (c) the eligibility of the employee.

424.22 All employees are eligible for compensation for any training time occurring during their established hours of service on a scheduled work day. For purposes of the preceding sentence, any leave time is not considered *established hours of service on a scheduled work day.* However, when a senior qualified employee, pursuant to a voluntary bid, engages in scheme study, training, testing, and qualifying, or in directly related travel that would be compensable under ELM Section 438.132, that employee may elect to use annual leave for such purpose, provided that the employee has a sufficient annual leave balance, in accordance with I.P. 118, Section 412.1. The study, training, testing, and qualifying time will be recorded on Form 2432. Where the senior bidder passes the appropriate examination and accepts the position, annual leave (including compensable travel) will be converted to hours worked, and the employee's leave balance will be recredited a like number of hours. If the adjustment results in hours worked over 40 in the workweek then FLSA premium pay will be paid on such hours.

424.23 No employees are eligible for compensation for any type of *self-developmental* training occurring outside their established hours of service on a *scheduled work day.*

424.24 If an employee on his own initiative attends an independent school, college or independent trade school after hours, the time is not hours worked for his employer even if the courses are related to his job. Management agreement to fund wholly or partially the tuition and related costs of a course or courses given by an accredited educational institution when such agreement is made at the request of an employee does not cause the training to become job or developmental training so as to make the training time compensable.

424.25 Attendance at training courses sponsored by the various management associations or labor unions is not compensable.

424.3 Compensation for Exempt Employees

Time spent in authorized training by FLSA exempt employees has no effect on their compensation regardless of whether the training is during or outside their scheduled work hours.

424.4 Compensation for Nonexempt Employees

424.41 Nonexempt employees are eligible for compensation for *job training* time and for *developmental training* time suffered or permitted outside their established

hours of service on a scheduled workday as well as any time suffered or permitted on a nonscheduled workday.

424.42 Job Training

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

b. 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 premises.

424.43 Developmental Training

Developmental training is primarily intended to provide an employee with a new or additional skill rather than improve skills in the present job. It is intended to qualify an employee for a future definite assignment or promotion. Time spent in developmental training is compensable at the appropriate rate.

424.5 Authorization and Supporting Forms

424.51 When an employee is assigned to training, timekeepers will prepare a Form 1234 to be used by each affected employee for recording time spent in training. (Form 1230-A (or 1230-B) should not be used to record training time.) The information across the top of Form 1234 is recorded by copying the same information from the employee's preprinted Form 1230-A or 1230-B timecard. All Forms 1234 must be annotated with the applicable training LDC across the top of Form 1234. Exhibit 424.5 is an example of a properly completed Form 1234 for an employee who is receiving compensable "training time."

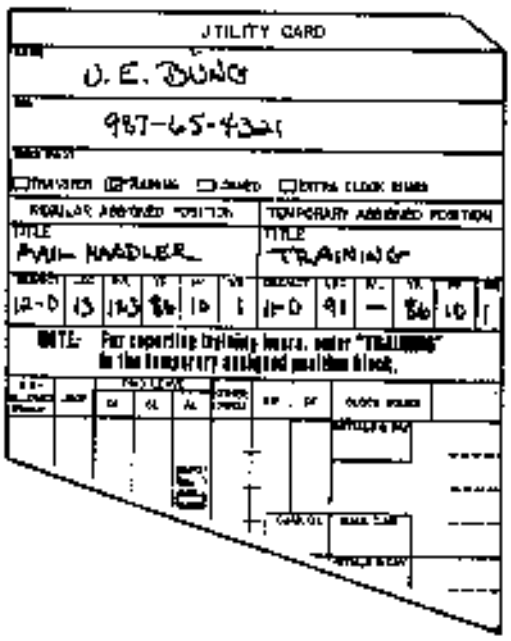
424.52 Senior bidders will request scheme training, testing, and qualifying by preparing a memorandum, in duplicate, listing the necessary information. This memorandum is to be produced locally until an official form is issued. The senior bidder and supervisor must agree on a suitable time period for the STTQ and related compensable travel time depending on the alternative elected. This must be coordinated with the PEDC supervisor to allow scheduling in the training facility.

424.53 The senior bidder must sign and date both copies of the memorandum. The senior bidder retains the duplicate memorandum form. The original is given to the supervisor. The timekeeper uses it to prepare a Form 1234, *Utility Card*, which will be used for recording clock rings while in a scheme training, testing, and qualifying status. The timekeeper gives the original memorandum and Form 1234 to the senior bidder. The senior bidder must present both the memorandum and Form 1234 to the supervisor at the scheme training, testing, and qualifying site. The supervisor at the training site initials the memorandum and returns it to the timekeeper. The timekeeper uses the original memorandum to prepare additional Form(s) 1234 as required. Sample completed memoranda are shown in Exhibits 424.52a and 424.52b.

Exhibit 424.5

Example of a Properly Completed Form 1234, *Utility Card*, to Be Used While Receiving Training

This is a properly completed timecard for an employee who was assigned from the mail handler craft to the clerk craft for training. The timekeeper prepares a Form 1234, *Utility Card,* training timecard upon receiving a Form 1723, *Assignment Order.* The “indicative” information across the top of the Form 1234 is copied directly from the Form 1723. Exhibit 424.52a



Complete the following information on Form 1234 for Leaned Hours as shown above:

1. Employee name and Social Security Number.
2. Check off "Training" box.
3. Title. Base Designation Activity Code, Base Labor Distribution Code, and Base Pay Location Code of the employee in the employee's regular assigned position.
4. Enter the word "Training" in the temporary assigned position block.
5. Designation Activity Code and the Training Labor Distribution Code of the Temporary Assigned Position to which the employee is being assigned for training.
6. Year, pay period, and week of the training.

Exhibit 424.52a
Scheme Study, Training, Testing, and Qualifying Memorandum

TO: CLARK KENT (Supervisor's Name) DATE 1-3-86

I, SUE PERMANN, request to engage in scheme study, training, testing, and qualifying at the GOTHAM CITY, N.Y. (Installation) PEDC from 1-10-86 (Date) at 5:30 PM (Time) until 2-11-86 (Date) at 6:30 PM (Time). My Social Security Number is 987-65-4321 (Social Security Number), and I am employed at GOTHAM CITY, N.Y. P.O. (Official Duty Station), where my regular tour is from 10:00 AM (Time) to 6:30 PM (Time), and my days off are SATURDAY (Off Day) and SUNDAY (Off Day). I have elected the ANNUAL LEAVE (Annual Leave or Hours Outside of Schedule) alternative.

Sue Permann 1/3/83
(Signature)

Exhibit 424.52b

Scheme Study, Training, Testing, and Qualifying Memorandum

TO: A. B. CEE (Supervisor's Name) DATE 1-3-86

I, B. I. DEER, SR., request to engage in scheme study, training, testing, and qualifying at the BIGTOWN, N.Y. (Installation) PEDC from 1-10-86 (Date) at 5:30 PM (Time) until 2-11-86 (Date) at 6:30 PM. (Time) My Social Security Number is 123-45-6789 (Social Security Number), and I am employed at BIGTOWN, N.Y. P.O. (Official Duty Station), where my regular tour is from 9:00 AM (Time) to 5:30 PM (Time), and my days off are SATURDAY (Off Day) and SUNDAY (Off Day). I have elected the HOURS OUTSIDE OF SCHEDULE (Annual Leave or Hours Outside of Schedule) alternative.

B. I. Deer, Sr.
(Signature)

424.6 Timecard Handling

Employees will record their time while in a training status (including travel for which they are eligible to be paid) on Form 1234 in the same manner as they would record their time on Form 1230-A or 1230-B by following the procedures described in Chapter 2.

424.7 Timecard Recording

424.71 Hours spent in *Job Training* and *Development Training*, are to be reported as training hours if all of the following conditions are met:

a. The hours are on-the-clock (paid) hours.

b. The hours of training are performed in a classroom or simulated work-area environment.

c. The hours are not on-the-job training.

All hours spent performing required duties, or on-the-job training, are to be reported as workhours under the operation number and LDC assigned to the functional activity being performed.

424.72 The employee records time spent in training sessions on the Form 1234, *Utility Cards*, as he would record work hours on Form 1230-A (or 1230-B) timecard. Timekeepers extend the clock rings on a daily basis just as they would if the employee were clocking on Form 1230-A or 1230-B. After extending the clock rings on the Form 1234, timekeepers add them to the corresponding daily clock rings on the 1230-A (1230-B) or 1230-C and enter the combined total in the appropriate space on the 1230-A (1230-B) or 1230-C.

424.73 Compensable training time is counted as work time for pay purposes, including the determination of overtime for eligible employees. It is included in hours worked in excess of 8 hours in a day or 40 hours in a week, as well as those hours worked by any nonexempt employee on a non-scheduled day.

424.74 Management may change either a nonexempt or an exempt employee's regularly scheduled working hours to coincide with the scheduled hours of training. In such cases, out of schedule overtime or nonbargaining rescheduling premium is not authorized.

424.75 If an employee would have received night differential on his regular work tour, then he is entitled to receive an equal number of night differential hours while in a training status, as shown on Exhibit 213.2, even if the training occurs during the day. These hours are to be entered on the Form 1234, *Training Utility Card*, in accordance with the procedures described in Chapter 2. Eligible employees are not entitled to Sunday premium unless the training occurs on Sunday and the employee is scheduled to attend the training session.

424.8 Timecard Recording for Scheme Training

424.81 Time spent on scheme training, testing, qualifying and compensable time, spent in travel to/from STTQ at the training site is recorded on the Forms 1234 carried by the employee to each session. Timeclocks, if available, will be used for clock ring entries. If not, the supervisor at the site will enter the clock rings. A separate block should be used for the related compensable travel time to segregate it from the STTQ time entries. In both cases, the supervisor will certify the daily entries by initialing the appropriate block. The annotation AL (annual leave) or *TOS* (time outside of schedule) at the top of the card indicates the alternative the senior bidder has elected, and provides the necessary data for processing adjustments. Regardless of the alternative elected by the employee for the training, testing, and qualifying, these hours will be recorded on the Form 1234.

424.82 The important point to remember is that, while the scheme training, testing and qualifying are taking place, *no work hour entries* are made on the regular timecard, Form 1230-A, 1230-B, or 1230-C. Annual leave entries are made for the training, testing, qualifying, and related compensable travel time when Alternative 1 is elected. No entry at all is made if the training, testing, qualifying, and related compensable travel time is outside the employee's regularly scheduled hours when alternative 2 (described below) is elected. It is only after the employee has passed the examination and accepted the position that pay adjustments are processed to reflect the election made by the employee for training, testing, and qualifying. Therefore, it is most important that Forms 1234 be completed correctly and retained in a secure manner for later use in processing adjustments, after the scheme qualification and job acceptance criteria are met.

424.83 In most situations, the timecard for the week in which the employee completes the STTQ and accepts the position can be corrected before submission to the DDE/DR site or PDC as designated. In such cases, the Form 1234 should be used to correct that week's timecard entries, as appropriate, to avoid the submission of a Form 2240 adjustment form.

424.84 If situations occur where the employee is required to make additional clock rings not connected with scheme training, testing, and qualifying, additional Forms 1234 are prepared and used following established procedures given in 142.3 and 621.22.

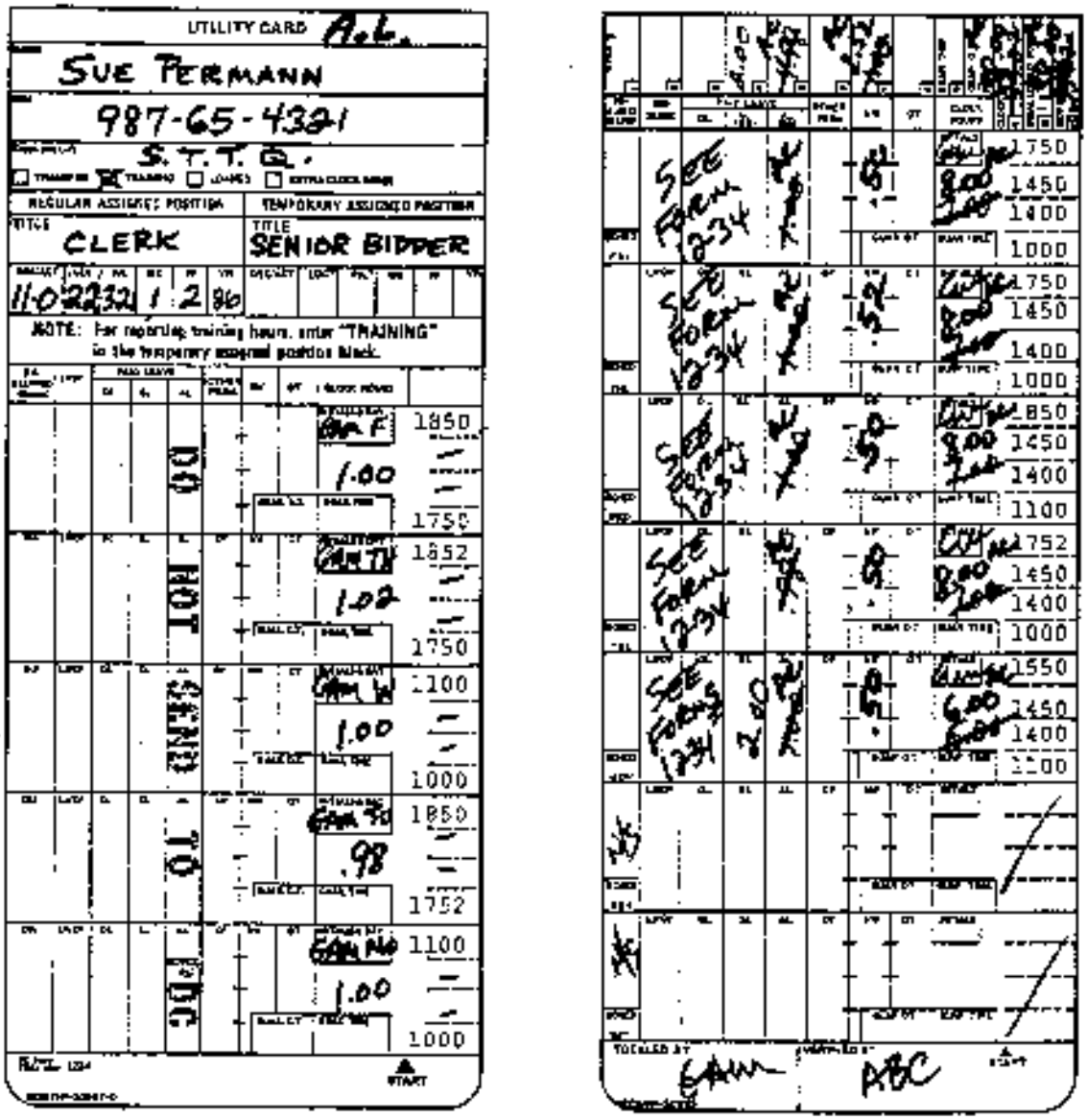
424.85 Management must determine that the employee has a sufficient annual leave balance if this method of scheme training, testing, and qualifying is elected. A Form 3971 must be submitted and approved for every two pay periods in which annual leave is granted for this alternative. In addition, the remarks block should be annotated to reflect the purpose of the annual leave, which is for scheme training, testing, and qualifying. The normal procedures for completing Form 3971 and timecards, Forms 1230-A, 1230-B, or 1230-C, are contained in 325. If the scheme training, testing, qualifying, and related compensable travel time session is longer or shorter than the amount of annual leave requested, then the Form 3971 must be corrected to agree with Form 1234 entry which reflects the actual time spent in the session.

424.86 If the employee elects to take the scheme training, testing and qualifying *outside* his regularly scheduled hours, then no entries are required on the timecard, Form 1230-A, 1230-B, or 1230-C, during the period of scheme training, testing, and qualifying. This alternative must only be used on the employee's regularly scheduled work days.

424.87 Sample completed Form(s) 123Form(s) 1230-A, 1230-B, or 1230-C are shown in Exhibits and 424.8a and 424.8b.

Exhibit 424.8a

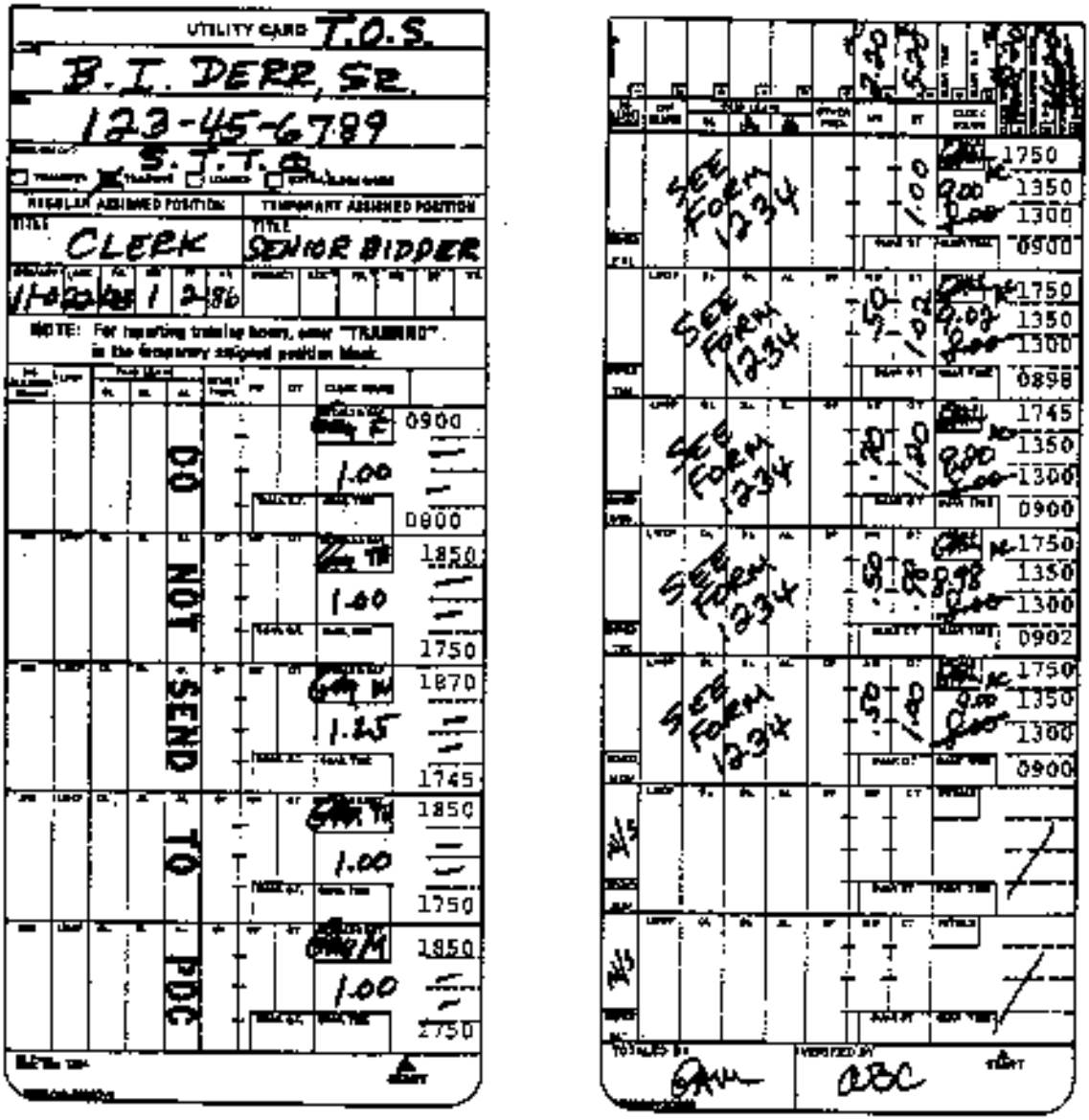
Sample Timecards Used for AL Alternative on STTQ



1. The regular timecard, Form 1230-A or 1230-B, is completed in the normal manner during the scheme training, testing, and qualifying period. Since the employee has elected to use annual leave, a Form 3971 must be submitted and approved prior to the period of training, testing, or qualifying for use in posting the daily annual leave entries, (one Form 3971 per 2 day period.)
2. The identifying information at the top of the Form 1234, *Utility Card*, is copied directly from the employee's regular timecard. Remember to check off the "Training" Box and to enter "S.T.T.Q." just above in the same box. Enter the words "Senior Bidder" in the title box of the temporary assigned position. Also enter "A.L." at the top of the card to indicate the alternative selected for training, testing, and qualifying.
3. The actual scheme training, testing, and qualifying time is recorded on the Forms 1234, *Utility Card* which are returned by the adjustment clerk until the employee passes the examination and accepts the position. At that time, the Form 1230-A or 1230-B entries are adjusted based on the Form 1234 entries by converting the original annual leave entries to work hours. Attention must be given to ascertain if additional entries such as night differential and/or Sunday premium hours are required. The adjustment clerk will make the correcting entries in red ink and also annotate the words "See Form 1234" on the applicable days. See the examples above. On this sample Form 1234 various times are used to illustrate the variations that may occur (for different employees). Normally, the senior bidder would utilize the same hours each day for scheme training, testing, and qualifying. The situation on Monday shows the training, testing, and qualifying time moved to 0800 through 1100 hours, which is charged as annual leave on the regular timecard. At 1550 the employee takes 2 hours sick leave for a dentist's appointment returning at 1750 to work 1 hour to the end of the timetable at 1850. These additional rings are recorded on a separate Form 1234 following established timekeeping procedures.
4. The adjusted Forms 1230-A or 1230-B is utilized to prepare Forms 2240, *Pay, Leave, or Other Hours Adjustment Request*, in the normal manner for submission to the PDC. See Section 722.31 and Exhibit 722.31c for details about adjusting annual leave hours used on S.T.T.Q.

Exhibit 424.8b

Sample Timecards Used for TOS Alternative on STTQ



1. The regular timecard, Form 1230-A or 1230-B, is completed in the normal manner during the scheme training, testing, and qualifying period. Since the employee has elected to use hours outside the schedule, no documentation is required other than the memorandum requesting the assignment.
2. The indicative information at the top of the Form 1234, *Utility Card*, is copied directly from the employee's regular timecard. Remember to check off the "Training" Box and to enter "S.T.T.Q." just above in the same box. Enter the words "Senior Bidder" in the title box of the temporary assigned position. Also enter "TOS" at the top of the card to indicate the alternative selected for training, testing, and qualifying.
3. The actual scheme training, testing, and qualifying time is recorded on the Forms 1234, *Utility Card*, which are retained by the adjustment clerk until the employee passes the examination and accepts the position. At that time, the Form 1234 entries are added to the Form 1230-A or 1230-B entries and other entries such as overtime and night differential are made as applicable. The adjustment clerk will make the correcting entries in red ink and also annotate the words "See Form 1234" on the applicable days. Attention must be given to the "3-minute leeway rule" in the application of overtime and nights differential. See the examples above. On this sample Form 1234, various times are used to illustrate the variations that may occur (for different employees). Normally, the senior bidder would utilize the same hours each day for scheme training, testing, and qualifying. The Wednesday session includes a 15-minute testing period after the 1 hour training period.
4. The adjusted Form(s) 1230-A or 1230-B is utilized to prepare Forms 2240, *Pay, Leave, or Other Hours Adjustment Request*, in the normal manner for submission to the DDE/DR site or PDC as designated. See Section 722.31 and Exhibit 722.31c for details about adjusting hours used outside schedule on S.T.T.Q.

424.9 Special Handling

424.91 When an employee is assigned to training for more than an 8 hour period, the timekeeper will remove the employee's regular timecard Form 1230-A or 1230-B from the timecard rack and replace it with Form 1234. The employee's regular timecard will be filed by the timekeeper in alphabetical order by pay location, pending return of the employee to his regular position at which time the employee assumes using Form 1230-A or 1230-B. All Forms 1234 for training hours must be returned to the employee's timekeeper before the end of the week so that the hours and premiums recorded on these cards are transcribed to the employee's 1230-A or 1230-B for pay purposes.

424.92 If an employee is attending a training session outside of his official duty station and there is a possibility that the employee may not be able to return to his duty station before the timekeeper begins his weekly timecard totaling activities, then the timekeeper will be responsible for recording an 8 hour entry each day in the appropriate block of the Form 1230-A (or 1230-B) timecard. The supervisor's initials must be obtained for this entry. It is necessary to report the total work and overtime hours recorded on Forms 1234 for training hours on Form 1236. By using Form 1236 the hours are properly distributed to the training accounts. Procedures for use of Form 1236 are outlined in these instructions.

424.93 Upon the completion of the scheme training, passing of the examination, and acceptance of the position by the employee, adjustments are made to properly charge the time spent in scheme training, testing, qualifying, and related compensable travel time. The adjustment clerk or timekeeper must adjust timecards Forms 1230-A, 1230-B, or 1230-C, based on the Forms 1234 prepared during the scheme training, testing, and qualifying periods, and complete Forms 2240. Sample completed and adjusted Forms 1230-A, 120-B, or 1230-C are shown in Exhibits 413.5 and 421.35.

424.94 If the employee elected to use annual leave during the scheme training, testing, and qualifying periods, the periods must be adjusted by changing annual leave to work hours and by including night differential and Sunday premium hours, if applicable.

424.95 If the employee elected to take the scheme training, testing, and qualifying outside his regularly scheduled hours, these periods must be adjusted by adding to work and overtime hours, and by including night differential hours, if applicable.

424.96 If the employee fails the testing or does not accept the position, adjustments are not necessary.

424.97 Normal pay adjustment procedures required for processing Forms 2240, are contained in Chapter 7. Sample completed Forms 2240 are shown in Exhibits 722.31c and 723.31c.

425 Form 1236, *Loan, Transfer, and Training Hours*

425.1 Definition

Form 1236 is used to properly allocate work and overtime hours recorded on Form 1234, *Utility Card*, (for transfer, loans, and training), or Form 1230-C, *Time Card—Other Service* (for higher level/transfer hours), and any local forms used to record a group of hours being transferred or shown as training. The information on Forms 1236 reallocates to the proper accounts the work and overtime hours charged to the payroll accounts by the timecard that are submitted. CAG A-G and CAG M-Z timecard offices are to report transfer, loan, and training hours. CAG H-L offices are to report loan and training hours. Also, at the discretion of the MSC manager, CAG H-J offices may report non-higher level transfers between craft (D/A) and LDC-a type of transfer which should be very infrequent in these offices.

425.2 Preparation and Submission

425.21 At the end of each week, required offices summarize all work and overtime hours that are to be transferred, loaned, or recorded as training on a Form 1236. At the end of the pay period, the totals from the Form 1236 for week 1 are combined with the totals from the Form 1236 for week 2 and posted on Form 1236 for the pay period.

425.22 Form 1236 is prepared in triplicate at the end of each pay period by those offices having hours to reallocate. One copy is maintained by the preparing office. The original and a copy are sent to the budget office at the field division or MSC no later than the Saturday after the close of the pay period. The field division or MSC will batch all of the original Forms 1236 and forward them to arrive at the DDE/DR site or PDC as designated no later than close of business the first Monday after the close of the pay period. It is permissible for the field division or MSC to make two mailings in case some Forms 1236 are not available in time for the initial dispatch. *Associate offices must not submit their Forms 1236 directly to the DDE/DR site or PDC as designated.* The field division or MSC should ensure that only one copy of the Forms 1236 for their offices is submitted each pay period. (In the past, both the original and copy have been submitted for some offices.)

425.23 Facilities not reporting to a field division or MSC complete Form 1236 in duplicate. The original is submitted to the DDE/DR site or PDC as designated in accordance with the above schedule.

425.24 Forms 1236 being submitted to the DDE/DR site or PDC as designated should be placed in an envelope or other suitable container. The forms should be batched, unfolded, and in finance number order. The container should be clearly marked in the lower left corner “Form 1236.” Do not place Forms 1236 in the same envelope or box as timecards.

425.25 Forms 1236 which do not arrive at the DDE/DR site or PDC as designated in time to be processed for the applicable period will be processed by the DDE/DR site or PDC as designated in a subsequent period as a prior period adjustment. In addition, a report of field divisions or MSCs whose forms were late will be made to the regional office.

425.26 Duplicate copies of Form 1236 should be retained by the originating office and field divisions or MSCs for 60 days or until the PDC Report of Hours Transferred, Loaned, or Training is received and verified—whichever comes first.

425.3 Recording of Hours

425.31 Recording Transfer Hours

a. At the end of the week, arrange all Form 1230-C cards for higher level/transfer hours into groups by the employee's base designation/activity (D/A) codes and labor distribution codes (LDCs).

b. Take each group and further separate by the D/A code and/or LDC where the hours are to be transferred.

c. Total the work and overtime hours for each group and post on the week's Form 1236. In the *From* block in the statistics section, post the D/A code and/or LDC from which the hours are to be subtracted. Keep in mind the fact that when an employee in a CAG H, J or K office is paid higher level in a Rate Schedule Code E position, the hours are automatically transferred to D/A 09-0, LDC 01. Post the total work hours (including overtime) and the overtime hours in the proper block. In the *To* blocks, post D/A code and/or LDC to which the hours are to be added.

d. Arrange and total the hours on all Forms 1234 for transfer hours in the same manner as the Form 1230-C timecards, and post entries to the week's Form 1236.

425.32 Recording Loaned Hours

a. At the end of the week arrange all Form 1234 timecards for loaned hours into groups by the employee's base D/A codes and LDCs.

b. Take each group and separate by the D/A codes, LDCs, and finance numbers where the hours are to be loaned.

c. Total the work and overtime hours for each group and post on the week's Form 1236.

d. In the *From* block in the statistics section, post the D/A code and LDC from which the hours are to be subtracted. Post the total number of work hours (with overtime hours included) in column C and the total overtime hours in column D. In the *To* blocks, post the D/A codes, LDC and finance number to which the hours are to be added.

425.33 Recording Training Hours

a. At the end of the week arrange all Form 1234 timecards for training into groups by the employee's base D/A codes and LDCs.

b. Take each group and further separate by the function (LDC 90-97) for which the training was received.

c. Total the work and overtime hours for each group and post on the week's Form 1236.

d. In the *From* blocks of the statistics section, post the D/A code and LDC from which the hours are to be subtracted. Post the total work and overtime hours in the proper blocks. In the *To* section, always post 999 in the the D/A code block. Training codes (D/A 999 and LDCs 90-97) should *never* appear in column A or B (the *From* side). This is the unique code which identifies this entry as training. In the *To* LDC block, post the LDC (90-97) which identifies the function for which the training was received. It is not permissible to report the same entry as training and loaned.

425.4 Totaling of Pay Period From Form 1236

425.41 Summarizing Entries

At the end of the pay period the office summarizes all like entries from the Forms 1236 for each week in the pay period and from any local forms used to record group reallocation of transfer and training hours for the pay period into one Form 1236. *Only whole hours are posted to the Form 1236 for the pay period.* A half-hour or more is rounded up; less than a half-hour is rounded down. Fractions and decimals should *never* be entered. Total work hours (column c) includes overtime hours (column d). This Form 1236 shows all the hours to be reallocated for the entire pay period.

425.42 Special Considerations

a. It is not permissible to report the same entry as training and loaned. If 99 is posted to the *To* D/A block to signify a training transaction, the *loaned to* finance number (column g) must be left blank.

b. When transferring customer service clerical hours from LDC 47 (CAG H-L), LDC 48 (all others) to other LDCs based on Form 3499, *Operations Analysis Report*, the *From* and *To* D/A blocks (columns a and e) may be left blank if it is not feasible to separate the hours between full-time, part-time, and casual clerical hours. The procedure may also be used when transferring hours from LDCs 11, 12, 13, or 14.

c. The appropriate *From* and *To* D/A and LDC must always be provided for loaned hours transactions. This system will not accept blank *From* and/or *To* D/A and LDC codes for loaned hours.

d. The appropriate *From* D/A and LDC must be provided for training hours transactions. The *To* D/A will always be 999 if work hours are to be reduced and training hours increased or 888 if training hours are to be reduced and work hours increased (see 425.53c.).

425.5 Adjusting Hours for Prior Pay Periods

425.51 Adjustment Section

The adjustment section (section 6) of Form 1236 is used to correct any hours that have been improperly allocated.

425.52 Adjusting Transfer Hours

a. Post the D/A code and LDC from which the hours are to be subtracted in the *From* block of the adjustment section. Post the number of total work and overtime hours to be adjusted. In the *To* blocks post the D/A code and LDC to which the hours are to be charged. In the pay period and year columns (columns *h* and *i* of section 6) enter the pay period and year being adjusted. *Remember that the current pay period and year must be entered in blocks 3 and 4.*

b. For example: In pay period 20, CY 85, a transfer of 80 total work hours and zero overtime hours was made from D/A 13-4, LDC 22 to D/A 11-0, LDC 13. Later, it was determined that only 60 hours should have been transferred. The adjustment entry would be for 20 hours from D/A 11-0, LDC 13 to D/A 13-4, LDC 22. The prior pay period and year would be 20-85 and would be entered in columns *h* and *i* of section 6. The pay period and year in which the adjustment is being submitted would be entered in the *upper* right hand corner of the Form 1236 (blocks 3 and 4).

425.53 Adjusting Loaned Hours

The posting of adjustments for loaned hours is handled in the same manner as transfer hours with the following additional considerations:

a. Block 2 must contain the finance number from which the hours will be subtracted.

b. Column *g* of the adjustments section must contain the finance numbers to which the hours are to be added. The finance number in column *g* and the finance number in block 2 should never be the same.

c. Thus, if the adjustment entry is for the initial reporting of loaned hours or additional loaned hours, the adjustment section of the regular pay period Form 1236 may be used. In the *From* blocks post the D/A code and LDC from which hours are to be subtracted. Post the total work and overtime hours to be adjusted. In the *To* blocks, post the D/A, LDC, and finance number to which the hours are to be added. In the pay period and year block, enter the pay period and year to which the hours are related.

d. In the event loaned hours were previously charged to an improper office or too many hours were charged to an office, a special Form 1236 must be prepared. The finance number of the improper office or the office charged with too many hours must be entered in block 2. The adjustment section of the form would be completed as described above except column *g (Loaned to* Finance Number) must contain the finance number of the office making the initial incorrect report of loaned hours. When this procedure is used, the Regional Accounting and Revenue Protection Division must be notified so that the proper coordination with other regions, field divisions and MSCs may be accomplished if necessary.

425.54 Adjusting Training Hours

a. Post the D/A code and LDC for which work hours are to be increased or decreased in the *From* blocks of the adjustment section. Number 999 cannot be used as the D/A code in the *From* block of the adjustment section nor can LDCs 90-97 be used on the *From* side. A valid D/A and LDC code must be used. Post the number of total work (training) and overtime hours to be adjusted.

b. In the *To* section, post 999 in the D/A code block to identify the entry as an adjustment reducing work hours and *increasing* training hours. If the adjustment is to *reduce* training hours and *increase* work hours, *888*, is posted in the D/A code blocks. In the *To* LDC block post the applicable training LDC (90-97) to which hours are to be added (D/A code 999) or subtracted (D/A code 888).

c. In the pay period and year block enter the pay period and year to which the hours are related.

425.55 Submitting Adjustments

Adjustments should be submitted each pay period on the Form 1236 used to reallocate the transfer, loan, and training hours for the current pay period except for the special conditions described for loaned hours.

426 Postmaster Relief and Leave Replacement

426.1 Definition

426.11 Postmaster *relief* service consists of an employee assuming charge of a post office in the absence of a postmaster on the postmaster's nonscheduled day. Postmaster *replacement* involves an employee assuming charge when the postmaster is on official leave during a scheduled day.

426.12 Temporary assignments as a postmaster relief or postmaster replacement are not required for each and every absence of the postmaster. Assignments should be made only when the proper operation of the post office mandates such action.

426.13 For timekeeping purposes, postmaster relief and/or replacement is treated as a higher level assignment (except for 426.23).

426.2 Eligibility

426.21 A postmaster replacement is an individual hired from outside the Postal Service who is employed as a relief or leave replacement during the absence of a postmaster in an EAS-A through EAS-15 post office. The appointment is made two grades below the established grade of the postmaster being relieved. At an EAS-A through E office, the appointment is as an EAS-3.

426.22 Postal employee may be temporarily assigned as Postal Operations Administrators (POA) to perform relief or leave replacement for postmasters in EAS-A through EAS-18 offices. The grade of the POA position is two grades below the established grade of the postmaster being relieved.

426.23 Postmasters who have a senior supervisor in their post office whose regular duties, as described in the official position description, include relief and leave replacement duties for the postmaster are not authorized a POA or relief and leave replacement.

426.3 Authorization and Supporting Forms

426.31 If the postmaster being relieved is in charge of a CAG L office and if the replacement is not on the rolls of the Postal Service, Form 1653, *Postmaster Relief/Leave Replacement Employment Data,* must be completed and processed through ELRIC to establish the replacement as an employee. CAG L postmasters will *not* be required to complete a Form 1230-C. When a CAG L postmaster is absent or on leave, a Form 1377, *Request for Payment of Postmaster Replacement and/or Postmaster CAG L Overtime*, must be completed at the end of the week and sent to the DDE/DR site or PDC as designated. Exhibits 426.31a, 426.31b, and 426.31c are examples of properly completed Form 1377.

426.32 Whenever an employee is temporarily assigned to work as a postmaster replacement or as a postal operations administrator, the installation head will complete a Form 1723, in duplicate, and forward both copies to the timekeeper. Exhibit 426.32 is an example of a properly completed Form 1723.

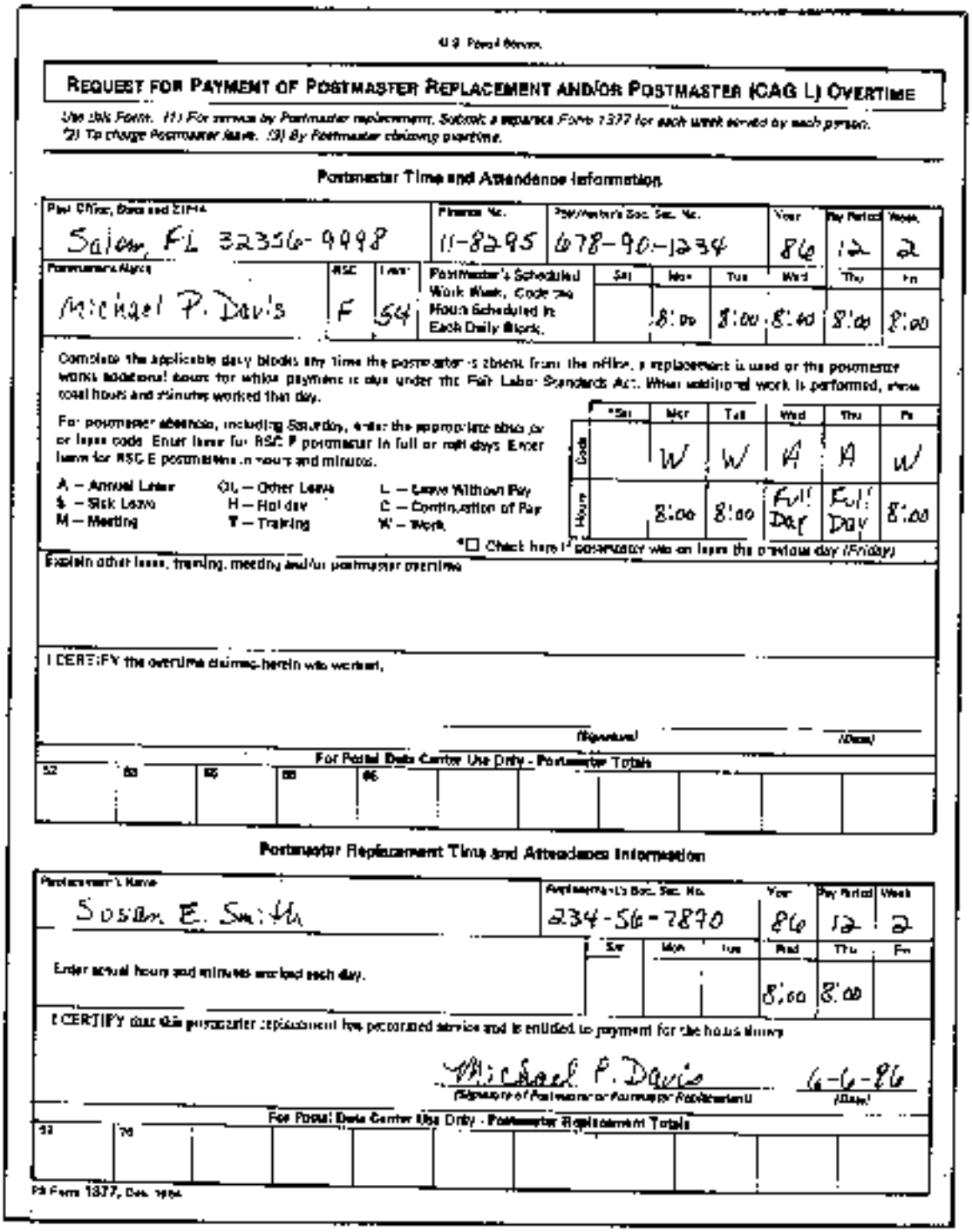
426.33 Upon receipt of the Form 1723, the timekeeper will prepare a Form 1230-C timecard for use by the employee while performing the duties of postmaster relief or leave replacement and return it, with the original Form 1723, to the installation head. The duplicate Form 1723 is filed in the employee's OPF.

426.34 The installation head will, when the form is returned, give the original Form 1723 to the employee as a written order of the beginning and approximate ending time of the relief assignment. (Failure to provide this written order is not grounds for denial of higher level pay if the employee is otherwise directed to perform the duties.) The employee is expected to record his clock time on Form 1230-C as long as he is serving as a postmaster relief or replacement.

426.35 Exhibit 426.35 is an example of a properly completed Form 1230-C timecard which must be used whenever an employee is working as a postmaster relief or leave replacement. The timekeeper is to fill out the information across the top of the card by simply copying it from the employee's preprinted Form 1230-A or 1230-B timecard. The information across the bottom is copied from the Form 1723 which the installation head has completed. The timekeeper **must complete blocks 90, 91 and 93. Failure to complete these blocks could possibly cause the employee to be paid incorrectly.** Note also that the number "2" is to be entered in the card type column because this is a situation where the employee is serving at a higher level in a different rate schedule code.

Exhibit 426.31a

Example of a Properly Completed Form 1377, *Request for Payment of Postmaster Replacement and/or Postmaster (CAG L) Overtime*



U.S. Postal Service

REQUEST FOR PAYMENT OF POSTMASTER REPLACEMENT AND/OR POSTMASTER (CAG L) OVERTIME

Use this Form. (1) For service by Postmaster replacement. Submit a separate Form 1377 for each week served by each person. (2) To charge Postmaster leave. (3) By Postmaster claiming overtime.

Postmaster Time and Attendance Information

Post Office, State and ZIP+4	Finance No.	Postmaster's Soc. Sec. No.	Year	Pay Period	Week
Salem, FL 32356-9998	11-8295	678-90-1234	86	12	2

Postmaster's Name	RSC	Tour
Michael P. Davis	F	54

Postmaster's Scheduled Work Week, Code 2a Hours Scheduled in Each Daily Block.	Sat	Mon	Tue	Wed	Thu	Fri
		8:00	8:00	8:00	8:00	8:00

Complete the applicable day blocks any time the postmaster is absent from the office, a replacement is used or the postmaster works additional hours for which payment is due under the Fair Labor Standards Act. When additional work is performed, show total hours and minutes worked that day.

For postmaster absences, including Saturday, enter the appropriate absence or leave code. Enter leave for RSC F postmaster in full or half days. Enter leave for RSC E postmasters in hours and minutes.

A — Annual Leave
S — Sick Leave
M — Meeting
OL — Other Leave
H — Holiday
T — Training
L — Leave Without Pay
C — Continuation of Pay
W — Work

	*Sat	Mon	Tue	Wed	Thu	Fri
Code		W	W	A	A	W
Hours		8:00	8:00	Ful! Day	Ful! Day	8:00

*☐ Check here if postmaster was on leave the previous day (Friday)

Explain other leave, traveling, meeting and/or postmaster overtime

I CERTIFY the overtime claimed herein was worked.

(Signature) (Date)

For Postal Data Center Use Only - Postmaster Totals

52	53	55	56	66						

Postmaster Replacement Time and Attendance Information

Replacement's Name	Replacement's Soc. Sec. No.	Year	Pay Period	Week
Susan E. Smith	234-56-7890	86	12	2

Enter actual hours and minutes worked each day.	Sat	Mon	Tue	Wed	Thu	Fri
				8:00	8:00	

I CERTIFY that this postmaster replacement has performed service and is entitled to payment for the hours shown.

Michael P. Davis (Signature of Postmaster or Postmaster Replacement) 6-6-86 (Date)

For Postal Data Center Use Only - Postmaster Replacement Totals

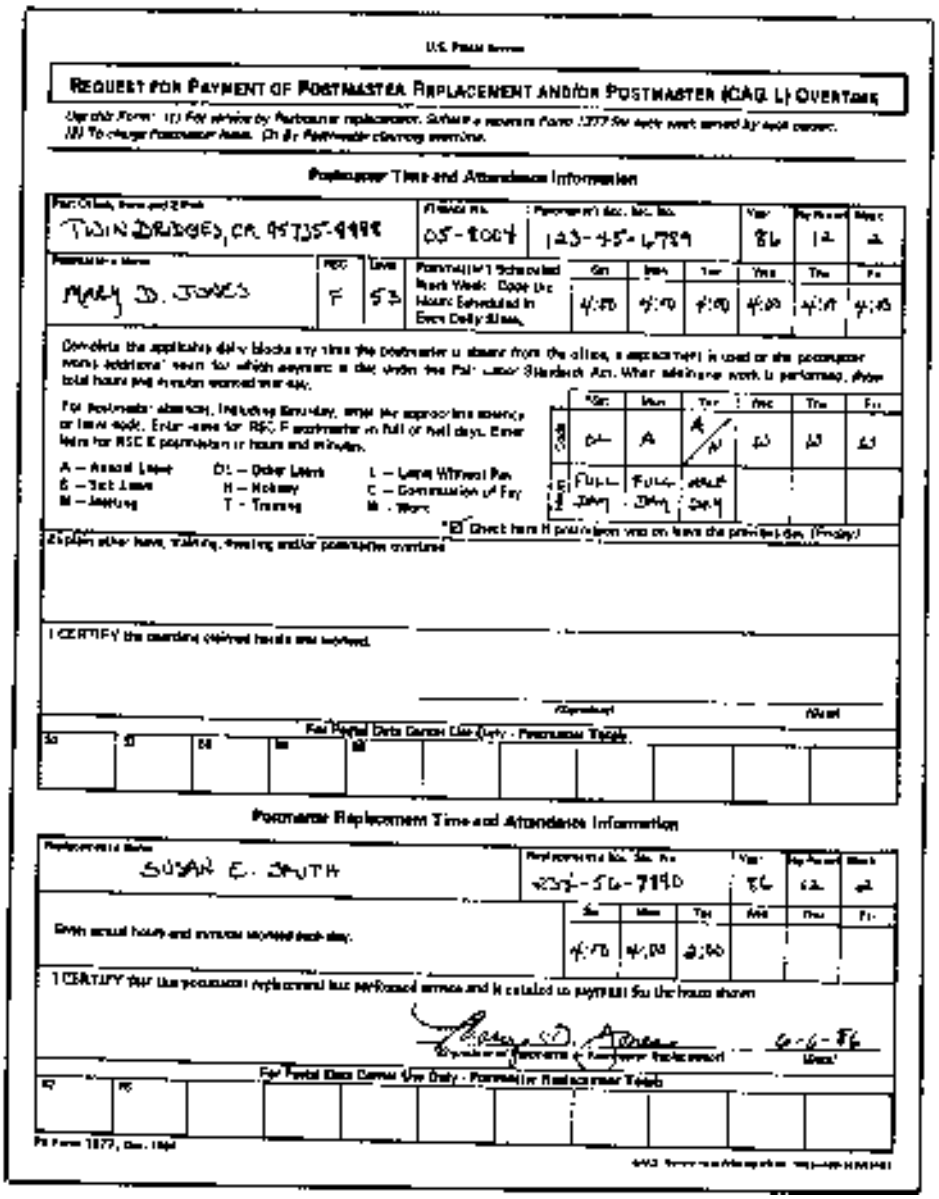
52	76								

PS Form 1377, Dec. 1984

Exhibit 426.31b

Example of a Properly Completed Form 1377, *Request for Payment of Postmaster Replacement and/or Postmaster (CAG L) Overtime*

This Form 1377 is being submitted for week 2 of pay period 12-86. The Postmaster is a RSC F level 53 and was on annual leave beginning Friday of week 1 (note: previous Friday item is checked) through 1/2 day on Tuesday. The Leave Replacement is being paid for the actual hours worked.



U.S. Postal Service

REQUEST FOR PAYMENT OF POSTMASTER REPLACEMENT AND/OR POSTMASTER (CAG L) OVERTIME

Use this Form: (1) For service by Postmaster replacement. Submit a separate Form 1377 for each week served by each person. (2) To charge Postmaster leave. (3) By Postmaster claiming overtime.

Postmaster Time and Attendance Information

Post Office, Name and Zip Code	Finance No.	Postmaster's Soc. Sec. No.	Year	Pay Period	Week
TWIN BRIDGES, CA 95735-9998	05-8004	123-45-6789	86	12	2

Postmaster's Name	RSC	Level	Postmaster's Scheduled Work Week: Code the Hours Scheduled in Each Daily Slide.	Sat	Mon	Tue	Wed	Thu	Fri
MARY D. JONES	F	53		4:00	4:00	4:00	4:00	4:00	4:00

Complete the applicable daily blocks any time the postmaster is absent from the office, a replacement is used or the postmaster works additional hours for which payment is due under the Fair Labor Standards Act. When additional work is performed, show total hours and minutes worked over day.

For postmaster absences, including Saturday, enter the appropriate absence or leave code. Enter leave for RSC F postmaster in full or half days. Enter leave for RSC E postmaster in hours and minutes.

A — Annual Leave
S — Sick Leave
M — Meeting
OL — Other Leave
H — Holiday
T — Training
L — Leave Without Pay
C — Continuation of Pay
W — Work

	Sat	Mon	Tue	Wed	Thu	Fri
Code	OL	A	A/W	W	W	W
Hours	FULL DAY	FULL DAY	HALF DAY			

☒ Check here if postmaster was on leave the previous day (Friday)

Explain other leave, training, meeting and/or postmaster overtime

I CERTIFY the overtime claimed hours are worked.

(Signature) (Date)

For Postal Data Center Use Only - Postmaster Totals

Sa	Sl	Sd	Sm	Sd					

Postmaster Replacement Time and Attendance Information

Replacement's Name	Replacement's Soc. Sec. No.	Year	Pay Period	Week
SUSAN E. SMITH	234-56-7890	86	12	2

Enter actual hours and minutes worked each day.	Sat	Mon	Tue	Wed	Thu	Fri
	4:00	4:00	2:00			

I CERTIFY that the postmaster replacement has performed service and is entitled to payment for the hours shown.

Mary D. Jones
(Signature of Postmaster or Postmaster Replacement)

6-6-86
(Date)

For Postal Data Center Use Only - Postmaster Replacement Totals

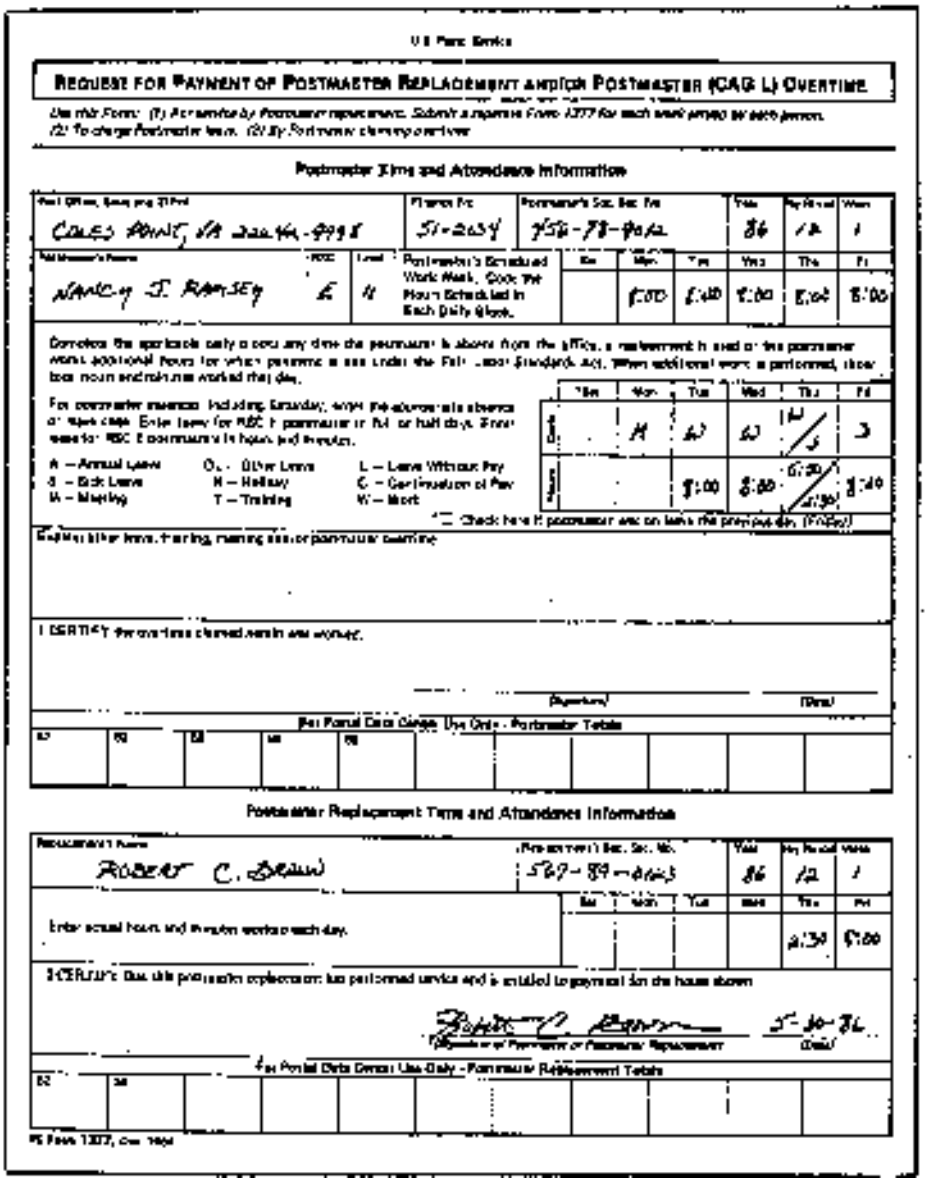
RS	RS								

PS Form 1377, Dec. 1984

Exhibit 426.31c

Example of a Properly Completed Form 1377, *Request for Payment of Postmaster Replacement and/or Postmaster (CAG L) Overtime*

This Form 1377 is being submitted for week 1 of pay period 12-86. The postmaster is a RSC E level 11 and left early Thursday on sick leave for the remainder of the week. Both the postmaster's leave and hours worked by the Leave Replacement are entered in each daily block showing actual hours and minutes.



U.S. Postal Service

REQUEST FOR PAYMENT OF POSTMASTER REPLACEMENT AND/OR POSTMASTER (CAG L) OVERTIME

Use this Form: (1) For service by Postmaster replacement. Submit a separate Form 1377 for each week served by each person. (2) To charge Postmaster leave. (3) By Postmaster claiming overtime.

Postmaster Time and Attendance Information

Post Office, Sec. and Zip Pnt	Finance No.	Postmaster's Sec. Sec. No.	Year	Pay Period	Week
COLES POINT, VA 22440-9998	51-2034	456-78-9012	86	12	1

Postmaster's Name	RSC	Level	Postmaster's Scheduled Work Week. Code the Hours Scheduled in Each Daily Block.	Sat	Mon	Tue	Wed	Thu	Fri
NANCY J. RAMSEY	E	11			8:00	8:00	8:00	8:00	8:00

Complete the applicable daily block any time the postmaster is absent from the office, a replacement is used or the postmaster works additional hours for which payment is due under the Fair Labor Standards Act. When additional work is performed, show total hours and minutes worked that day.

For postmaster absence, including Saturday, enter the appropriate absence or leave code. Enter leave for RSC E postmaster in full or half days. Enter leave for RSC E postmaster in hours and minutes.

A — Annual Leave
S — Sick Leave
M — Meeting
O — Other Leave
H — Holiday
T — Training
L — Leave Without Pay
C — Continuation of Pay
W — Work

	Sat	Mon	Tue	Wed	Thu	Fri
Date		M	W	W	W/S	S
Hours			8:00	8:00	6:30/2:30	8:00

☐ Check here if postmaster was on leave the previous day. (Friday)

Explain other leave, training, meeting and/or postmaster overtime.

I CERTIFY the overtime claimed herein was worked.

(Signature) (Date)

For Postal Data Center Use Only - Postmaster Totals

82	83	84	85	86						

Postmaster Replacement Time and Attendance Information

Replacement's Name	Replacement's Sec. Sec. No.	Year	Pay Period	Week
ROBERT C. BROWN	567-89-0123	86	12	1

	Sat	Mon	Tue	Wed	Thu	Fri
Enter actual hours and minutes worked each day.					2:30	8:00

I CERTIFY that this postmaster replacement has performed service and is entitled to payment for the hours shown.

Robert C. Brown 5-30-86

(Signature of Postmaster or Postmaster Replacement) (Date)

For Postal Data Center Use Only - Postmaster Replacement Totals

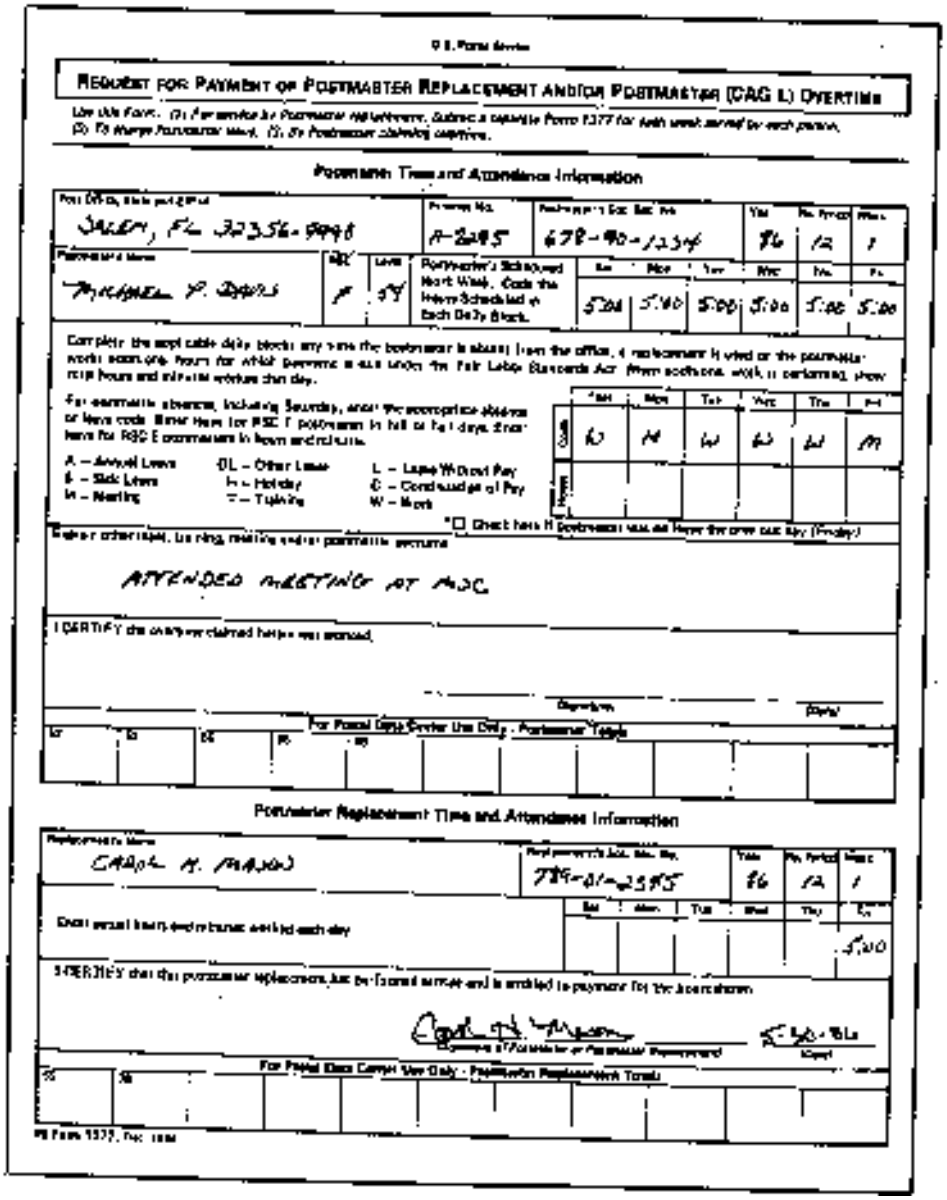
82	84									

PS Form 1377, Oct. 1984

Exhibit 426.31d

Example of a Properly Completed Form 1377, *Request for Payment of Postmaster Replacement and/or Postmaster (CAG L) Overtime*

This Form 1377 is being submitted for week 1 of pay period 12-86. The postmaster is a RSC F level 54 and attended a meeting at the Management Sectional Center on Friday. The Leave Replacement is being paid for actual hours worked.



U.S. Postal Service

REQUEST FOR PAYMENT OF POSTMASTER REPLACEMENT AND/OR POSTMASTER (CAG L) OVERTIME

Use this Form: (1) For service by Postmaster replacement. Submit a separate Form 1377 for each week served by each person. (2) To charge Postmaster time. (3) By Postmaster claiming overtime.

Postmaster Time and Attendance Information

Post Office, State and ZIP+4	Personnel No.	Postmaster's Soc. Sec. No.	Yr.	Pay Period	Week
SALEM, FL 32356-9998	A-2485	678-90-1234	86	12	1

Postmaster's Name	SEC	Level	Postmaster's Scheduled Work Week. Code the Hours Scheduled on Each Daily Block.	Sat	Mon	Tue	Wed	Thu	Fri
MICHAEL P. DAVIS	F	54		5:00	5:00	5:00	5:00	5:00	5:00

Complete the applicable daily blocks any time the postmaster is absent from the office. A replacement is hired or the postmaster works seven-day hours for which payment is due under the Fair Labor Standards Act. When applicable, show regular hours and overtime worked each day.

For scheduled absences, including Saturday, enter the appropriate absence or leave code. Enter hours for RSC F postmasters in full or half days. Enter hours for RSC E postmasters in hours and minutes.

A – Annual Leave; SL – Sick Leave; H – Holiday; T – Training; OL – Other Leave; L – Leave Without Pay; C – Compensatory Time Off; W – Work

	Sat	Mon	Tue	Wed	Thu	Fri
Regular	0	8	8	8	8	8
Overtime						

*☐ Check here if postmaster was on leave the entire day (Friday)

Explain other absences, including missing mailing and/or postmaster overtime

ATTENDED MEETING AT MSC

I CERTIFY the overtime claimed herein was worked.

Signature _____ Date _____

For Postal Data Center Use Only - Postmaster Totals

Gr	To	OT	Pr	Ap					

Postmaster Replacement Time and Attendance Information

Replacement's Name	Replacement's Soc. Sec. No.	Title	Pay Period	Week
CAROL M. MASON	789-01-2345	86	12	1

Enter actual hours replacement worked each day	Sat	Mon	Tue	Wed	Thu	Fri
						5.00

I CERTIFY that this postmaster replacement has been hired, served and is entitled to payment for the hours shown.

Signature of Postmaster or Postmaster Replacement _____ Date 5-10-86

For Postal Data Center Use Only - Postmaster Replacement Totals

Gr	To								

PS Form 1377, Dec. 1986

Exhibit 426.32

Properly Completed Assignment Order for a Postal Operations Administrator

This is properly completed Form 1723 for a POA replacing an EAS-15 postmaster.

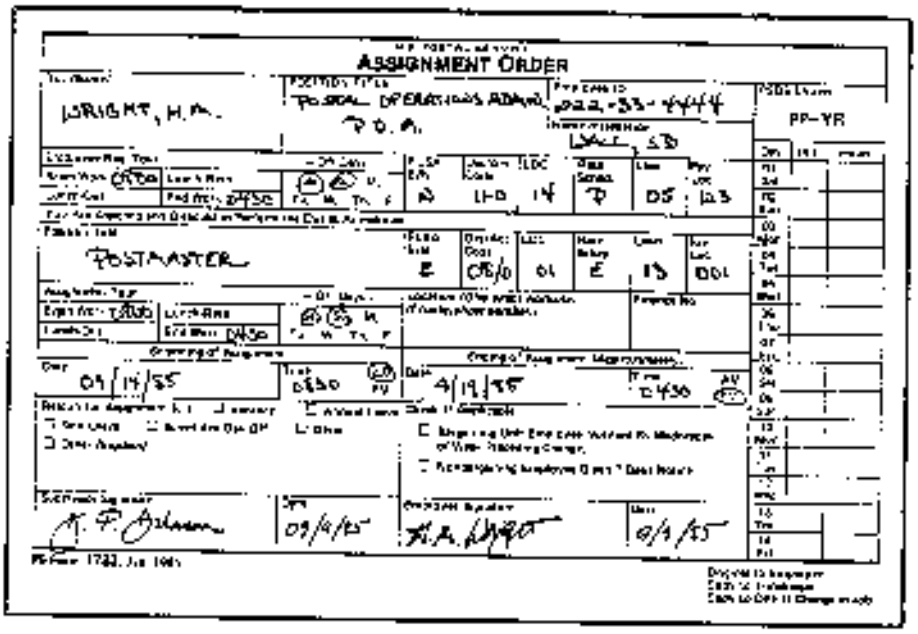
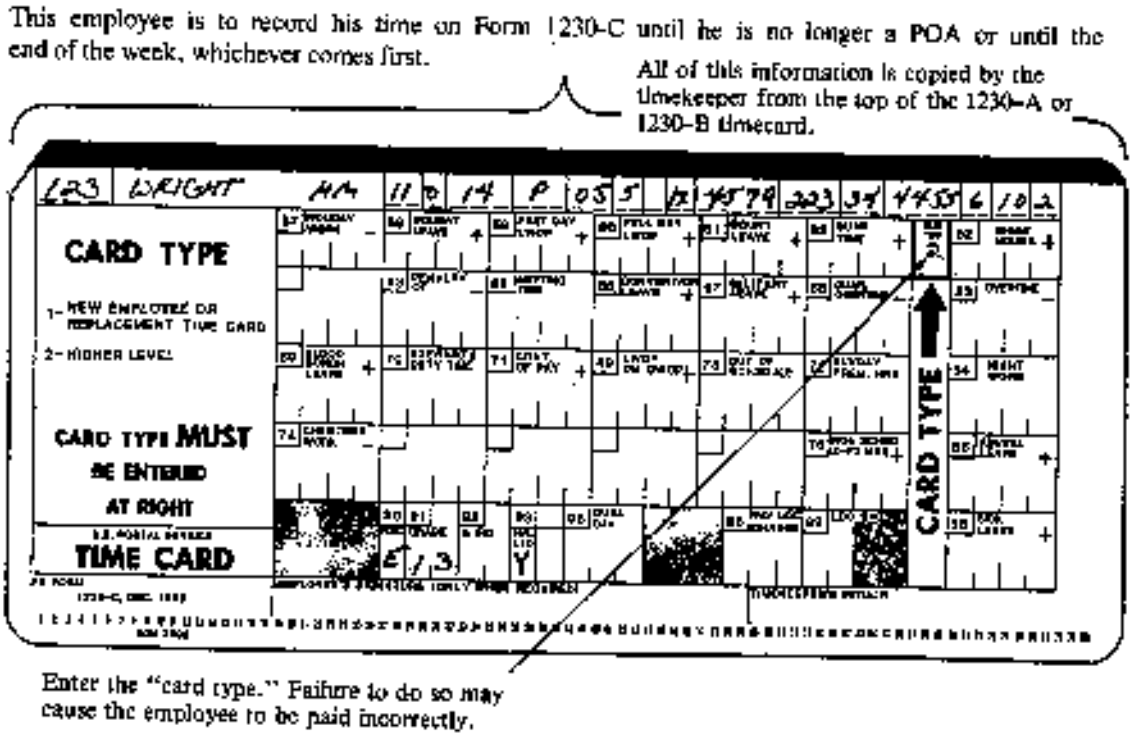


Exhibit 426.35

Example of Form 1230-C to Be Used by a POA

This is an example of a properly prepared Form 1230-C, *Time Card—Other Service*, for an employee who is temporarily replacing an EAS Grade 15 postmaster. Note that special higher level rules described in 426.2 usually apply in postmaster relief and replacement situations.

This employee is to record his time on Form 1230-C until he is no longer a POA or until the end of the week, whichever comes first.



426.4 Timecard Handling

When an employee serves as a postmaster relief or replacement, the timekeeper will remove the employee's regular timecard from the timecard rack and replace it with the Form 1230-C.

426.5 Timecard Recording

426.51 Individuals who are hired as a postmaster relief or leave replacement must have their work hours recorded on Form 1377 in the Postmaster Replacement Time and Attendance Information section in lieu of a timecard. The actual hours and minutes worked each day must be recorded. If available, the postmaster must sign the form certifying that the service was performed. Otherwise, the replacement must sign. Exhibits 426.31a, 426.31b, and 426.31c are examples of properly completed Forms 1377 where a replacement has performed service when the postmaster was absent from the office.

426.52 Employees who are temporarily assigned as POAs must record their clock rings on the Form 1230-C. Timekeepers will continue to extend the clock rings on a daily basis and will forward Form 1230-C to the DDE/DR site or PDC as designated at the end of the week along with the other timecards from the installation in accordance with the procedures described in Chapter 6.

427 New Employees and Replacement Timecard

427.1 Eligibility

427.11 Employees who are hired at the beginning of the pay period may not have received a preprinted timecard from the PDC. If they have not, the timekeeper will be responsible for accurately completing Form 1230-C, *Time Card—Other Service*, which will serve as a "replacement" timecard. This process should be completed as often as necessary until the employee receives a preprinted timecard from the PDC.

427.12 Any employee who does not receive a preprinted Form 1230-A or 1230-B from the PDC or whose preprinted timecard was lost or damaged must also have a Form 1230-C "replacement" timecard prepared.

427.13 A Form 1230-C, *Time Card—Other Service*, must be prepared when a Form 50 action has corrected an employee's social security number or changed the finance number.

427.2 Authorization and Supporting Forms

If an employee fails to receive a preprinted From 1230-A or 1230-B from the PDC, the timekeeper will obtain the necessary information to complete Form 1230-C by referring to the employee's Form 50. Exhibit 427.3 is an example of a properly completed Form 1230-C replacement timecard. Note that information is only entered across the top of the timecard. Entering any data in blocks 90, 91, 92, 93, or 95 may possibly cause the employee to be paid incorrectly. Note also that it is essential to enter the card type "1" in the card type column.

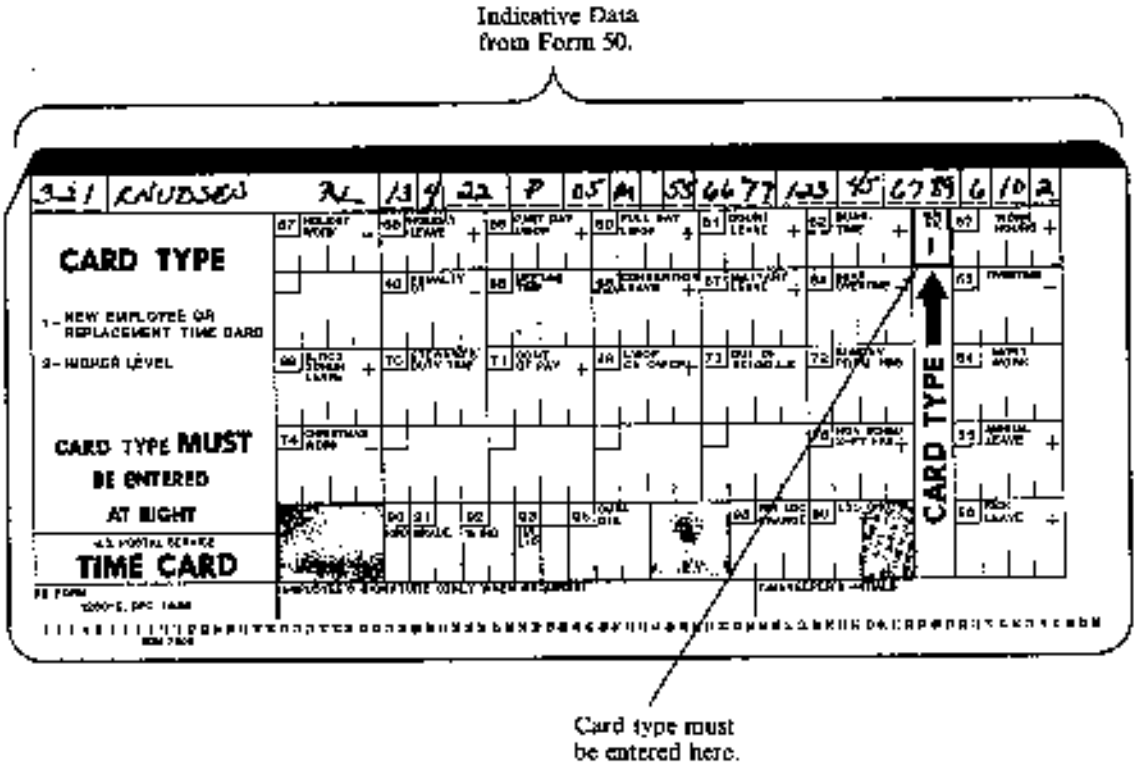
427.3 Timecard Handling

Form 1230-C will be handled in the same manner as would a preprinted Form 1230-A or 1230-B.

Exhibit 427.3

Example of a Properly Prepared Form 1230-C, *Time Card—Other Service*

This is an example of a properly prepared timecard for an employee whose timecard did not arrive from the PDC; or for an employee whose Form 50 has not yet been processed by the PDC.



427.4 Timecard Recording

An employee using a replacement timecard will record clock rings or write in entries in the same manner as he would if he were using Form 1230-A or 1230-B timecard. Timekeepers will extend clock rings in the same manner and will record leave and other nonwork hour information in the same manner as they would if they were using Form 1230-A or 1230-B. This “replacement” card should be totaled at the end of the week and sent to the DDE/DR site or PDC as designated in accordance with the procedures in Chapter 6.

428 Dual Appointment Employee Timecards

428.1 Definition

Dual employees are employees who have received appointments to more than one Postal Service position. They are established in the payroll system with two positions, a primary and a secondary. The secondary position is either a lower or higher grade than the primary position.

428.2 Eligibility

Part-time employees are the only employees eligible for dual appointments.

428.3 Authorization and Supporting Forms

428.31 An employee is authorized a dual appointment on a Form 50, *Notification of Personnel Action.*

428.32 The Form 1230-C for the secondary position is prepared as follows:

a. Complete the top indicative data line, using the designation activity code (D/A), the rate schedule code (RSC), and the level of the secondary position.

b. Enter “1” in the *Card Type* block.

c. Enter the RSC of the secondary position in block 90. This should be the same as the RSC code in the indicative data line at the top of the card.

d. Enter the level of the secondary position in block 91. This should be the same as the level on the top line.

e. Enter the D/A of the secondary position in block 95. This should be the same as the D/A code on the top line.

f. Print DUAL EMPLOYEE under the words CARD TYPE on the left side of the 1230-C card.

428.33 Exhibit 428.33 is an example of properly completed Forms 1230-A and 1230-C timecards for a dual appointment employee.

428.4 Timecard Handling

The Form 1230-C timecard for the secondary position will be handled in the same manner as the preprinted Form 1230-A or 1230-B for the primary position.

428.5 Timecard Recording

428.51 The recording of the preprinted Form 1230-A or 1230-B for the primary position is completed in the normal manner.

428.52 An employee using a 1230-C timecard for the secondary position will record clock rings or write in entries in the same manner as he would if he were using Form 1230-A or 1230-B timecard. Timekeepers will extend clock rings in the same manner and will record leave and other nonwork hour information in the same manner as they would if they were using Form 1230-A or 1230-B. The Form 1230-C timecard should be totaled at the end of the week, and sent to the PDC in accordance with the procedures described in Chapter 6.

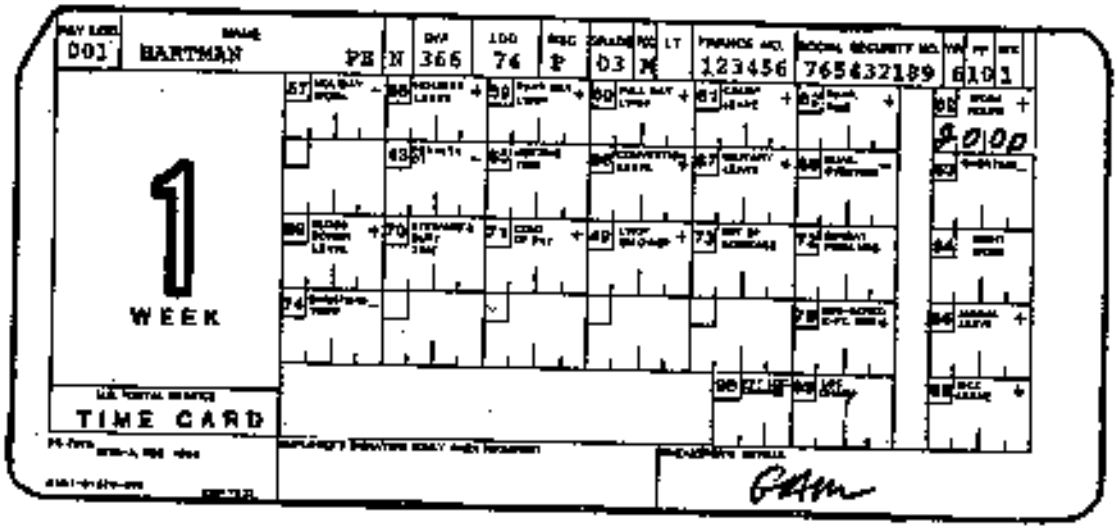
428.53 Employees with a dual appointment to a rural carrier secondary position are covered separately in Chapter 5.

Exhibit 428.33

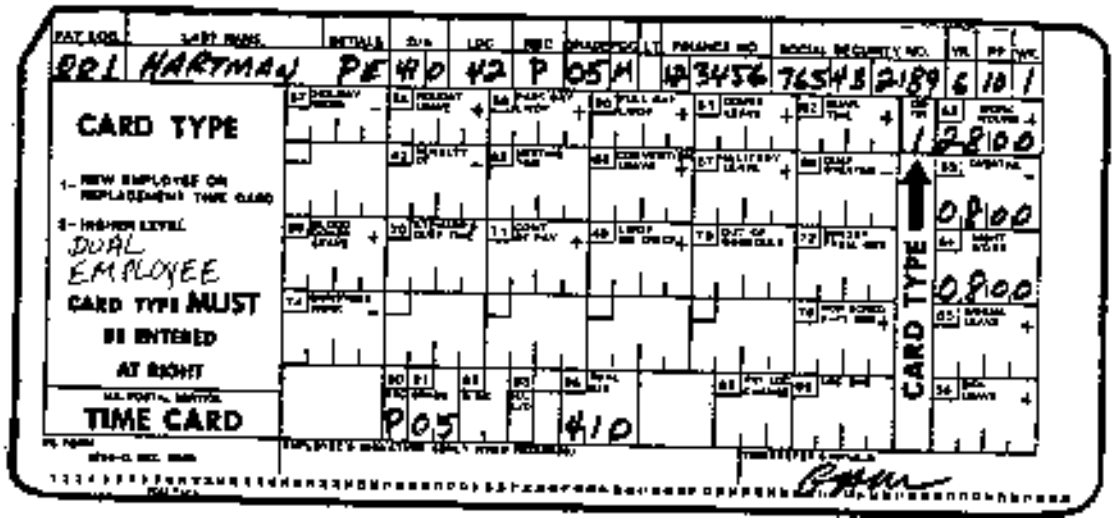
Example of Properly Completed Timecards for a Dual Appointment Employee

In this example the employee's primary position is a level 03, RSC-P, Designation/Activity 36-6 with a dual appointment (secondary position) as a level 05, RSC-P, Designation/Activity 41-0.

This employee worked 20 hours in the primary position. The employee also had 28 hours work, 8 hours overtime and 8 hours night work in the secondary position.



Form 1230-C Timecard
(Secondary Appointment)



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 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.

512 System Overview

The area or district collects time certificates from associate post offices and other installations at the end of each pay period. After the time certificates are processed via the Distributed Data Entry/Distributed Reporting (DDE/DR) system, a computer operator enters the rural carrier time and attendance data into the Rural Time and Attendance Processing System (RTAPS). All time and attendance edits are performed on line 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	**Form**	**Title**
520a	Form 1314	*Regular Rural Carrier Time Certificate*
520b	Form 1314-A	*Auxiliary Rural Carrier Time Certificate*
520c	Form 1314-F	*Rural Carrier FMLA Certificate*
Supporting Forms		
Exhibit	**Form**	**Title**
520d	Form 4240	*Rural Carrier Trip Report*
520e	Form 2240-R	*Rural Pay or Leave Adjustment Request*
520f	Form 4241	*Rural Delivery Statistics Report*
520g	Form 4003	*Official Rural Route Description*
520h	Form 4241-A	*Rural Route Evaluation*
520i	Form 2847	*Rural Carrier Payment Authorization*
520j	Form 8127	*Rural Carrier Supplemental Payment*
120f	Form 3971	*Request for or Notification of Absence*
120g	Form 1723	*Assignment Order*
120h	Form 1221	*Advanced Sick Leave Authorization*
120i	Form 1224	*Court Leave Duty — Statement of Service*
120j	Form 3973	*Military Leave Control*

Form 8127, *Rural Carrier Supplemental Payment,* was designed to fulfill the requirements in article 9.2.M of the agreement with the National Rural Letter Carriers' Association. Article 9.2.M 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 (CFC) 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.

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 76) are used on all 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	City employee serving as emergency replacement carrier (due equipment maintenance allowance only)
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

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 Form 50 to terminate employment. The employee may be rehired at the beginning of the next calendar year (PP 01-XX) to begin another 359-day appointment with a limit of 180 workdays.

When completing Form 1314-A for 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 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 (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
Form 1314, *Regular Rural Carrier Time Certificate*

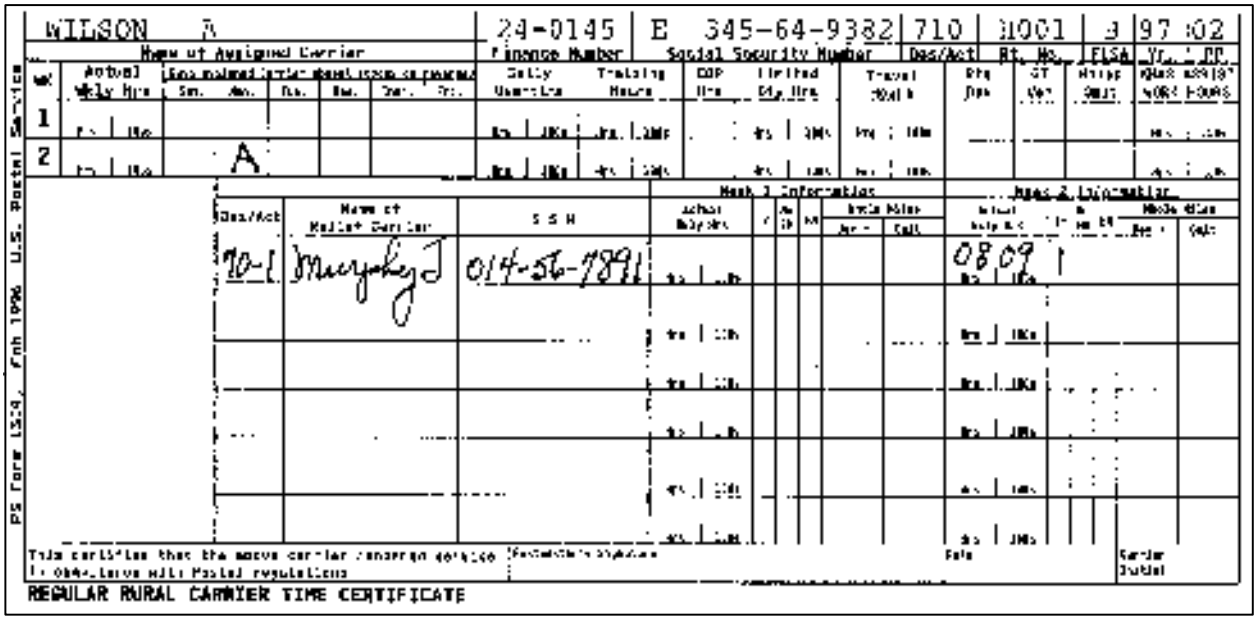
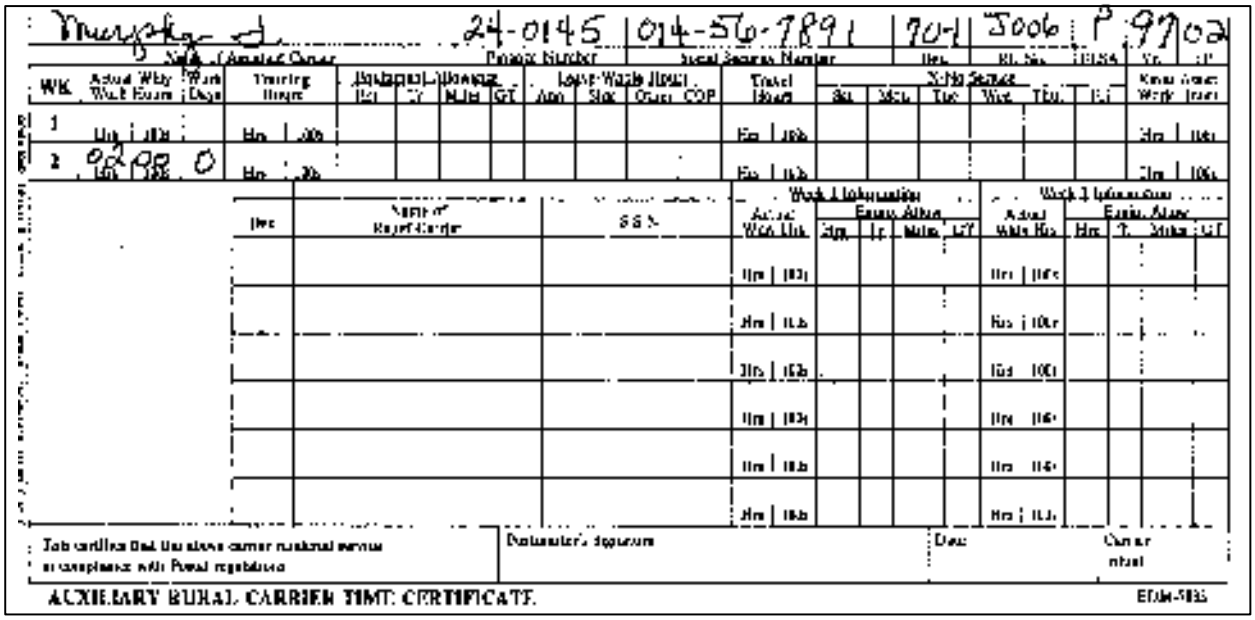


Exhibit 531.12b
Form 1314-A, *Auxiliary Rural Carrier Time Certificate*



531.2 Regular Rural Carrier (Career) — Designation 71

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

531.3 Substitute Rural Carrier

531.31 Designation 72

A substitute rural carrier (Designation 73) can be appointed via Form 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 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 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 (CSRS), or Federal Employees Retirement System (FERS).

531.5 Nonrural Postal Employee — Designation 76

Designation 76 employees do not require a Form 50. Designation 76 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 76. The workhours of postal employees other than rural carriers are reported on Forms 1230-A, *Time Card — Week 1*, or 1230-B, *Time Card — Week 2*.

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 NRLCA national agreement, section 3B. Rural carrier associates (RCA) are not entitled to step increases, leave, or COLA. In addition, they are not eligible for life insurance, Civil Service Retirement (CSRS), or Federal Employees Retirement System.

531.72 Designation 74

A rural carrier associate (Designation 78) can be appointed via Form 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 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 Form 1314-A, *Auxiliary Rural Carrier Time Certificate.*

531.8 Designation 79

A rural carrier associate (Designation 78) can be appointed, via Form 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 Form 1230-A, *Time Card — Week 1*, or Form 1230-B, *Time Card — Week 2.* All service as a Designation 7X must be recorded on Form 1314-A, *Auxiliary Rural Carrier Time Certificate*, or as the replacement carrier on 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.*

532 Time Certificates

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

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), 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 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 Minneapolis 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

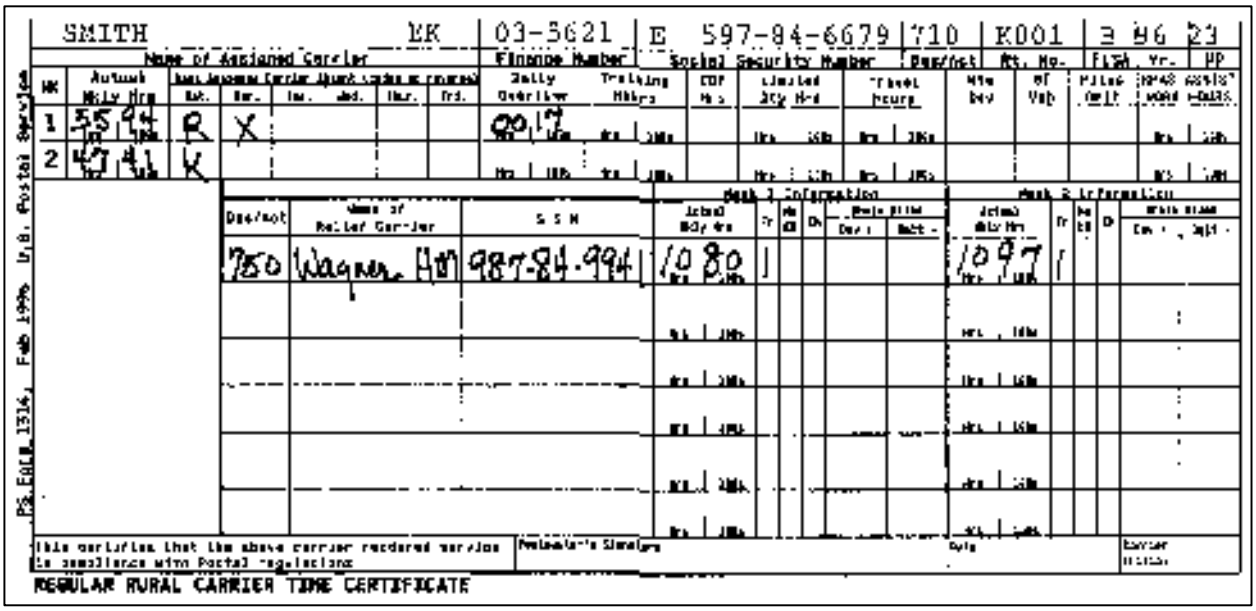
545.2 Recording Overtime in Excess of 12 Hours a Day

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 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 545b
Form 1314, *Regular Rural Carrier Time Certificate*



For Saturday and Tuesday, the carrier is entitled to overtime. Form 1314 must be completed with a 17 in the 100s section of the Daily Overtime block for the first week. A comparison is made between Actual Weekly Work Hours (over 56) and Daily Overtime (over 12 in a day). Payment is made on the greater of the two.

545.3 Payment of FLSA Overtime Compensation

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

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

546 FLSA Codes

546.1 Purpose

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

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 contract period assigned to 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 rural carriers (Designation 73) performing service on all types of regular rural routes.

546.27 FLSA Code P

FLSA code P applies to auxiliary rural carriers (Designation 77), substitute rural carriers (Designation 73), rural carrier relief (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 52:11, 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 = $29,701 (basic salary)
111 pay miles Step 12 = $28,235 (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 ($29,701), the options would be J-44, low, and H-46, high.

Exhibit 554 (p. 1)
Classification Chart

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

Exhibit 554 (p. 2)
Classification Chart

From	To	Evaluated Hours and Minutes (Reported on 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.

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, Form 4003, *Official Rural Route Description*, when a 2-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 Form 4241, *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 so the carrier will not be forgotten by the office. 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 United States Postal Service and the National Rural Letter Carriers' Association (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 Form 1314.

555.3 Form 4003, *Official Rural Route Description*

To create this route, submit 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 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 Form 1314, *Regular Rural Carrier Time Certificate*

After creating the route, process Form 50, *Notification of Personnel Action*, to transfer the IOD/LWOP carrier to this route. The Minneapolis Information Systems Service Center (MNISSC) will issue 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 Form 4003, *Official Rural Route Description*

To create this route, submit 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 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 Form 1314, *Regular Rural Carrier Time Certificate*

After creating the route, process Form 50, *Notification of Personnel Action*, to transfer the IOD/LWOP carrier to this route. The Minneapolis Information Systems Service Center (MNISSC) will issue 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 or Basic Annual Rate (BAR) as indicated in exhibit 561.

Exhibit 561
Daily and Hourly Rate

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

561.32 Rounding Up

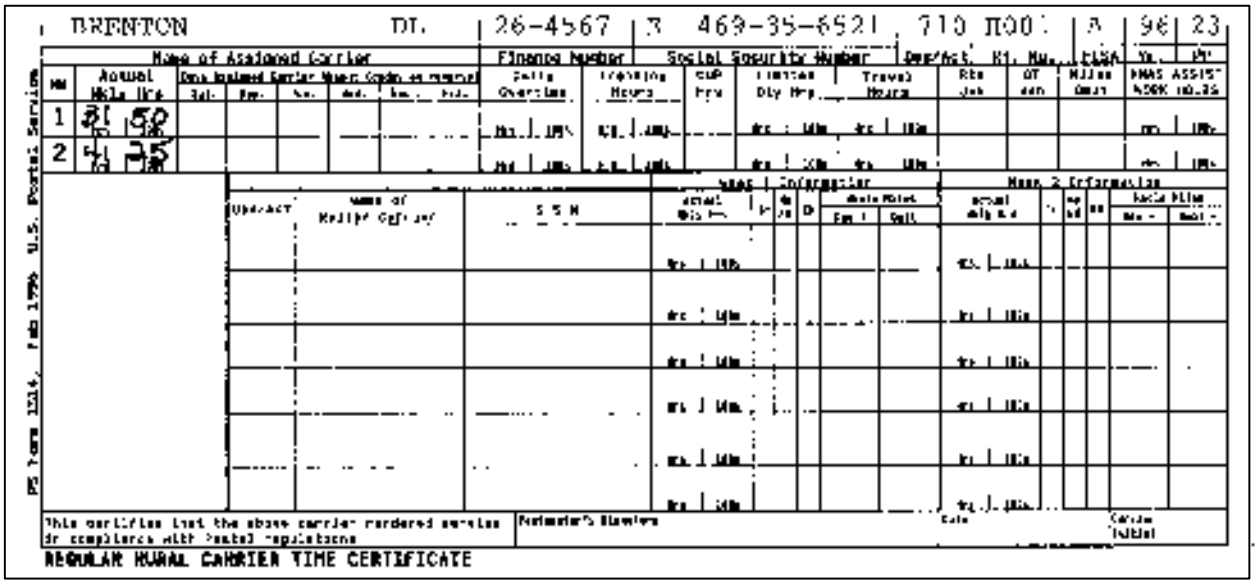
The daily or hourly rate is calculated from the annual rate to four decimal places. The fourth place is rounded up to the next higher figure if the fifth place is 5 or more.

562 FLSA Code A Calculation

Employees assigned to FLSA code A are compensated for actual weekly workhours on an hourly basis. Compensation is the annual salary attained

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

Exhibit 562
FLSA Code A



The assigned carrier is compensated as follows:

Week 1 31.50 hours at Rate Schedule Code (RSC) R, attained step, and six trips EMA.

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

562.1 Regular Rural Carrier

562.11 Pay

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

Example:

Base Annual Rate (AR) for 40 hours at step 12 = $34,762

$34,762 ÷ 2,080 = $16.7125 (hourly rate)

$16.7125 × 150% = $25.0688 (OT rate)

562.12 Leave

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

562.13 Relief Day Worked — X Days

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

562.2 Substitute Rural Carrier (Designation 72)

562.21 Pay

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

Basic AR for 40 hours at step 12 = $34,762

$34,762 ÷ 2,000 = $17.38

COLA = $0 ÷ 2,080 = $0

Hourly Rate = $17.38

Base AR for 40 hours at step 12 = $34,762

OT Rate = $34,762 ÷ 2,080 × 1.5 = $25.0688

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

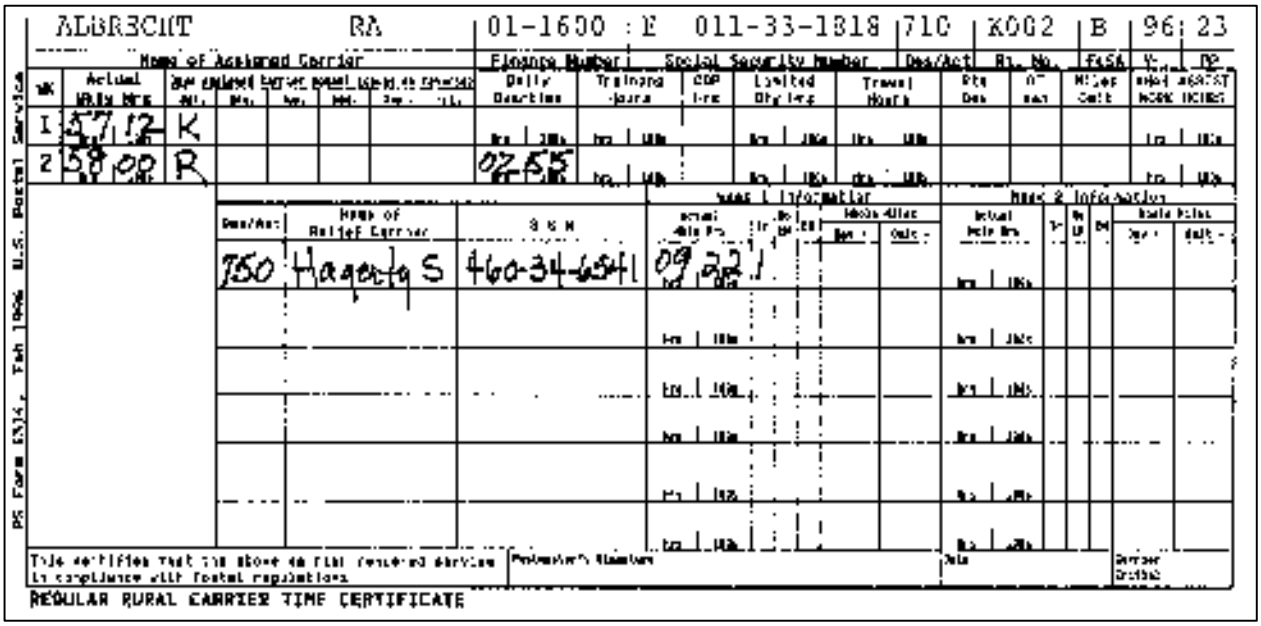
The majority of all regular rural carriers are compensated under FLSA code B, which is the only FLSA code pertaining to FLSA section 7(b)(2).

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



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 substitute 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) step 12 = $34,762

$34,762 ÷ 312 days = $111.4167 (evaluated daily rate)

$34,762 ÷ 2,496 hours = $13.9271 (evaluated hourly rate)

Example: J Type Route

Base AR (41 hours) step 12 = $36,067

$36,067 ÷ 286 days = $126.1084 (evaluated daily rate)

$36,067 ÷ 2,288 hours = $15.7635 (evaluated hourly rate)

Example: K Type Route

Base AR (42 hrs) step 12 = $37,366

$37,366 ÷ 260 days = $143.7154 (evaluated daily rate)

$37,366 ÷ 2,080 hours = $17.9644 (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 Minneapolis Accounting Service Center.

Example:

YTD Base Dollars = $9,749.20 (includes current pay period data)

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

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

$8.5775 ÷ 1.5 = $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) step 12 = $34,762

$34,762 ÷ 302 days = $115.1060 (evaluated daily rate)

$34,762 ÷ 2,416 hours = $14.3882 (evaluated hourly rate)

Example: J Type Route

Base AR (41 hours) step 12 = $36,067

$36,067 ÷ 276 days = $130.6775 (evaluated daily rate)

$36,067 ÷ 2,208 hours = $16.3347 (evaluated hourly rate)

Example: K Type Route

Base AR (42 hours) step 12 = $37,366

$37,366 ÷ 250 days = $149.4640 (evaluated daily rate)

$37,366 ÷ 2,000 hours = $18.6830 (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

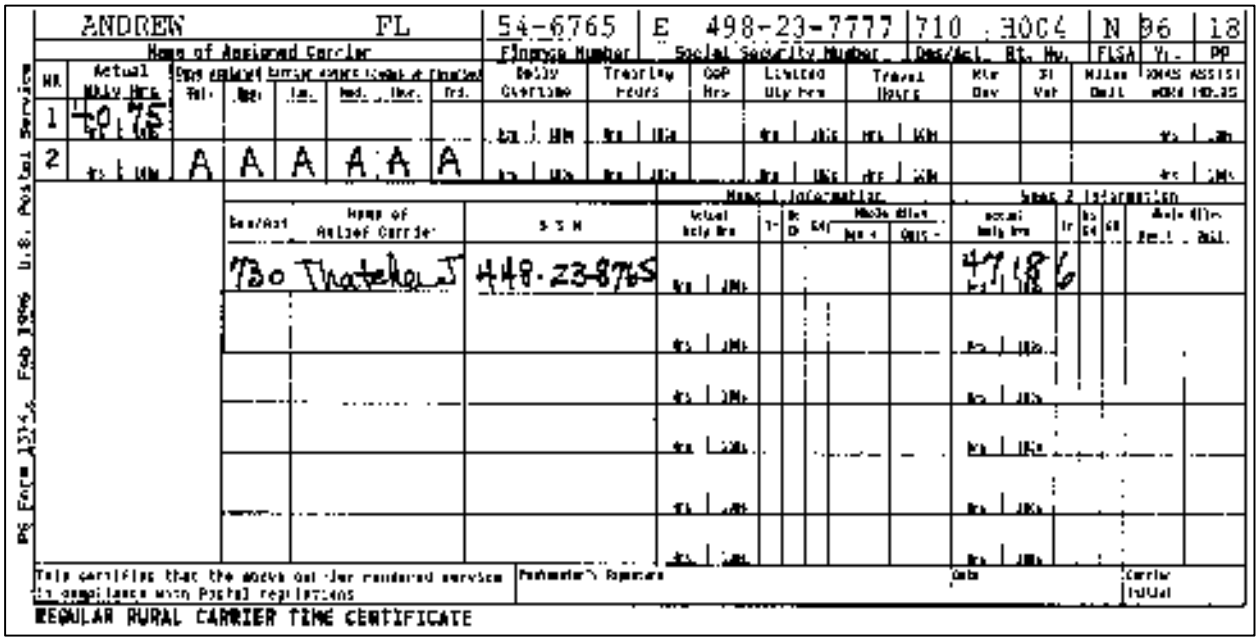
564.1 Description

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.

Exhibit 564
FLSA Code N Compensation



The assigned carrier takes 6 days of annual leave in the second week, but only 5 days are charged with 1 free Saturday. The first day of Pay Period 19–96 is also a free Saturday if leave is recorded on that day. The assigned carrier is compensated as follows:

Week 1 Compensation is due at the evaluation of the route plus 50 percent of the FLSA regular weekly rate for the .75 hours of service over 40.00 hours in a week, computed automatically from the actual weekly workhours and six trips EMA.

Week 2 5 days of annual leave are charged, and compensation is due for 6 days (including 1 free Saturday) at the evaluation of the route and no EMA.

The substitute carrier is compensated as follows:

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

Example: H Type Route

Base AR (27 hours) step 12 = $23,468

$23,468 ÷ 312 days = $75.2179 (evaluated daily rate)

$23,468 ÷ 2,496 hours = $9.4022 (evaluated hourly rate)

Example: M Type Route

Base AR (28 miles) step 12 = $34,002

$34,002 ÷ 312 hours = $108.9808 (evaluated daily rate)

$34,002 ÷ 2,496 hours = $13.6226 (evaluated hourly rate)

564.3 Overtime

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

Example: Using previous H type route example

Annual salary $23,468 (heavy duty — 27 hours)

Employee works 41.67 hours at evaluated daily rate = $75.2179

$75.2179 × 6 days' compensation = $451.31

$451.31 ÷ 41.67 = $10.8306

$10.8306 × 50% = $5.4153 (overtime rate)

$5.4153 × 1.67 (hours over 40) = $9.04

$9.04 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 rural carriers (Designation 73) 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 and 73) 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) step 12 = $20,855

$20,855 ÷ 302 days = $66.8429 (evaluated daily rate)

$20,855 ÷ 2,416 hours = $8.6320 (evaluated hourly rate)

Example: J Type Route

Base AR (46 hours) step 12 = $42,580

$42,580 ÷ 276 days = $154.2754 (evaluated daily rate)

$42,580 ÷ 2,208 hours = $19.2844 (evaluated hourly rate)

Example: K Type Route

Base AR (48 hours) step 12 = $45,194

$45,194 ÷ 250 days = $180.7760 (evaluated daily rate)

$45,194 ÷ 2,000 hours = $22.5970 (evaluated hourly rate)

Example: M Type Route

Base AR (116 miles) step 12 = $37,346

$37,346 ÷ 302 = $123.6623 (evaluated daily rate)

$37,346 ÷ 2,416 = $15.4578 (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 (salary as of PP 04-90):

Basic AR (RSC B) step 12 = $25,825

$25,825 ÷ 2,000 hours	=	$12.91
COLA = $3,682 ÷ 2,080	=	$ 1.77
		$14.68 (substitute rate 40 hours)

Basic AR (RSC B) step 12 = $25,825

$25,825 ÷ 2,080 hours	=	$12.4159
Hourly COLA	=	$ 1.77
		$14.1859
$14.1859 × 1.5	=	$21.28 (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 substitute rural carriers (Designation 73) when service is recorded on Form 1314-A, *Auxiliary Rural Carrier Time Certificate.*

566.2 Compensation

566.21 Auxiliary Rural Carriers

Compensation for auxiliary rural carriers (Designation 77) 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 evaluated rate 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 (salary as of PP 04-90):

Basic AR (RSC B) Step 12 = $25,825

$25,825 ÷ 2,000 hours = $12.91

COLA = $3,682 ÷ 2,080 = $ 1.77

$14.68 (auxiliary rate)

Basic AR (RSC B) Step 12 = $25,825

$25,825 ÷ 2,080 hours = $12.4159

Hourly COLA = $ 1.77

$14.1859

$14.1859 × 1.5 = $21.28 (auxiliary OT rate)

566.32 Leave

Auxiliary rural carriers (Designation 77) 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 Rural Carriers (Designation 73)

All hours recorded for a substitute rural carrier on Form 1314-A are calculated as explained in section 566.3.

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 at the beginning of August 24, 1991, the rate is $11.55 per hour. If the carrier was hired prior to August 24, 1991, the rate is $14.86 per hour.

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

566.52 Calculation

To calculate payment for a rural carrier relief or rural carrier associate who performs service on a route, first determine the daily evaluated hours for the routes serviced each week. The weekly evaluated pay hours of each route are divided by 6 days (H, M, or A type route), 5.5 days (J type route), or 5 days (K route). Some examples are:

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

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

Example:

9.20 daily evaluated hours 3 days = 27.60

8.20 daily evaluated hours 3 days = 24.60

Total evaluated hours for the week = 52.20

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

52.20 × $11.55 hourly rate = $602.91.

$602.91 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 Form 1314 = 29.73

Actual weekly workhours reported on Form 1314-A = 27.04

Total weekly hours = 56.77

40 hours × $11.55 = $462.00

16.77 OT hours × $17.325 = $290.54

Total weekly compensation = $752.54

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 $11.55 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 substitute (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 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 (salary as of PP 11-90):

Annual base salary 64-mile route = $30,275.00

Regular weekly compensation = $582.21

Annual rate RSC B, step 12 = $29,507.00

Annual hourly rate ($29,507 ÷ 2,080) = $14.1861

OT rate RSC B, step 12 = $21.28

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 × $14.1861	=	$567.44
6.59 OT hours × $21.28	=	$140.24
Total RSC B compensation		$707.68
Less regular weekly compensation		$582.21
Christmas OT	=	$125.47

To arrive at OT hours, divide the overtime dollars by the RSC B OT rate.

$125.47 ÷ $21.28 = 5.90 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 (salary as of PP 19-94):

Annual salary 116-mile route = $34,603
Regular weekly compensation = $687.48
Annual rate RSC B, step 6 = $32,018

To compute the RSC B annual hourly rate:
Basic rate of RSC B = $30,021

$30,021 ÷ 2,000	=	$ 15.01
$1,997 (COLA) ÷ 2,080	=	.96
RSC B annual hourly rate	=	$ 15.97

RSC B OT rate = $15.97 × 150 percent = $23.96

Total amount computed at RSC B

40.00 hours × 15.97	=	$ 638.80
56 − 40 = 16 OT hours		
16 OT hours × $23.96	=	$ 383.36
		$1,022.16

To calculate computed overtime:

Total RSC B compensation		$1,022.16
Minus regular weekly compensation	=	$ 687.48
		$ 334.68

$334.68 ÷ $23.96 (RSC B OT Rate) = 13.97 hours computed OT

To determine the calculated hours for the pay period, take all hours up to 56 for each week and subtract the pay period computed overtime hours. When determining overtime dollars, substitute rural carriers (Designation 72) are not entitled to the “built-in” postal holidays, so a special factor is computed by taking 2,000 hours and dividing by 2,080 hours. Take the result to 5 decimal places, 0.96154. Compute the evaluated rate for the pay period and multiply this by 0.96154. Divide this rate by the calculated hours to determine the hourly rate. Multiply the hourly rate by 150 percent to determine the developed OT rate. Multiply this rate by the computed overtime hours to determine the amount to be paid for Christmas overtime.

Example:

Actual workhours up to 56 hours for both weeks = 112 hours

112 hours – 26.64 (computed OT for the PP) = 85.36 calculated hours

$687.48 (regular weekly compensation) × 2 weeks = $1,374.96

$1,374.96 × 0.96154 (holiday factor) = $1,322.0790

$1,322.0790 ÷ 85.36 (calculated hours) = $15.4883 per hour

$15.4883 × 150% = $23.2324 (developed OT)

$23.2324 × 13.97 hours = $324.56

To determine the overtime dollars from 56 to 80 hours

80 – 56 hours = 24 OT hours

$15.4883 × 150% = $23.2324 × 24 OT hours = $557.58

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 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 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 ÷ 3) × 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 Form 1314 for that week.

Example:

37-hour route ÷ 6 = 6.17 daily evaluated hours

41.33 actual workhours reported for 5 workdays

+ 6.17 evaluated hours for 1 leave day

47.50

To convert the 3 hours between the weekly evaluated and 40 OT hours, use the following formula: ÷ 3 × 2

3.00 ÷ 3 × 2	=	2.00 OT hours
OT hours over 40	=	+7.50
Total Christmas OT hours	=	9.50

567.33 Routes of 40 to 48 Hours

Carriers assigned to J and K type routes may be required to give assistance to their replacements on their scheduled relief day (J or K day). These hours are reported in the Christmas Assistant's Work Hours block on 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 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 ÷ 5.5 = 8.36 (daily evaluation)

47.25	Actual workhours reported for 4 days' work
+ 9.16	Christmas assistant workhours performed on J day
56.41	
–56.00	
.41	FLSA OT
47.25	Actual workhours reported for 4 days' work
+ 8.36	Evaluated hours for 1 paid leave day
55.61	
– 41.82	(46 heavy duty ÷ 5.5 × 5 days)
13.79	
+ 8.75	(9.16 Christmas assistant hours minus .41 FLSA OT)
22.54	Total Christmas OT

568 Salary Protection

568.1 Entitlement

If a carrier's route is reduced and the carrier is entitled to the guaranteed salary based upon the national agreement, the carrier may also be entitled to salary protection for the remainder of the 2 calendar years. If the route was reduced for the benefit of the Postal Service and if the carrier qualifies for salary protection, refer to ELM 421.511 and 421.512.

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 Form 50, *Notification of Personnel Action*, 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 Form 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 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 Form 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. When the carrier furnishes the vehicle, equipment maintenance allowance (EMA) is paid. The following provisions will determine the payment of EMA.

571 Form 1314, Regular Rural Carrier Time Certificate

Preceding the regular rural carrier's Social Security number on the preprinted Form 1314 is an EMA code of E, G, or P (see exhibits 571a, 571b, and 571c).

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 Trips block on Form 1314 (see exhibit 571.1).

Exhibit 571a

EMA Code E — Rural Carrier Furnishes Own Vehicle

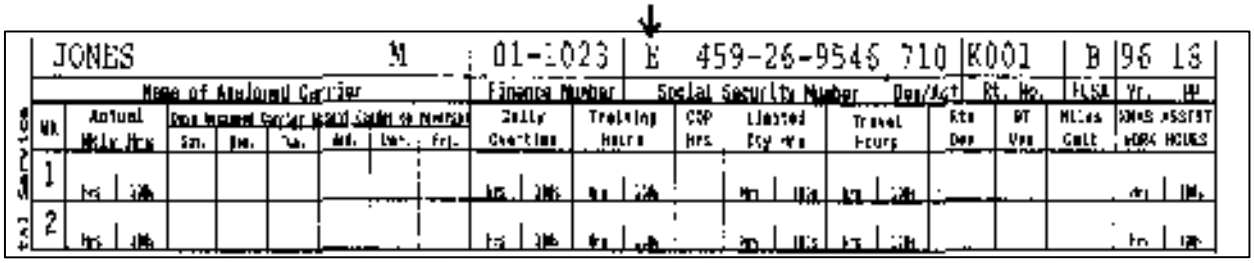


Exhibit 571b

EMA Code G — Rural Carrier Is Furnished a Government Vehicle

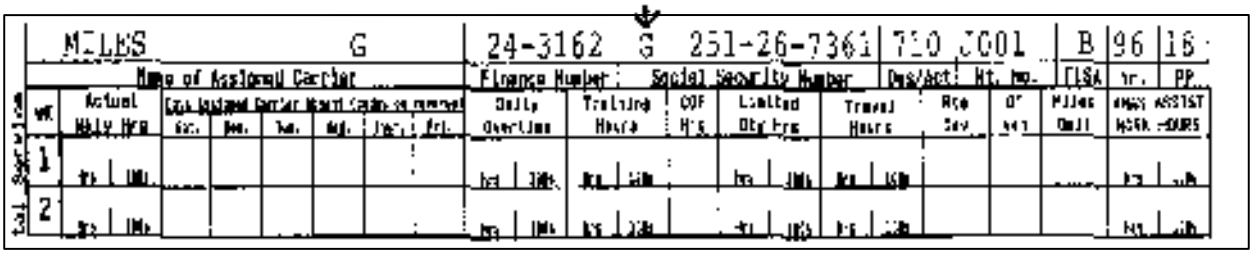


Exhibit 571c

EMA Code P — Rural Carrier Declines the Use of a Government Vehicle and Furnishes Own Vehicle

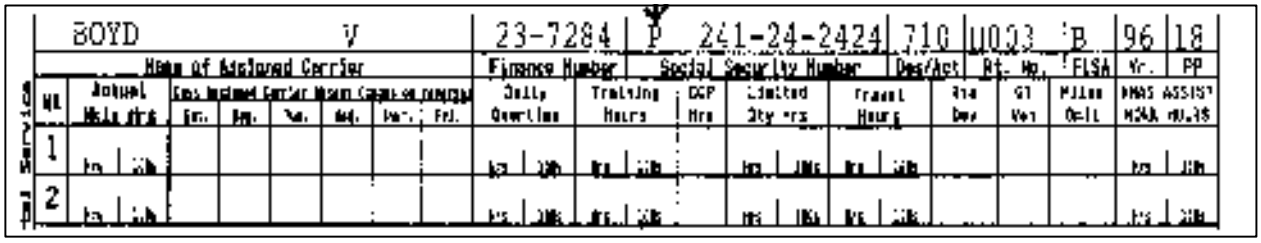
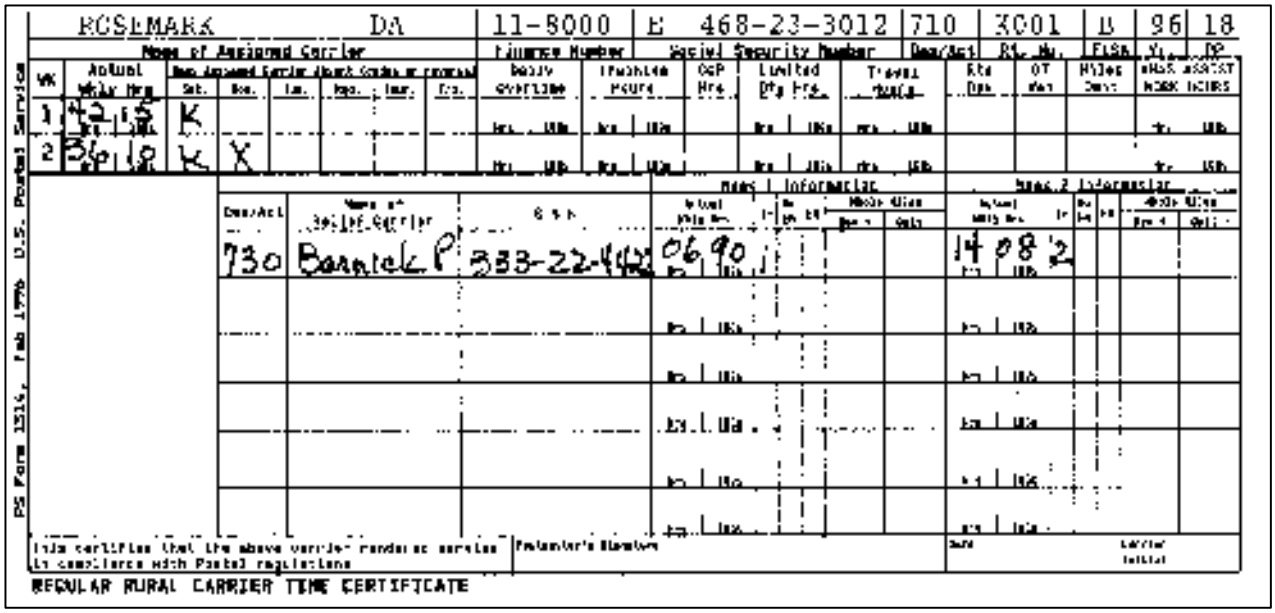


Exhibit 571.1
Form 1314, *Compensation EMA Code E*



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

The substitute carrier is entitled to 3 days at the appropriate daily rate and three 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 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 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

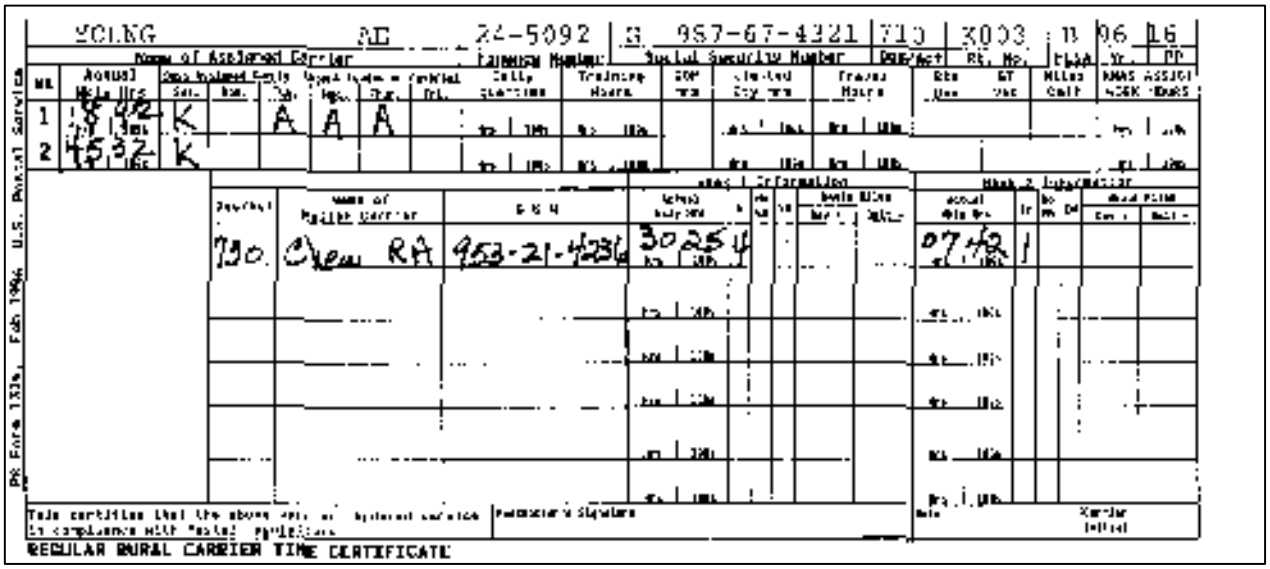
571.21 Description

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).

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

Exhibit 571.2
Form 1314, *Compensation EMA Code G*



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 substitute carrier is entitled to 5 days at the appropriate daily rate and no EMA.

the number of payable trips in the GT Veh. Used block for that week on 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 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.

571.3 EMA Code P

571.31 Description

Code P is Optional Equipment Maintenance Allowance (OEMA). Code P is used when the regular carrier opts to decline the use of a Postal Service vehicle and elects to continue to provide the vehicle. The carrier agrees to accept an amount equal to the cost of providing a Postal Service owned or leased vehicle. This is a cost per mile rate, applied to the route miles.

Example:

OEMA rate per mile = $.502

Route miles = 14

14 miles × $.502 = $7.03 daily rate

571.32 Compensation

The OEMA rate cannot exceed the regular Equipment Maintenance Allowance rate for the route based on the special EMA chart for route stops and miles. The regular assigned carrier receives the daily rate as computed above for all days considered workdays. The relief carriers also receive the same daily rate for the number of trips recorded in the Trips block.

572 Temporary Route Deviation

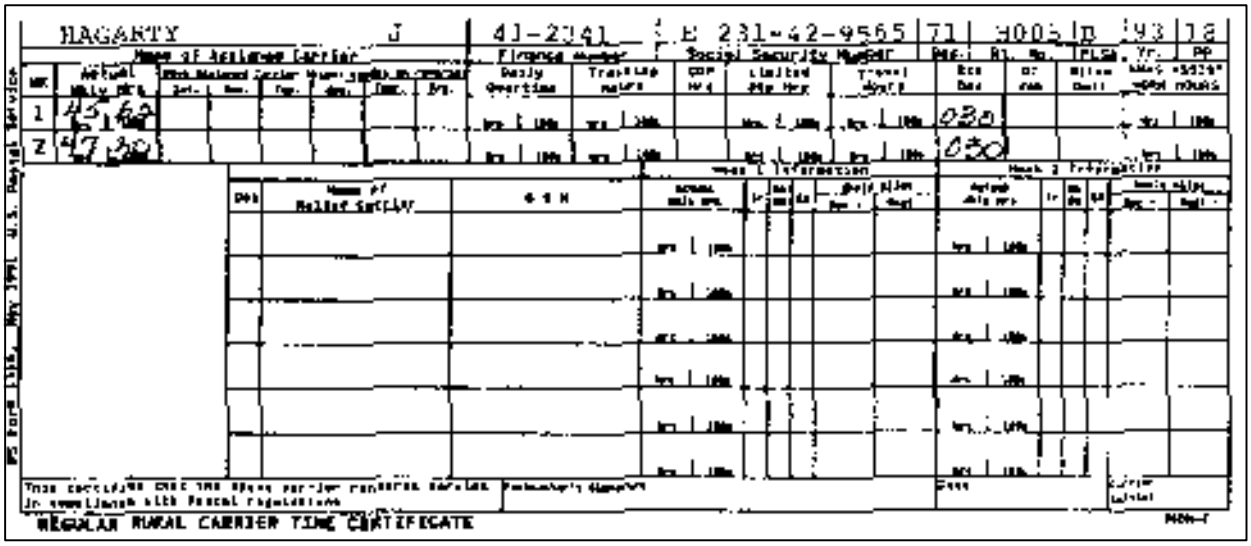
572.1 Recording Temporary Route Deviation

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

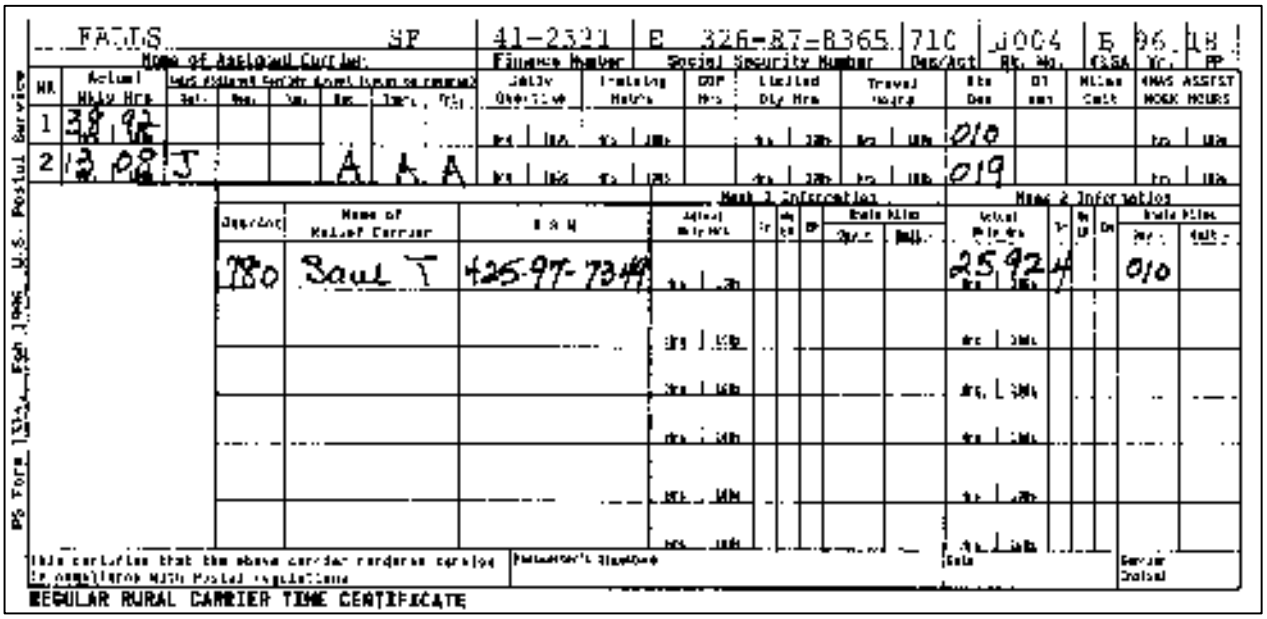
Any temporary route deviation of more than 30 calendar days shall be added via Form 4003 to the evaluation, and the salary shall be adjusted accordingly. Discontinue reporting the route deviation on Form 1314. Upon termination of the deviation, the route evaluation shall be adjusted to its former status. 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 detour and at the beginning of the first pay period after the deviation is terminated.

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



Because of construction in the area, the regular carrier must take a detour. This is a 38-mile route, and the assigned carrier must make a 7-mile detour every day (miles over 40 is 5 miles × 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 relief carriers. Enter the number of miles under Whole Miles, Dev. (+).

xhibit 572b
orm 1314, *Route Deviation — Over 40 Miles*



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 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, six trips EMA, and 010 miles deviation.

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

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

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

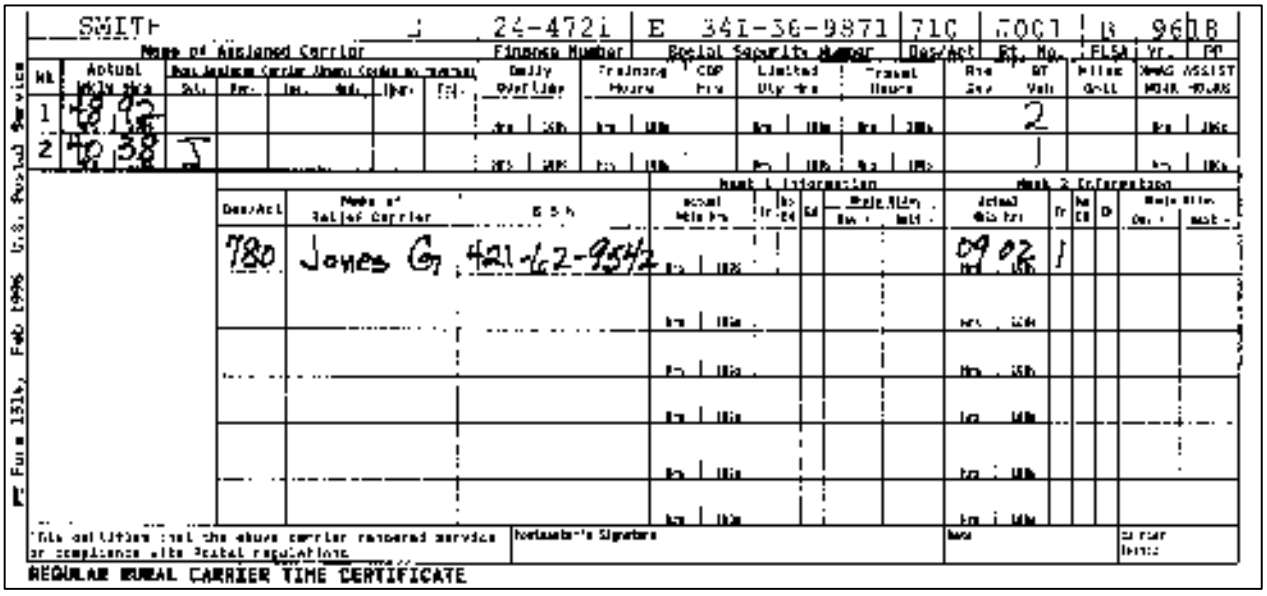
573 Government Vehicle Used Block

The Government Vehicle Used (GT Veh. Used) block on the 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 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
Form 1314, *Use of Government Vehicle*



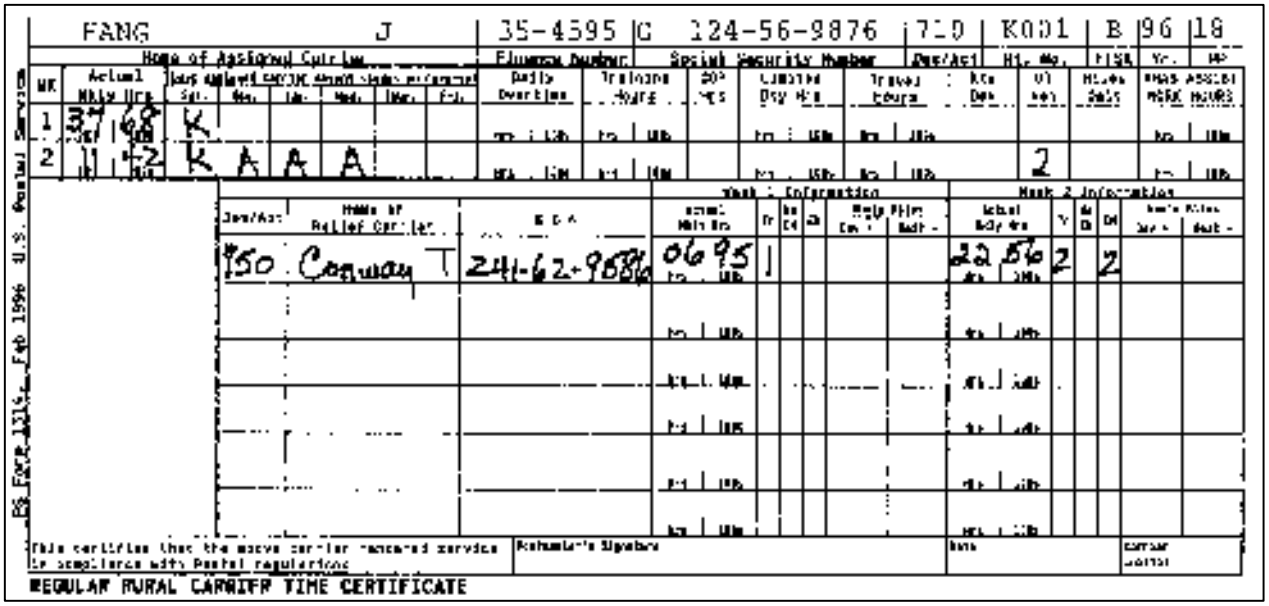
The assigned carrier furnishes his or her own vehicle. For 2 days during Week 1 and 1 day during Week 2, a government vehicle was provided. The regular carrier is compensated for 11 days' evaluation of the route and eight trips EMA. The substitute carrier is compensated for 1 day at the appropriate rate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

573.2 EMA Code G

When a carrier provides a 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
Form 1314, *Use of Employee Vehicle*



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

Relief carrier:

Week 1 One day's evaluation, no EMA.

Week 2 Four days' evaluation and two trips EMA. (Two trips entered in EM Only 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 Form 1314 are divided by the route's daily pay miles to determine a percentage rate.

Example:

Miles omitted = 49

Pay miles = 61

49 ÷ 61 = .8033

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

Example:

Daily EMA rate = $19.22

$19.22 × .8033 = $15.44

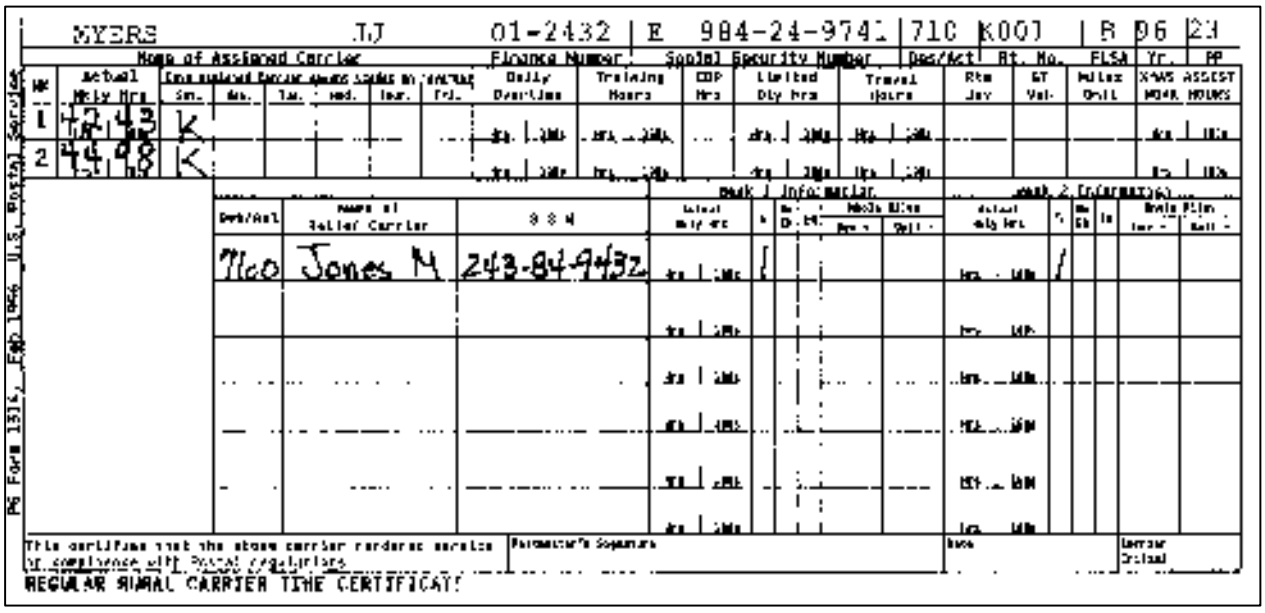
$15.44 = amount to be reduced

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

575 EMA for Nonrural Postal Employee

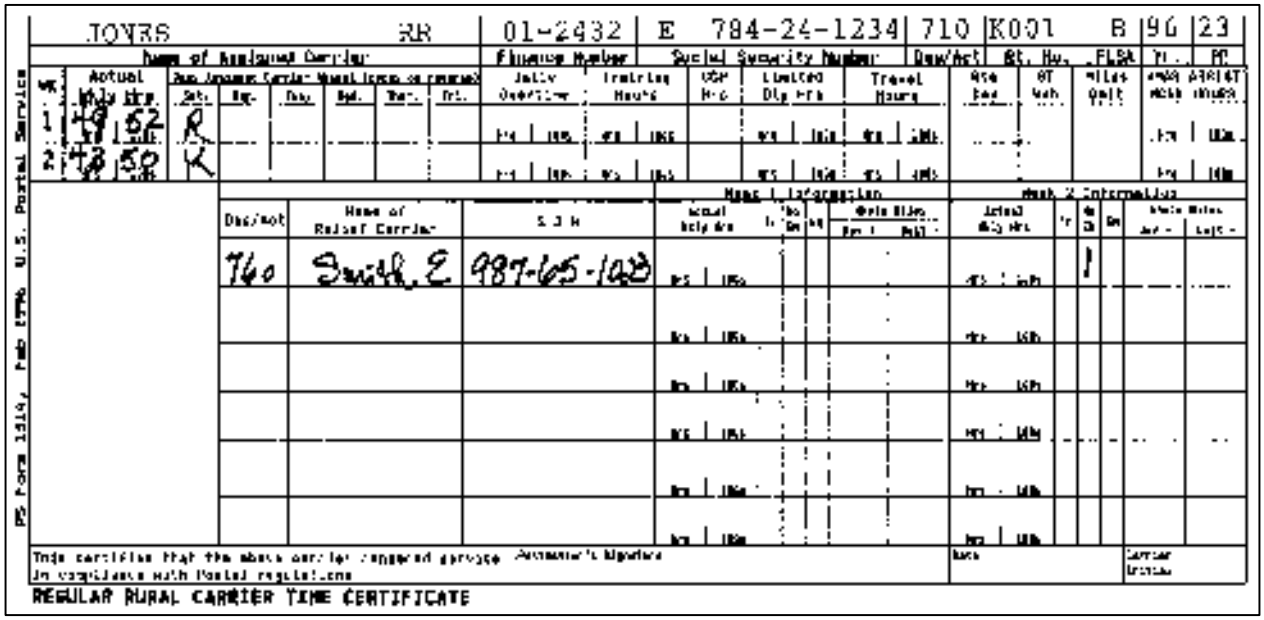
When a nonrural postal employee services the regular rural route, enter the employee's name and Social Security number in the Relief Carrier block. Enter the number of trips in the appropriate weekly Trips block (see exhibit 575a). If the employee uses a government vehicle and no EMA is due, enter the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

Exhibit 575a
Form 1314 — EMA for Nonrural Employee



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

Exhibit 575b
Form 1314, *EMA for Nonrural Employee Using Government Vehicle*


JOYRS RR 01-2432 E 784-24-1234 710 K001 B 96 23

PS Form 1314, Feb 1996, U.S. Postal Service

REGULAR RURAL CARRIER TIME CERTIFICATE

576 Auxiliary Rural Certificate

576.1 Compensation

A rural carrier craft employee, Designations 70, 73, 75, 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

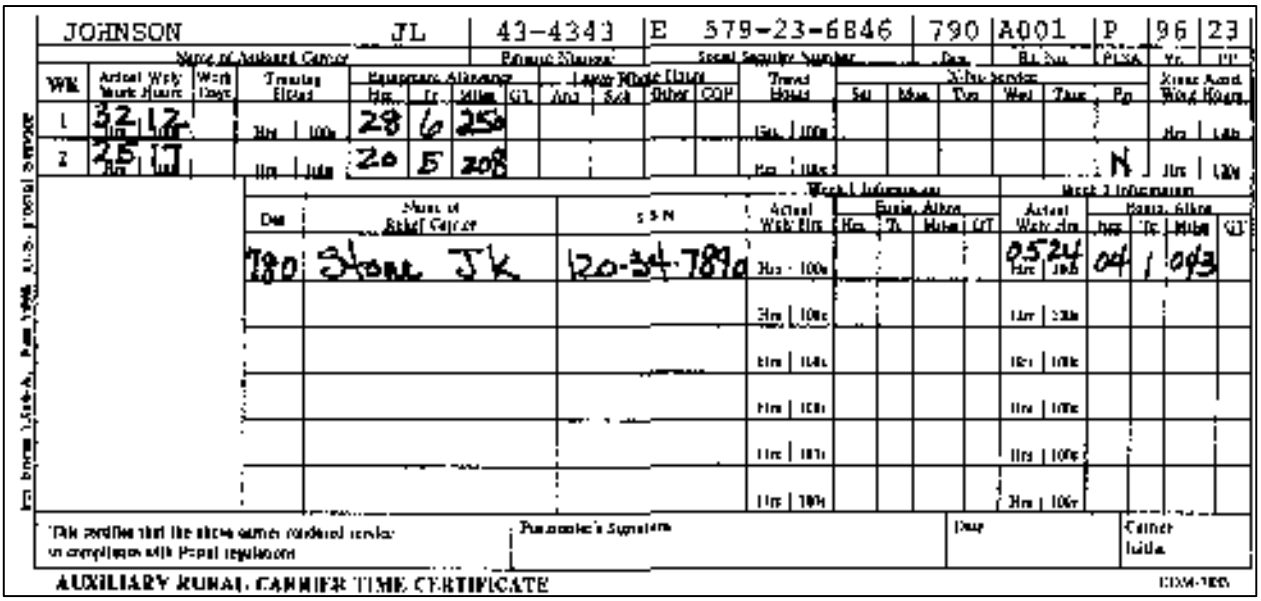
All three weekly EMA fields of (hours), (trips), and (miles) must be recorded on all Forms 1314-A regardless of route type (except route numbers A995, A996, and A999) to calculate EMA correctly. The lesser of the calculated hours or trips is compared with the calculated miles. EMA is paid on whichever 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).

Exhibit 576.2
Form 1314-A, *Recording EMA*


JOHNSON JL 43-4343 E 579-23-6846 790 A001 P 96 23

AUXILIARY RURAL CARRIER TIME CERTIFICATE

Example:

EMA trips = $14.60 per trip

EMA hours = $4.25 per hour

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 × $4.25 = $119.00

Six trips × $14.60 = $87.60

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

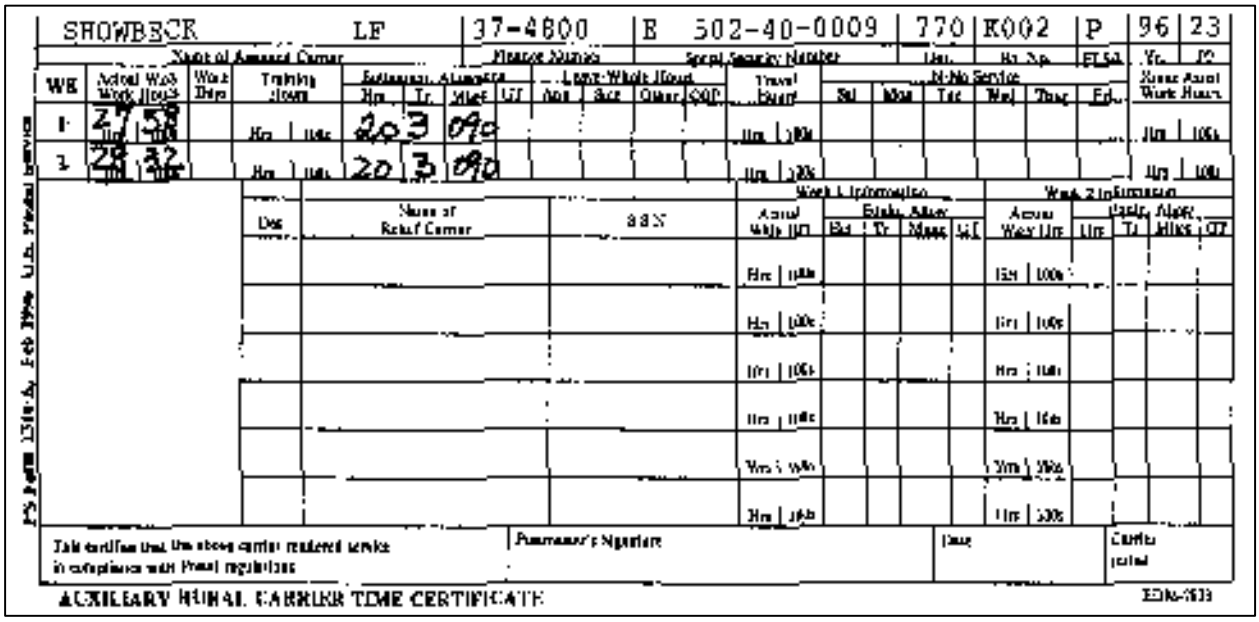
250 miles × $ 0.365 = $91.25

The greater amount ($91.25) is then paid.

576.3 Overburdened Route

An overburdened route is authorized temporary auxiliary assistance to provide relief. Exhibit 576.3 shows a Form 1314-A reflecting auxiliary assistance for an overburdened route.

Exhibit 576.3
Auxiliary Assistance on an Overburdened Route



Route K002 is authorized 5 hours a day auxiliary assistance. Compensation is at the appropriate RSC B rate. A comparison, as demonstrated below, is made on the EMA hours, trips, and miles for the payment of EMA.

Example:

EMA trips = $14.60 per trip

EMA hours = $4.25 per hour

EMA miles = $ 0.365 per mile

Comparison:

20 $\times$ $4.25 = $85.00

3 trips $\times$ $14.60 = $43.80

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

90 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 Forms 50 (Designations 72 and 74) are granted leave in minimum units of 1 day. Leave must be documented on 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 are granted leave in whole hour increments.

581.1 Regular Rural Carriers

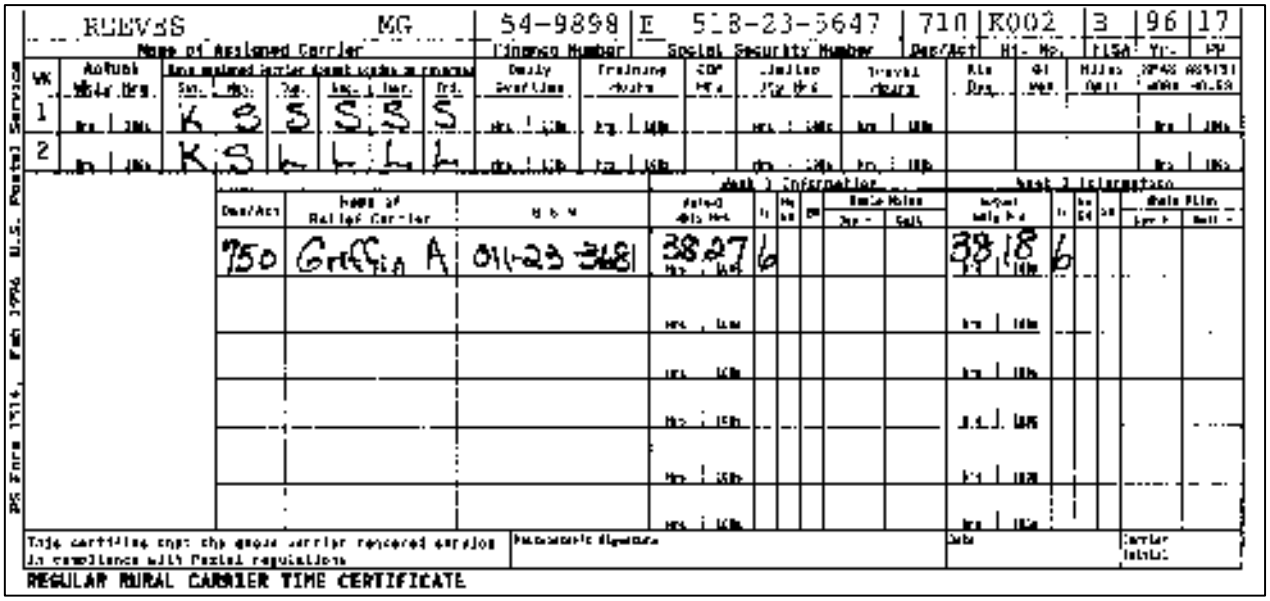
581.11 Annual Leave

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 position does not require a 90-day qualifying period. Rural carrier associates 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 whole day increments are taken from the employee's annual leave balance. When the annual leave recorded is greater than the employee's annual leave balance, then whole day increments of Leave Without Pay (LWOP) are charged. In determining sufficient leave, the program is designed to compute free Saturdays first (see Exhibits 581.12a and 581.12b).

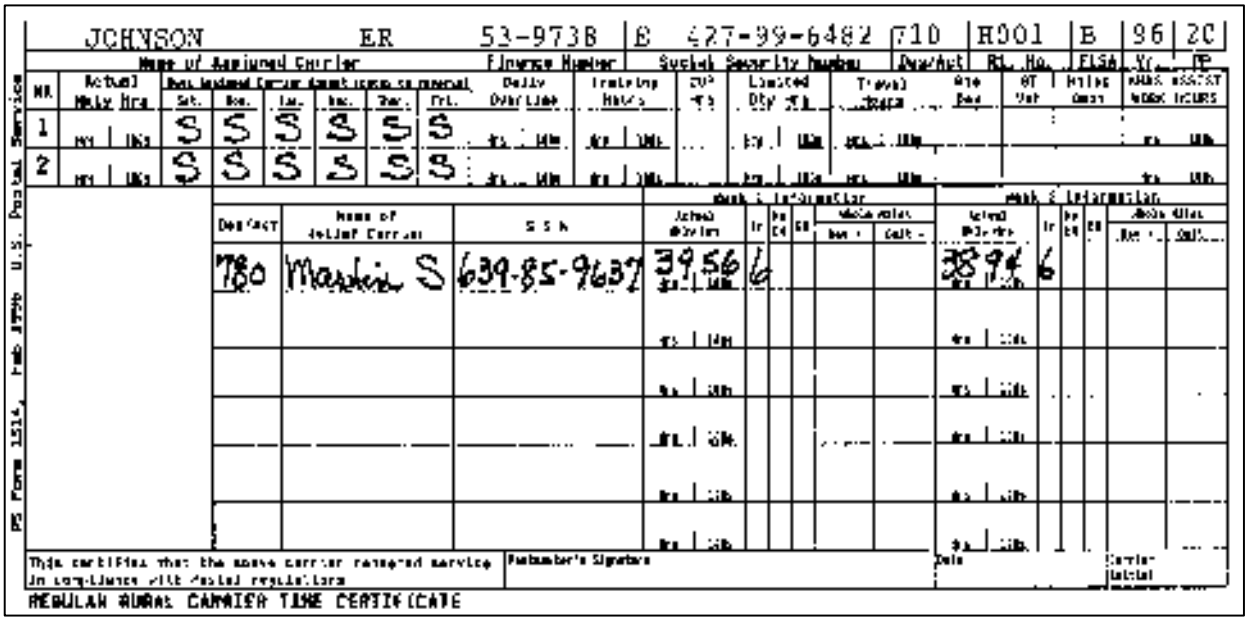
Exhibit 581.12a
Sick Leave (K Route)



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

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

Exhibit 581.12b
Sick Leave (H Route)



The assigned carrier on Route H001 has a sick leave balance of 50 hours and an annual leave balance of 40 hours.

A Form 1314 is submitted requesting 12 days of sick leave. The regular carrier is charged for 80 hours of leave, 48 hours of sick leave, and 32 hours of annual leave. Since this is an H route, the carrier is entitled to 2 free Saturdays (see 581.15). Whenever the carrier has insufficient sick leave, the system converts the sick leave to annual leave or leave without pay.

The regular carrier receives 6 days of sick leave and 4 days of annual leave. The substitute is compensated a full pay period at the appropriate daily rate and 12 trips EMA.

581.13 Holiday

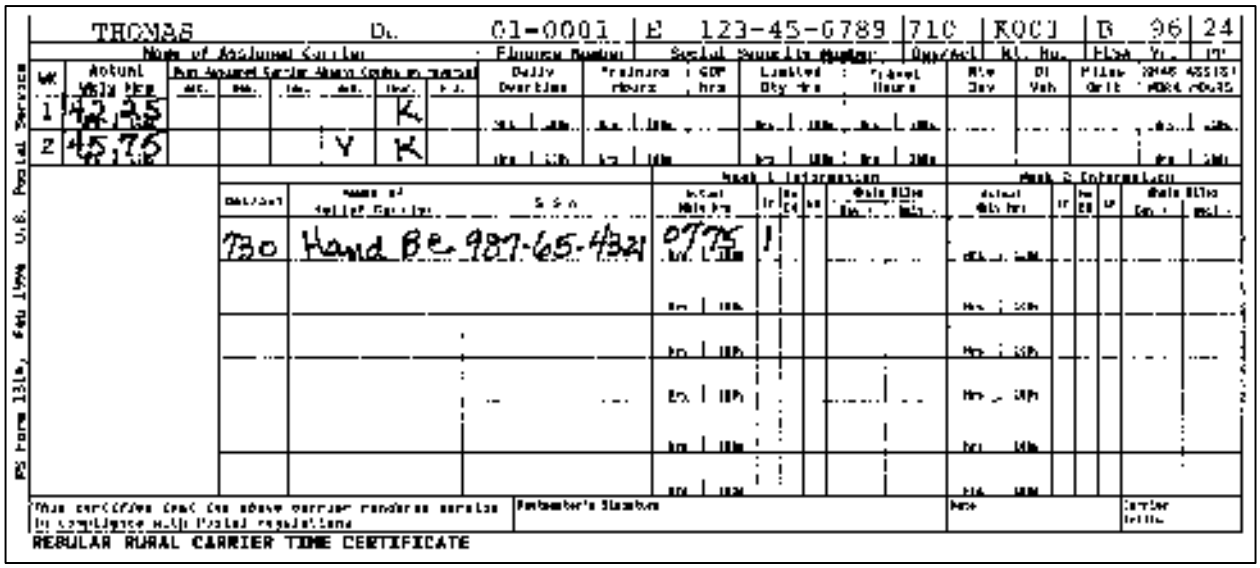
581.131 Holiday Leave

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

581.132 Holiday Worked Pay

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

Exhibit 581.132
Holiday Worked



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

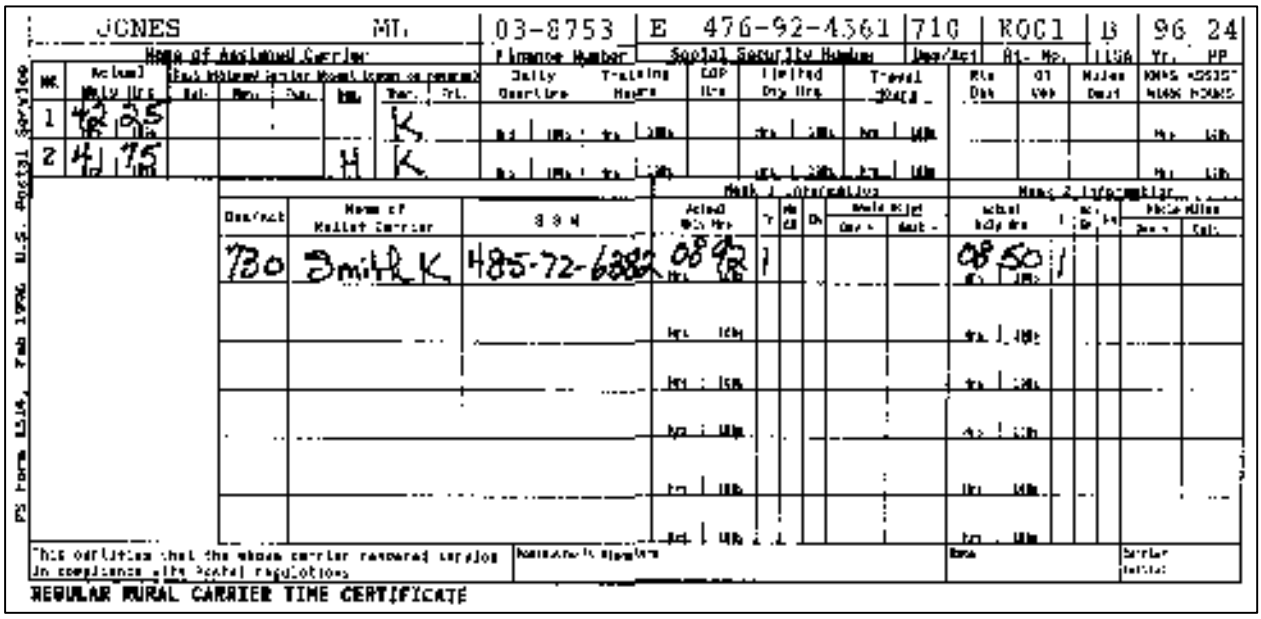
The assigned carrier is compensated for 9 days' evaluation of the route, 1 day of holiday leave, 1 day of holiday work, and 10 trips EMA.

he substitute carrier is compensated 1 day's evaluation and one 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 Weekly Work Hours 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 Form 1314.

Exhibit 581.133
Holiday on Relief Day



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

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

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

581.14 Relief Days

If the assigned carrier is a Designation 72 or 74 and she/he works on the 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.

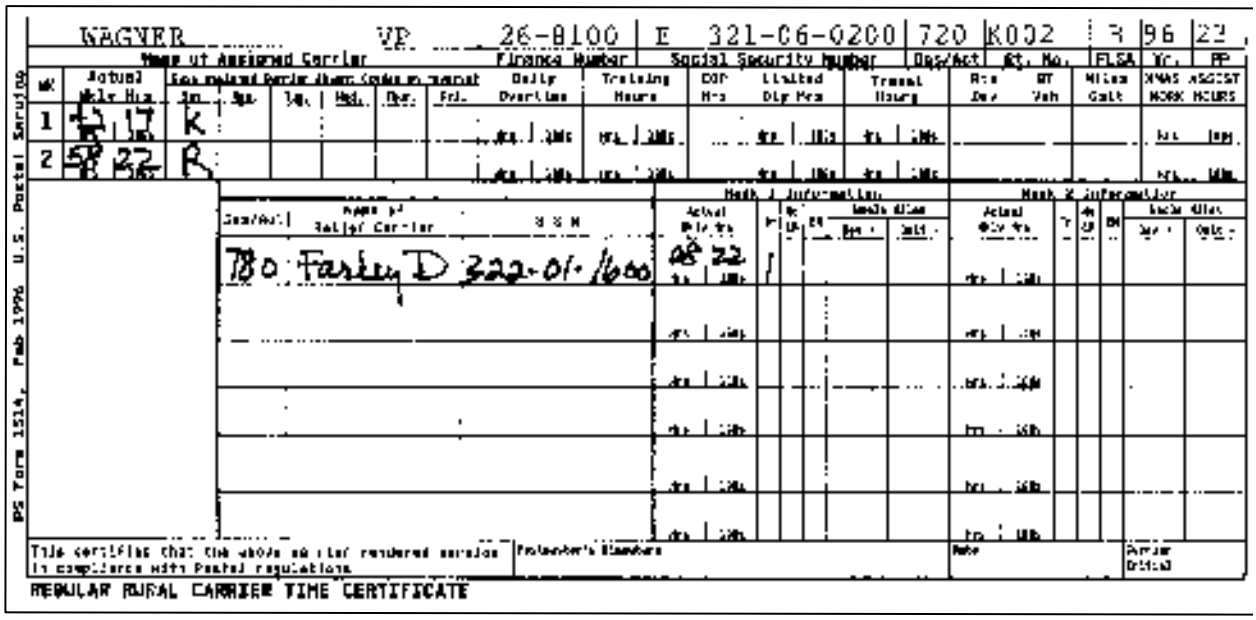
581.141 Provisions of Relief Day

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.

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

Exhibit 581.142
Relief Day



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

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

581.15 Free Saturday

581.151 Free Saturday Combined With Annual/ Sick Leave

A regular rural carrier or substitute rural carrier (Designation 72) or a rural carrier associate (Designation 74) in a leave earning capacity who has an approved absence on Saturday occurring within or at the beginning or end of

a period of annual or sick leave is not charged such leave or loss of compensation, provided:

a. There are more than 5 days of annual or sick leave within the period; or

b. There are more than 4 days of annual or sick leave plus a holiday within the period. If a holiday falls on Saturday, which is a scheduled workday, absence on the preceding Friday will not be charged to leave. If the leave period is for 4 days, or less absence on the Friday will be charged to leave.

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

581.152 **Maximum Free Saturdays Within a Pay Period**

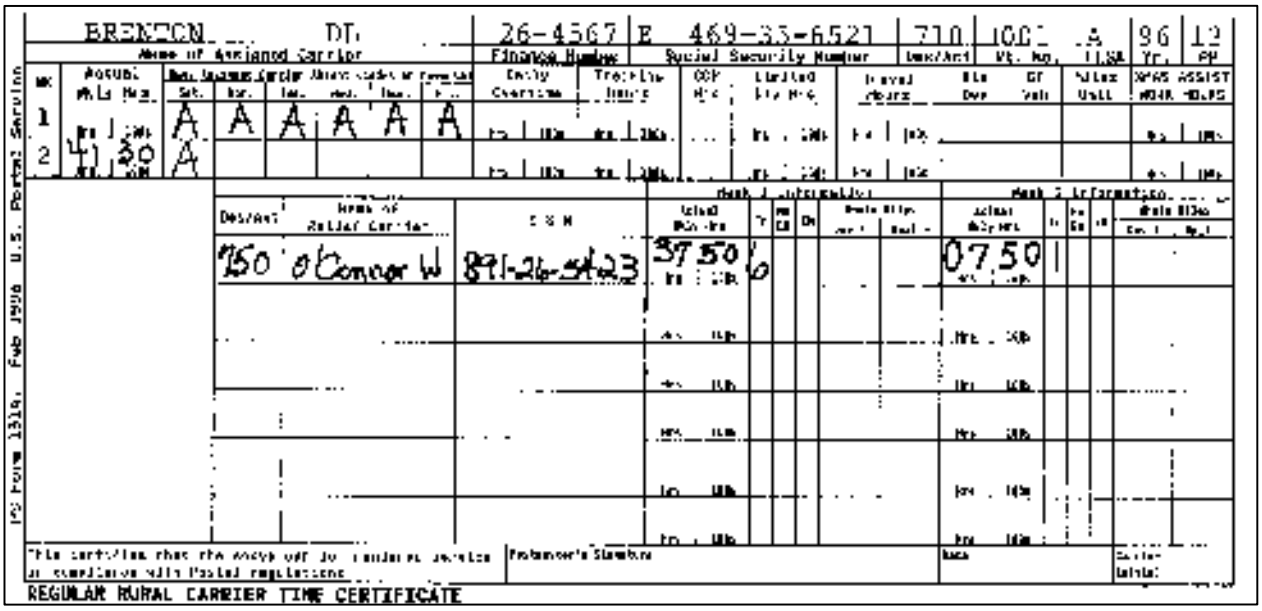
Maximum free Saturdays within a pay period include the following:

a. 6-day routes H or M may receive 2 free Saturdays within the pay period (see Exhibit 581.152).

b. 5.5-day J routes receive only 1 free Saturday per pay period.

c. 5-day K routes do not receive free Saturdays.

Exhibit 581.152
Free Saturdays



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

Week 1 5 days' annual leave and 1 free Saturday at the evaluation of the route.

Week 2 40.00 hours at RSC B, grade 5 attained step, plus 1.30 hours at 150 percent of same rate and six trips EMA. Saturday is a free Saturday.

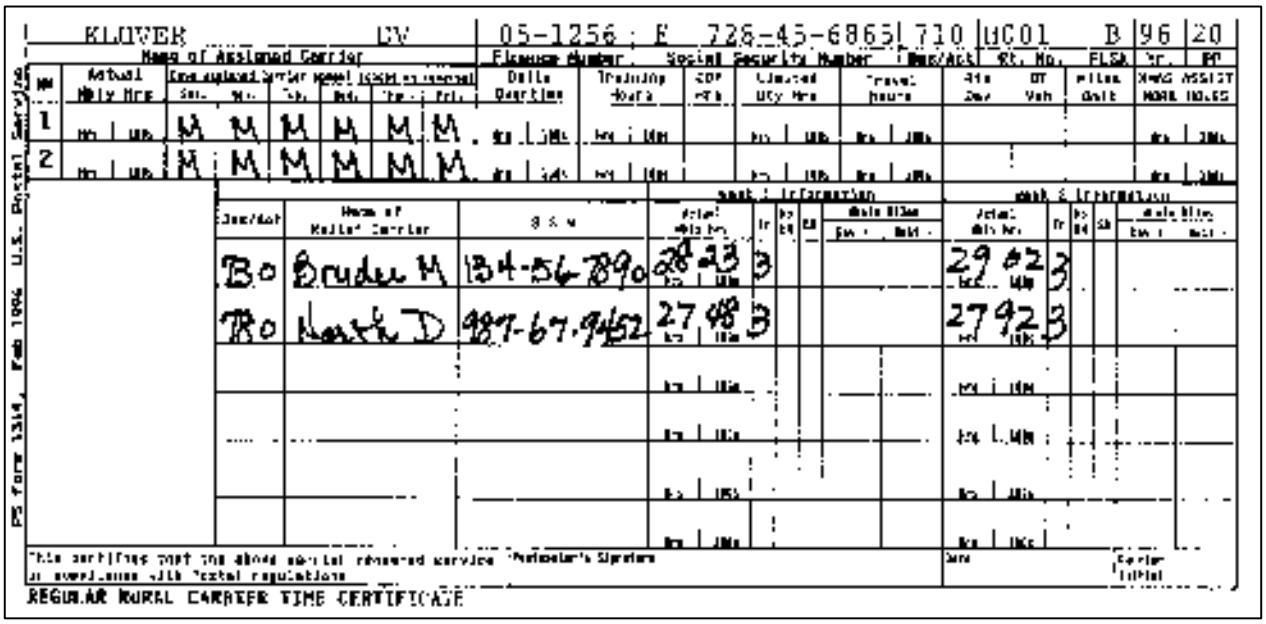
The substitute carrier is compensated as follows:

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

581.16 Military Leave

Military leave is authorized absence for regular rural carriers (Designation 71) from postal duties without loss of pay, time, or performance rating that is granted to employees who are members of the National Guard or Reservists of the Armed Forces (see ELM 517). To complete Form 1314 for the assigned carrier, enter M in the Days Assigned Carrier Absent (DACA) block. Enter the replacement carrier on Form 1314 as usual (see Exhibit 581.16).

Exhibit 581.16
Military Leave

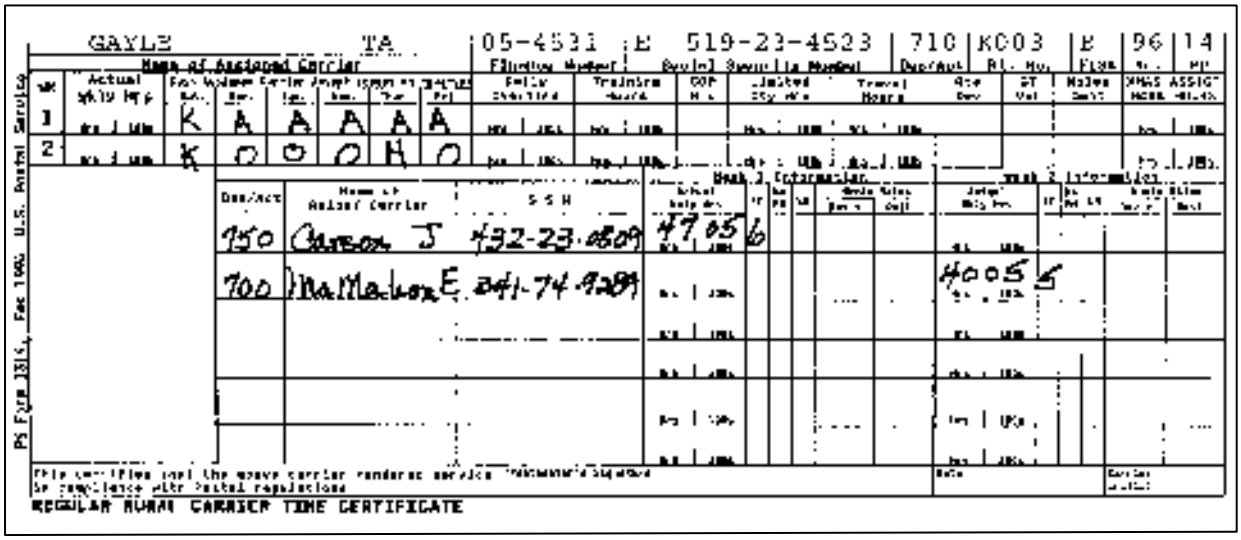


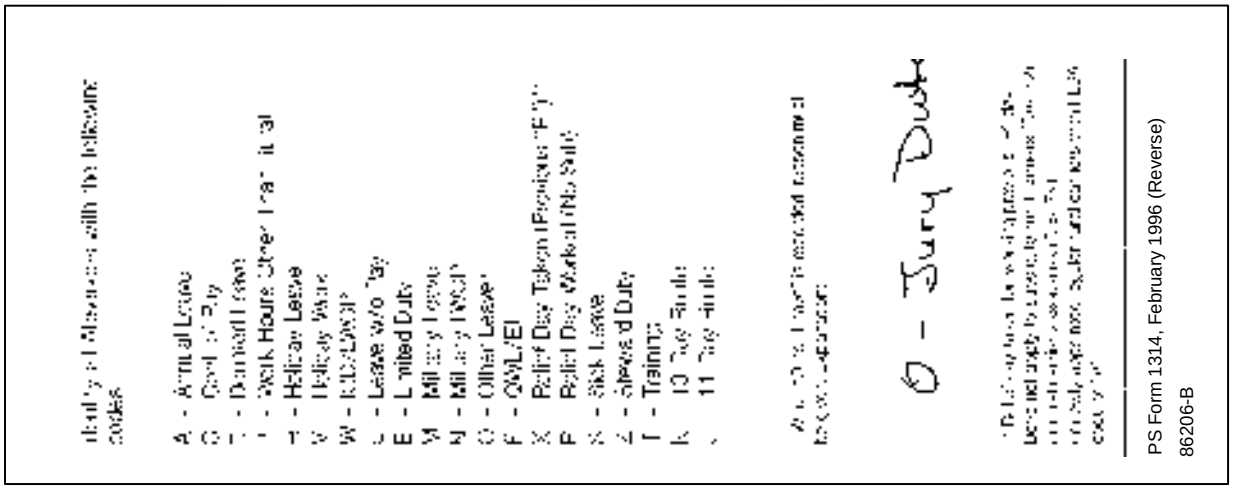
The assigned carrier will be compensated for 12 days' evaluation of the route and no EMA. The substitutes will be paid at the appropriate rate and six trips EMA each.

581.17 Other Paid Leave

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

Exhibit 581.17
Other Paid Leave





The assigned carrier on Route K003 is on paid leave the entire pay period. The carrier is compensated for 5 days of annual leave, 1 day holiday, and 4 days of other leave (jury duty — which is indicated on the back of Form 1314).

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

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

A new Form 1314-F, *Rural Carrier FMLA Certificate* (August 1996), has been developed to identify FMLA and Sick Leave for Dependent Care hours.

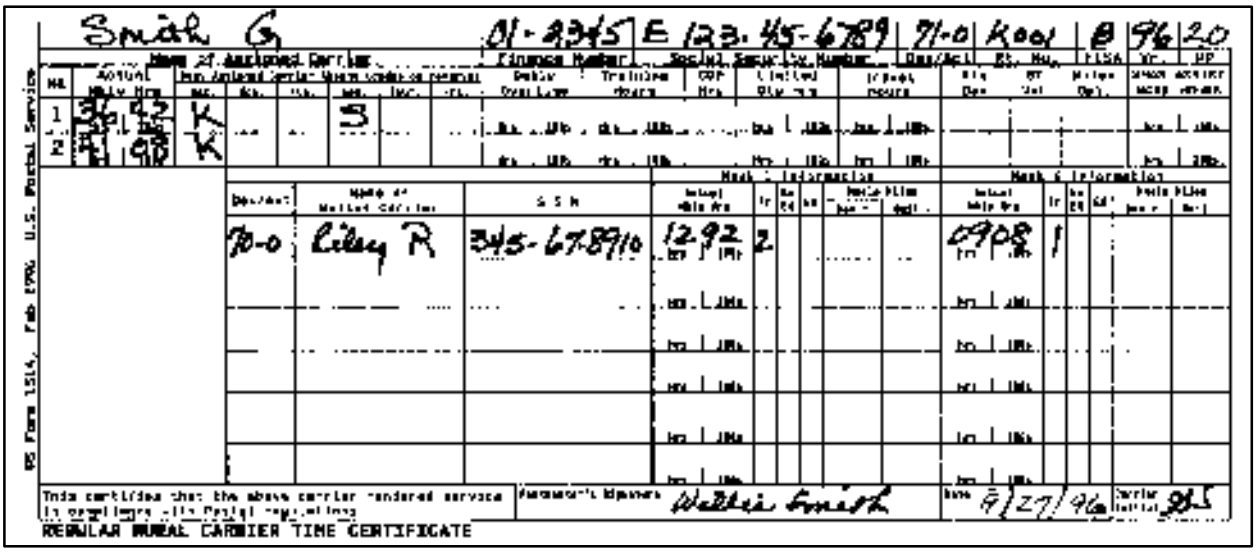
For information on FMLA, review the *Employee and Labor Relations Manual* (ELM) 515; Publication 71, *Notice for Employees Requesting Leave for Conditions Covered by the Family and Medical Leave Act* (May 1995); and the *Guidelines for Sick Leave for Dependent Care.*

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

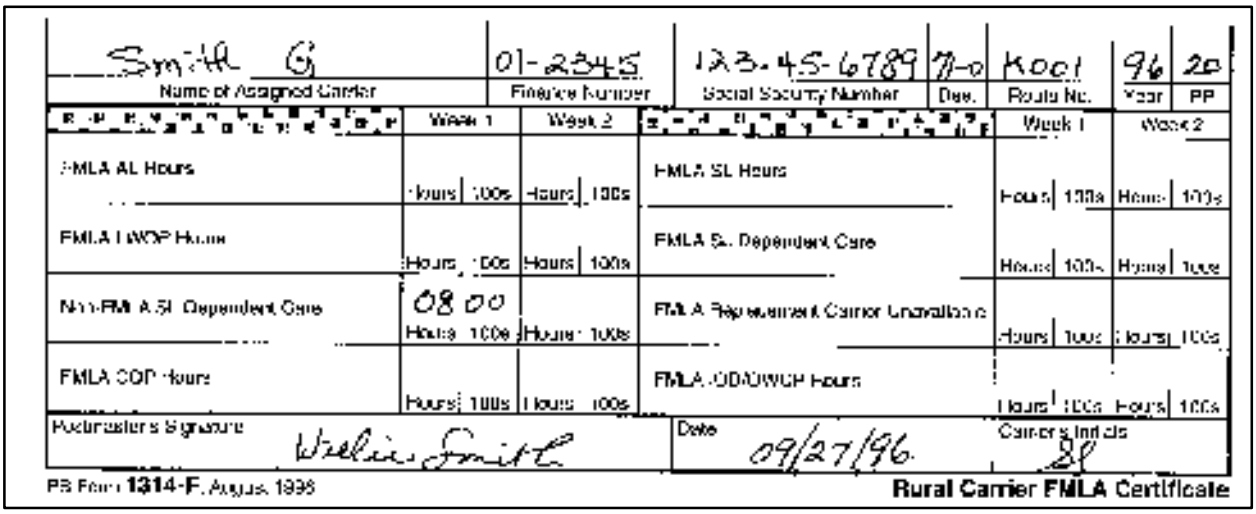
Rural carriers may take up to 80 hours of earned sick leave for dependent care in a postal leave year. Enter leave in the DACA block on Form 1314 for rural carriers (designations 71, 72, and 74). Enter 8 hours under sick leave for dependent care on Form 1314-F. If sick leave for dependent care hours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

Replacement carriers (designations 77 and 79) in a leave earning status who have accrued sick leave may take sick leave for dependent care in hourly increments. The number of hours taken under FMLA Sick Leave (SL) dependent care or non-FMLA sick leave for dependent care are recorded on Form 1314-A, *Rural Carrier Auxiliary Certificate*, and on Form 1314-F. If a replacement carrier is unavailable and it is due to an FMLA reason, record the time on Form 1314-F under replacement carrier unavailable. Complete 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).

Example 1


Smith G 01-2345 E 123-45-6789 71-0 K001 B 96 20

REGULAR RURAL CARRIER TIME CERTIFICATE


Smith G | 01-2345 | 123-45-6789 | 71-0 | K001 | 96 | 20

Name of Assigned Carrier | Finance Number | Social Security Number | Day | Route No. | Year | PP

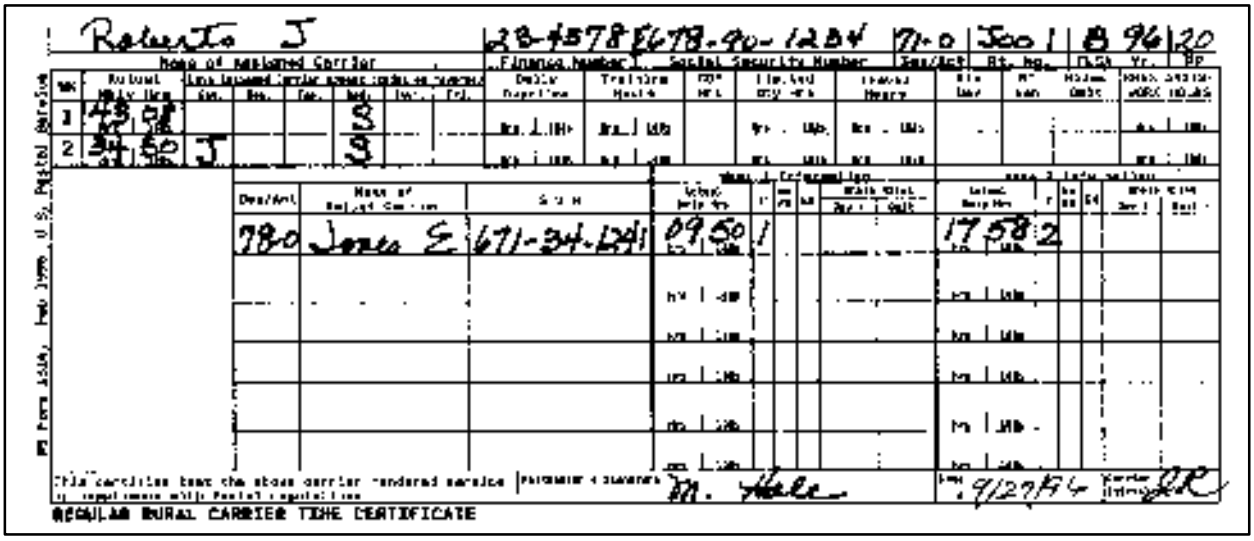
	Week 1	Week 2		Week 1	Week 2
FMLA AL Hours	Hours 100s	Hours 100s	FMLA SL Hours	Hours 100s	Hours 100s
FMLA LWOP Hours	Hours 100s	Hours 100s	FMLA Sa. Dependent Care	Hours 100s	Hours 100s
Non-FMLA SL Dependent Care	08 00 Hours 100s	Hours 100s	FMLA Replacement Carrier Cancellations	Hours 100s	Hours 100s
FMLA COP Hours	Hours 100s	Hours 100s	FMLA ODAOWCP Hours	Hours 100s	Hours 100s

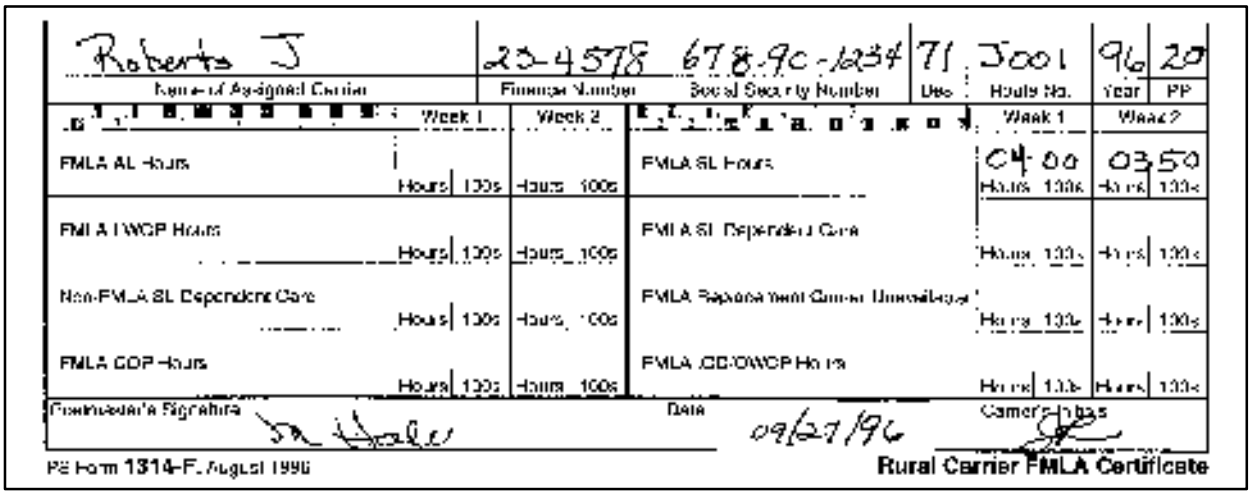
Postmaster's Signature: Wallis Smith | Date: 09/27/96 | Carrier's Initials: SS

PS Form 1314-F, August 1996 — 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 Form 1314, and 8 hours of SL dependent care is recorded on Form 1314-F.

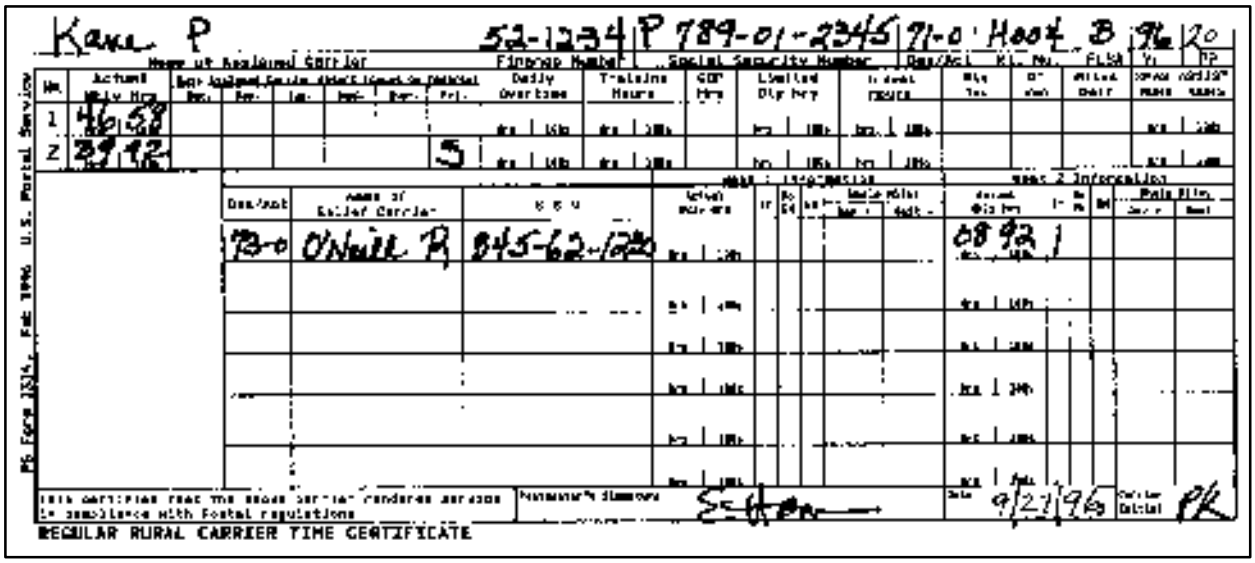
Example 2

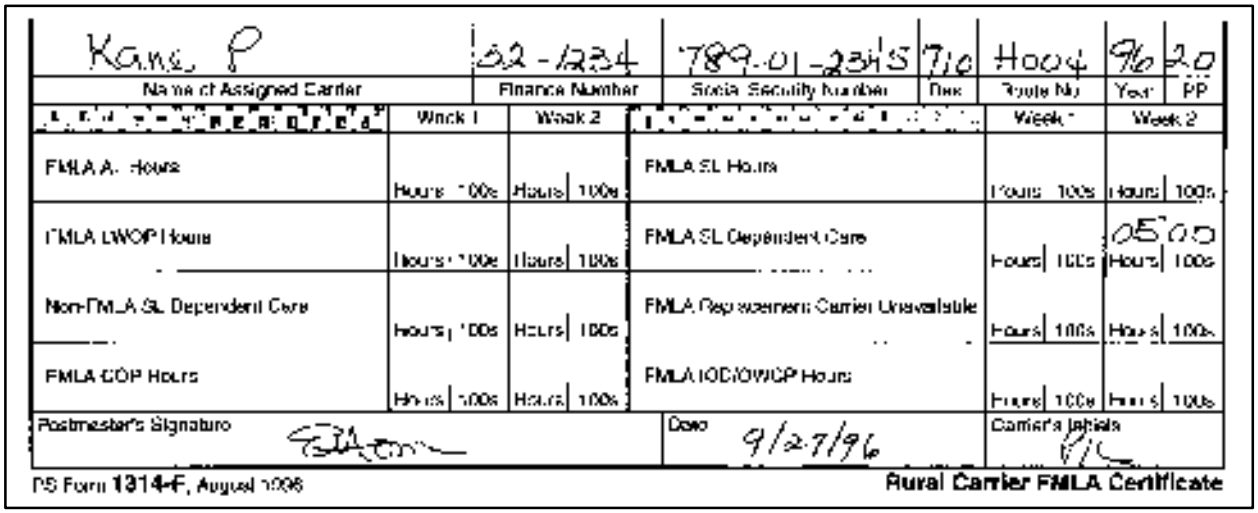




Example 2. Mr. Roberts must go for physical therapy for a serious health condition every Wednesday. Form 1314 will indicate SL for the entire day, but only the hours actually required for physical therapy are recorded as FMLA SL.

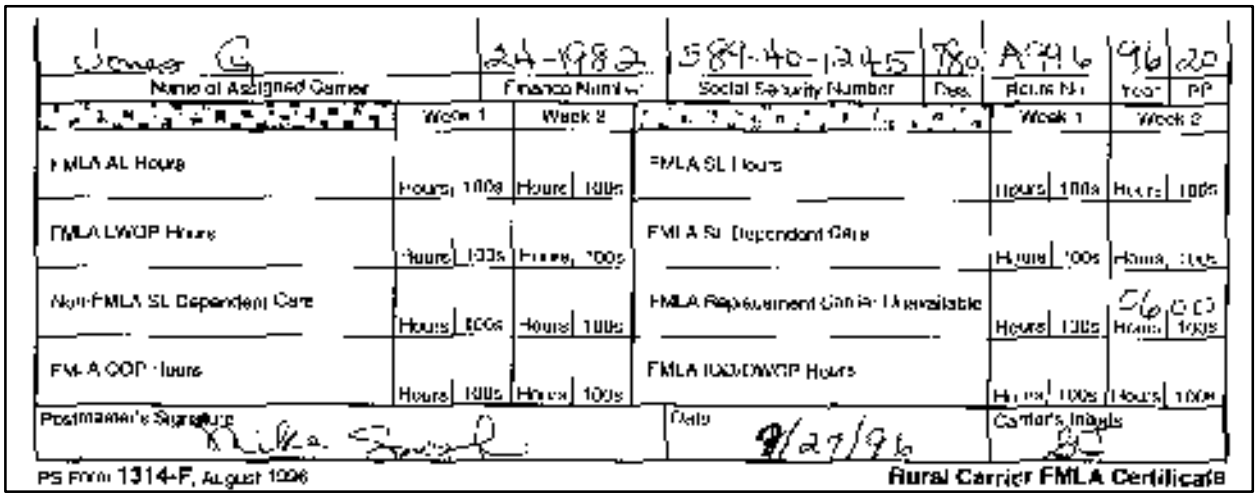
Example 3





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

Example 4



Example 4. Ms. Jones is a replacement carrier. She is scheduled to work every Saturday on route K001. Her husband is undergoing treatment for cancer, and she is unavailable to work for the next 4 weeks. 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, a Form 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, a Form 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.

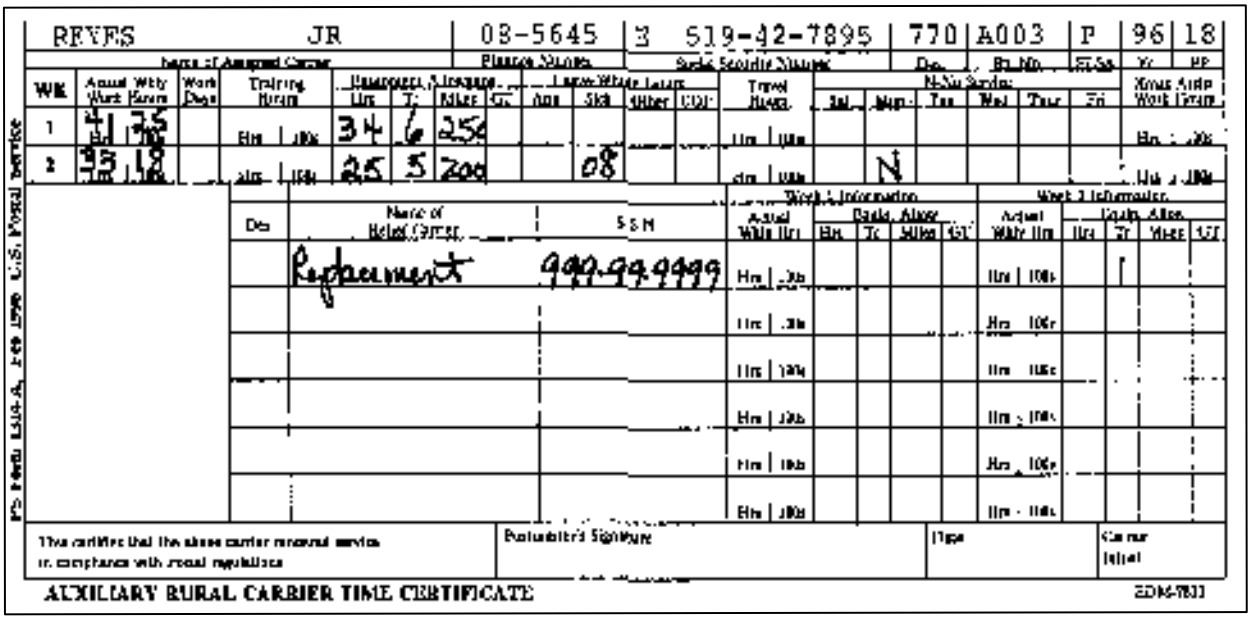
581.26 Leave Earned

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 Carrier Leave



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

581.4 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 day, 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.

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 Form 1314-A 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, section 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, and 74 receive a full day's compensation and no EMA.

(2) Designations 70, 73, 75, 77, 78, and 79 are not entitled to compensation.

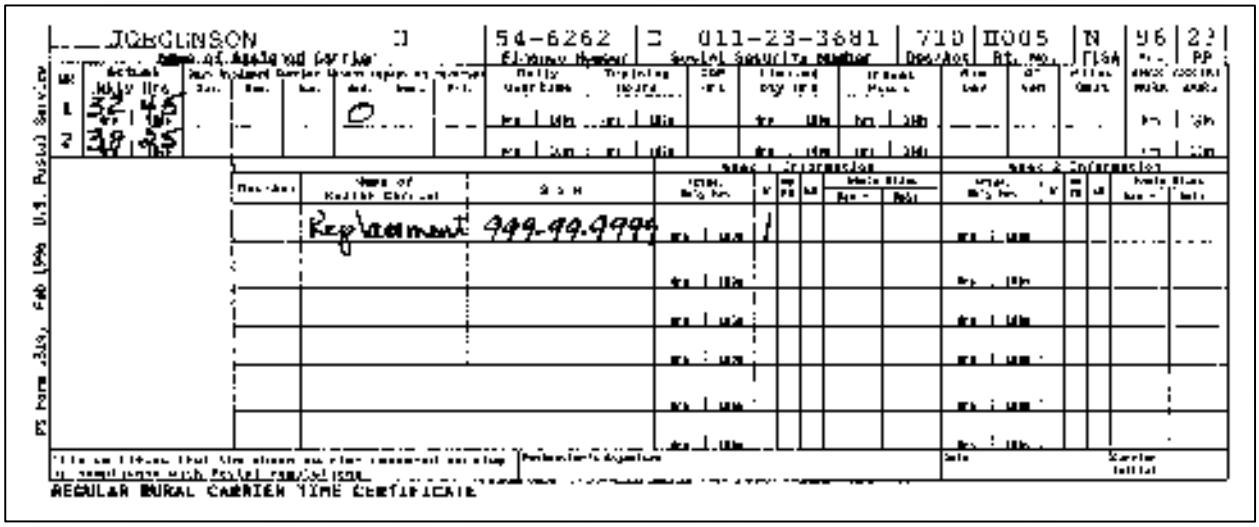
c. Preparation of Form 1314 for Designations 71, 72, and 74:

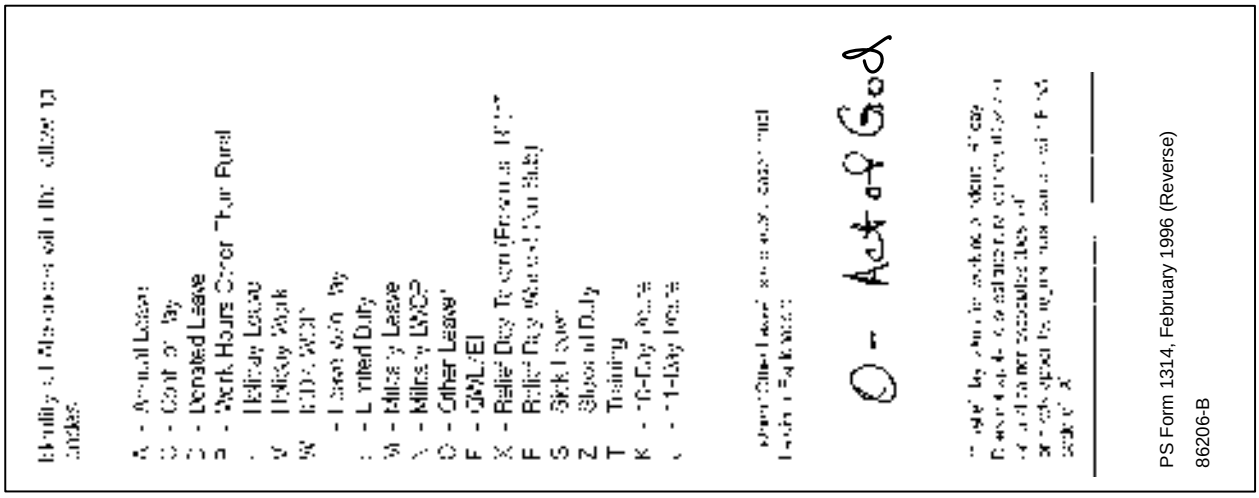
(1) Record an O (Other Leave) on the appropriate day.

(2) Annotate the back of Form 1314 with the reason for other leave (act of God).

(3) Use a replacement SSN of 999-99-9999 to crossfoot Form 1314 (see Exhibit 582.231).

Exhibit 582.231
Acts of God





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

582.232 **Situation 2**

If a rural carrier is scheduled to work and is contacted by the postmaster not to report to work because of an act of God, follow the entitlement and procedures in 582.231b and c.

582.233 **Situation 3**

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

a. Compensation.

(1) Designations 71, 72, and 74 are paid a full day's compensation and EMA.

(2) Designations 70, 73, 75, 77, 78, and 79 are entitled to 2 hours' guaranteed time. No EMA is due.

b. Preparation of Form 1314 for Designations 71, 72, and 74. Leave blank the appropriate daily block on Form 1314. The workhours and/or hundredths must be added to other service for the week and recorded in the Actual Weekly Work Hours block.

c. Preparation of Form 1314-A for Designations 70, 73, 75, 77, 78, and 79. Complete a manually prepared or preprinted 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 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, and 74 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, 78, and 79, 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.

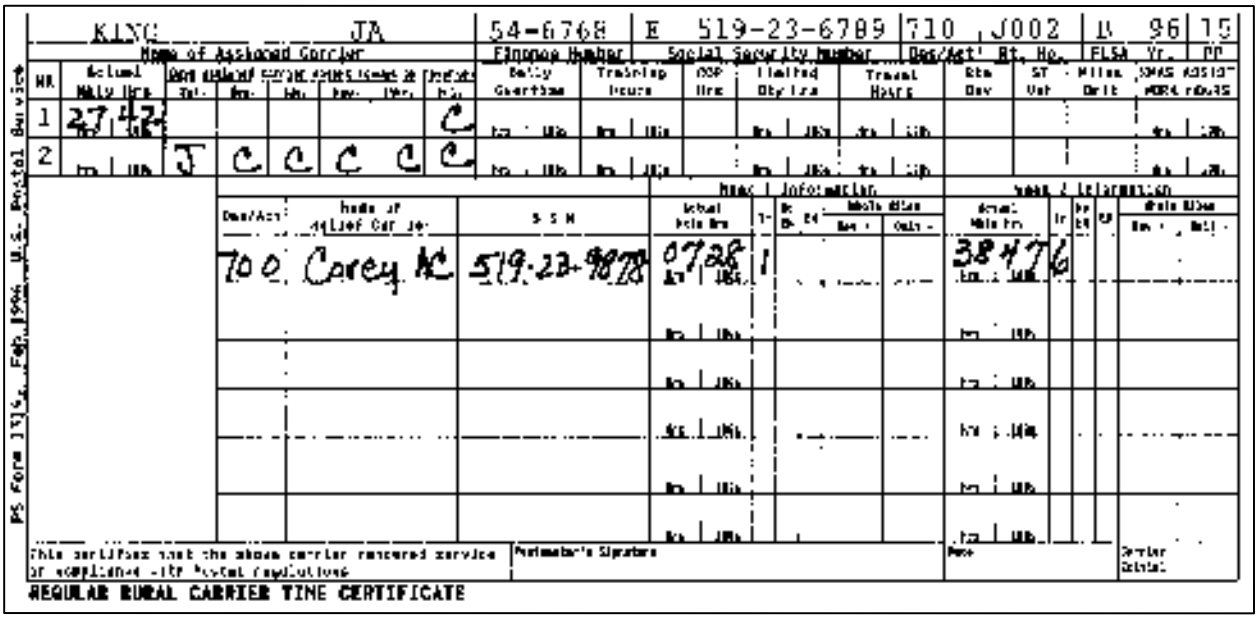
For a part-time worker, either permanent or temporary, who does not work the same number of hours each week but who does work each week of the year, or each week of the period of appointment if less than one year, the weekly pay rate shall be the average weekly earnings established by dividing the total 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 part of a workweek, such week is counted as one week. However, the average weekly earnings may not be less than 150 times the average daily wage earned in the employment during the days employed within the one year period immediately preceding the date of injury divided by 52 weeks.

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

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

Exhibit 583.2
Form 1314, *Continuation of Pay*



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

The assigned carrier is compensated as follows:

Week 1 Daily evaluation for 5 days of work, 1 day's COP, plus five trips EMA.

Week 2 Daily evaluation for 5 days' COP.

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

583.3 Rural Carriers, Other Than Regular

Rural carriers other than regular rural carriers are entitled to a minimum of 8 hours' COP for the entire week. Compensation will be at their hourly rate.

584 Limited Duty

584.1 Regular Rural Carrier

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

Determine the number of COP hours to be used in conjunction with limited duty hours:

H or M route = 6 days

J route = 5.5 days

K route = 5 days

Example 1:

45 Evaluated Hours — J route

45 ÷ 5.5 days = 8.18 Daily Evaluated Hours

8.18 × 3 days = 24.54

Limited Duty Hours = 12.84

COP hours (24.54 – 12.84) = 11.70 hours

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

Example 2:

45 Evaluated Hours — H route

45 ÷ 6 days = 7.50 daily evaluated hours

7.50 × 3 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.

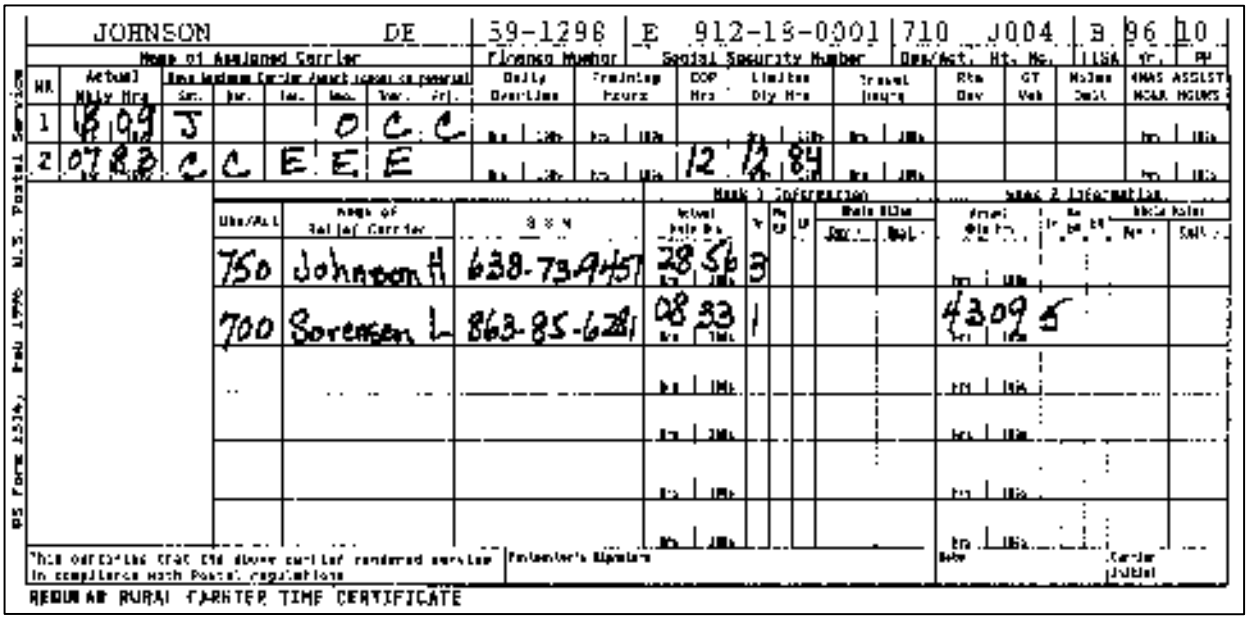
b. Limited duty hours plus COP hours cannot exceed E days (limited duty days) multiplied by the daily evaluated hours. COP hours may be rounded to the nearest whole number. For each day COP hours are recorded, the whole day counts toward completion of the 45 calendar day allowance period.

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 Weekly Work Hours 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 more than 40 per week, no LWOP hours are charged. If the hours are less than 40 a week or less than the evaluated hours of the route, LWOP will be charged for the hours between the actual workhours and evaluated hours.

Exhibit 584.1
Limited Duty (Examples)



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' work, 1 day of other leave, and 2 days' COP at daily evaluation of the route and two trips EMA.

Week 2 2 days' COP, 1 day of work at the daily evaluation, 12 hours' 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 one trip EMA.

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

Limited duty hours must be entered on Form 1314-A in the Actual Weekly 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

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.

585.1 Form 1723, *Assignment Order*

A rural carrier detailed to a higher level assignment must be issued a Form 1723, *Assignment Order,* for each occurrence. The 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 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 Form 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 a Form 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 a Form 50.

585.41 Reporting on Form 1314.

The regular rural carrier receives 1 day's evaluation for each P day worked. This allows a substitute to serve the route and be properly compensated. Prepare 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 Form 1314.

b. Note on the back of 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 Form 1236, *Loan, Transfer, and Training Hours*.

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 Form 1314 for each day the carrier works as a trainer. The workhours must be included in the Actual Weekly Work Hours 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 Form 1314-A using route number A999. The actual workhours must be recorded in the Training Hours and Actual Weekly 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.

Note: Elsewhere in the Postal Service, the program is called "Employee Involvement/Quality of Work Life."

586.2 Absence Codes

The following chart shows the relationship between certain absence codes used on 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 X (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

To comply with the FLSA requirements concerning QWL/EI time under the current rural payroll system, the following timekeeping procedures are mandatory.

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 X (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 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 Form 1314. A replacement carrier works the route. All QWL/EI workhours are entered on Form 1314 as actual workhours. Time in excess of 8 hours will be accumulated on the local record toward a future X (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 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 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 Form 1314 (see Exhibit 586.51a).

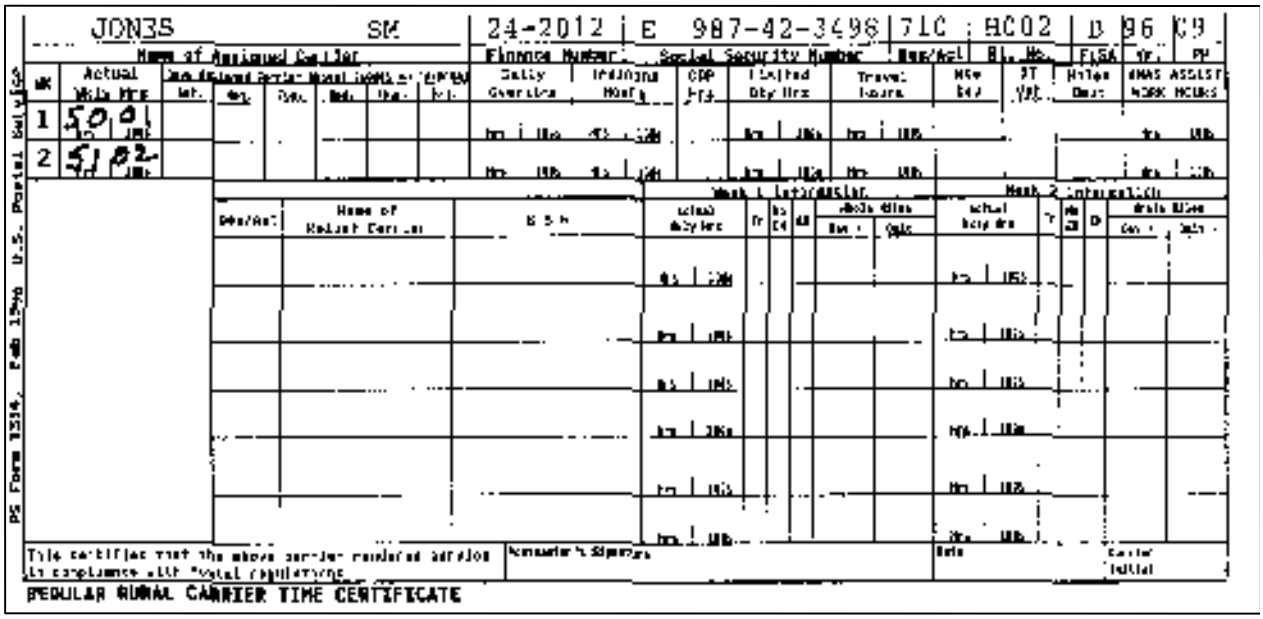
c. Add the number of actual hours/hundredths worked on QWL/EI duties this day to the employee's local accumulated work record for granting Other Leave (see Exhibit 586.51b).

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 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**		



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 Form 1314.

Exhibit 586.51b
Local Record

Local Record						
Date	**Hours Charged to Other Leave**	**Hours Granted**	**Balance**	**Hours Charged to X-Relief Day**	**Hours Granted**	**Balance**
1/25/96	2.5		2.5			
2/01/96	2.5		5.0			
2/08/96	3.0		8.0			
3/02/96		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 only, and the replacement carrier works the route on the regular carrier's scheduled workday. Use the following procedure:

a. Enter F (QWL/EI) in the appropriate DACA block on the carrier's Form 1314 for this day.

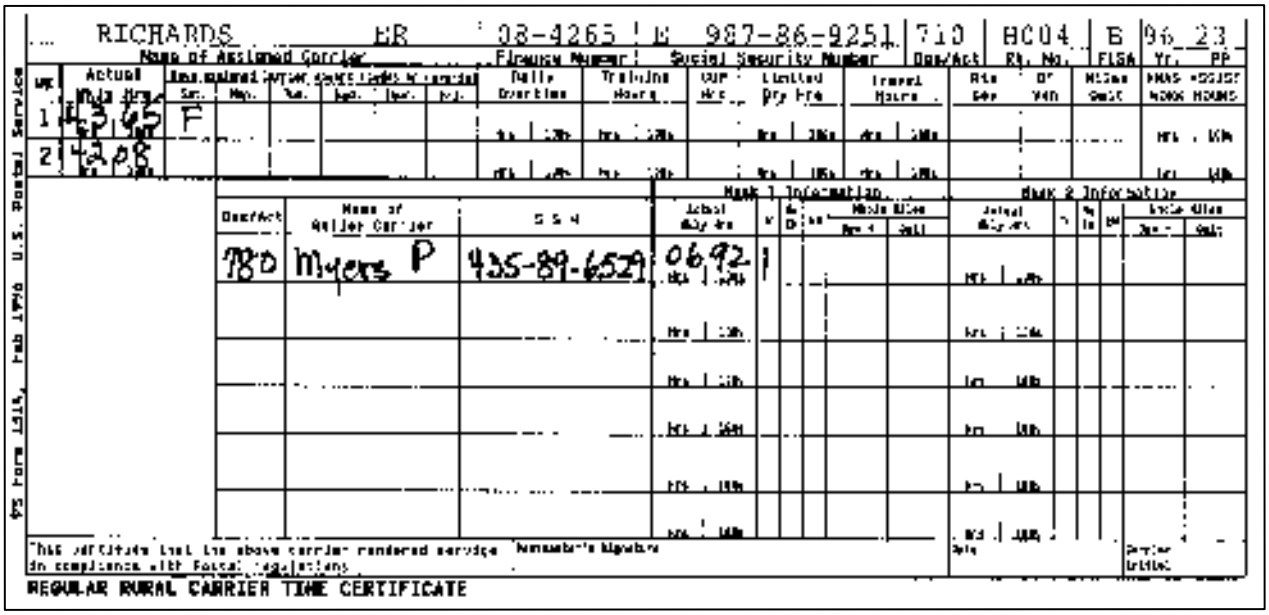
b. Report all time worked, including QWL/EI time, in the Actual Weekly Work Hours block (see Exhibit 586.52).

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 586.52
Form 1314 — QWL/EI



The regular carrier performs QWL/EI duties for 8.92 hours on the first Saturday of pay period 23. To pay the replacement carrier, enter F in the DACA block. Workhours and dollars are captured. Add .92 hours to the local record.

586.53 Situation 3

The regular carrier is assigned to a 6-day route and works 5 full days on QWL/EI activities. Use the following procedure:

a. Enter Fs for the 5 DACA days in this week where the carrier performed QWL/EI duties.

b. Report all time worked, including QWL/EI time, in the Actual Weekly Work Hours block (see Exhibit 586.53).

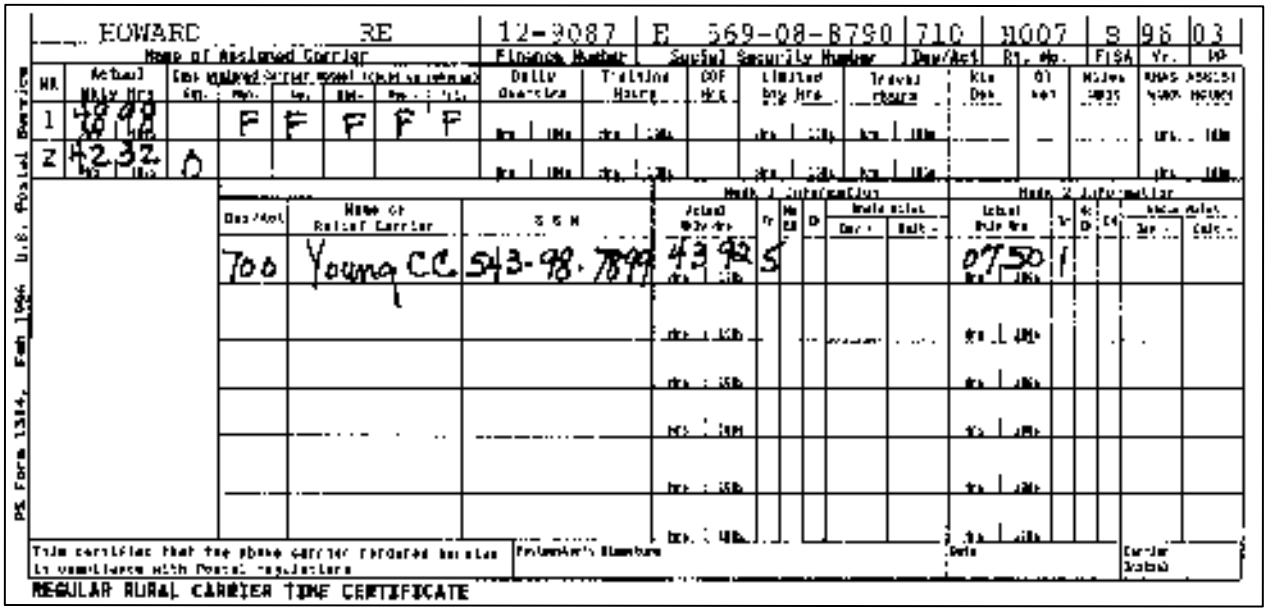
c. If 8 hours or less are spent on QWL/EI activities, no time will be accumulated on the employee's local record for this day.

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 QWL/EI time.

f. The regular rural carrier is not required to work the sixth day (usually Saturday). Therefore, enter O in the DACA day where the carrier did not perform QWL/EI duties. The replacement carrier will service the route that day (see Exhibit 586.53).

Exhibit 586.53
QWL/EI — Service for Five Full Days



The regular carrier performs QWL/EI duties from Monday through Friday and is not required to work the sixth day; therefore, an O (Other Leave) is entered on the second Saturday.

586.54 Situation 4

The regular carrier works more than 4 hours' QWL/EI activities on a scheduled workday, and the replacement carrier services the route. Use the following procedure:

a. Enter F (QWL/EI) in the appropriate DACA block on the carrier's Form 1314 for this day.

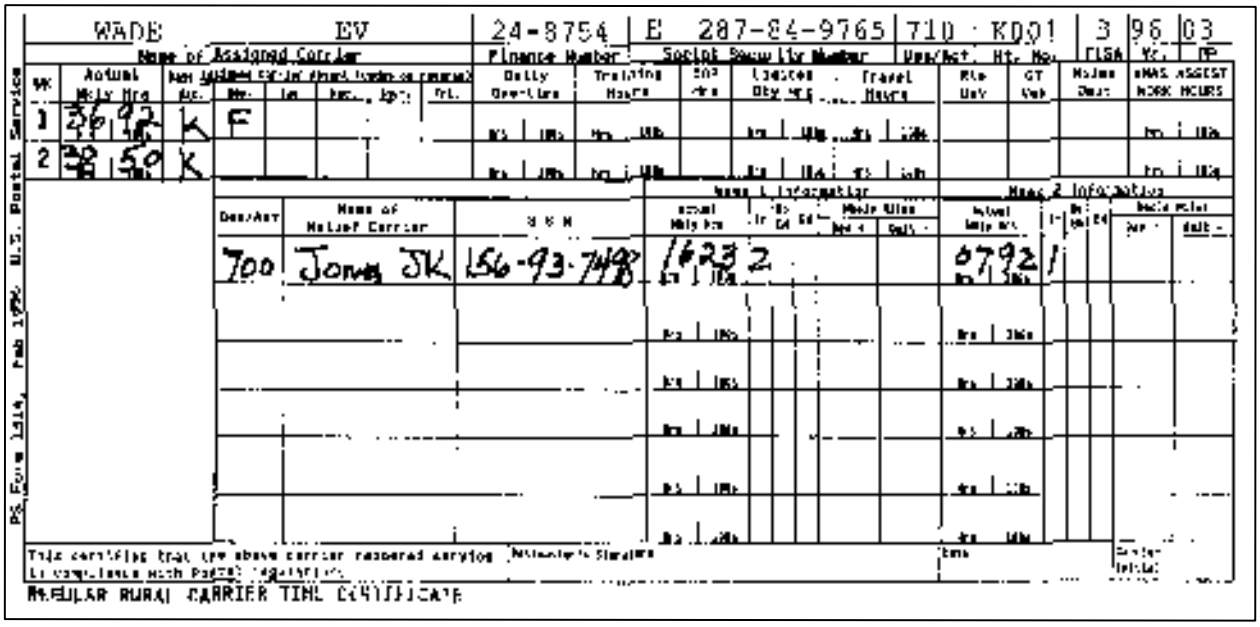
b. Report all time worked, including QWL/EI time, in the Actual Weekly Work Hours block (see Exhibit 586.54).

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



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 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 in the appropriate DACA block on 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 8 weeks. This is in addition to any days off to which the carrier is entitled based on accumulated QWL/EI time.

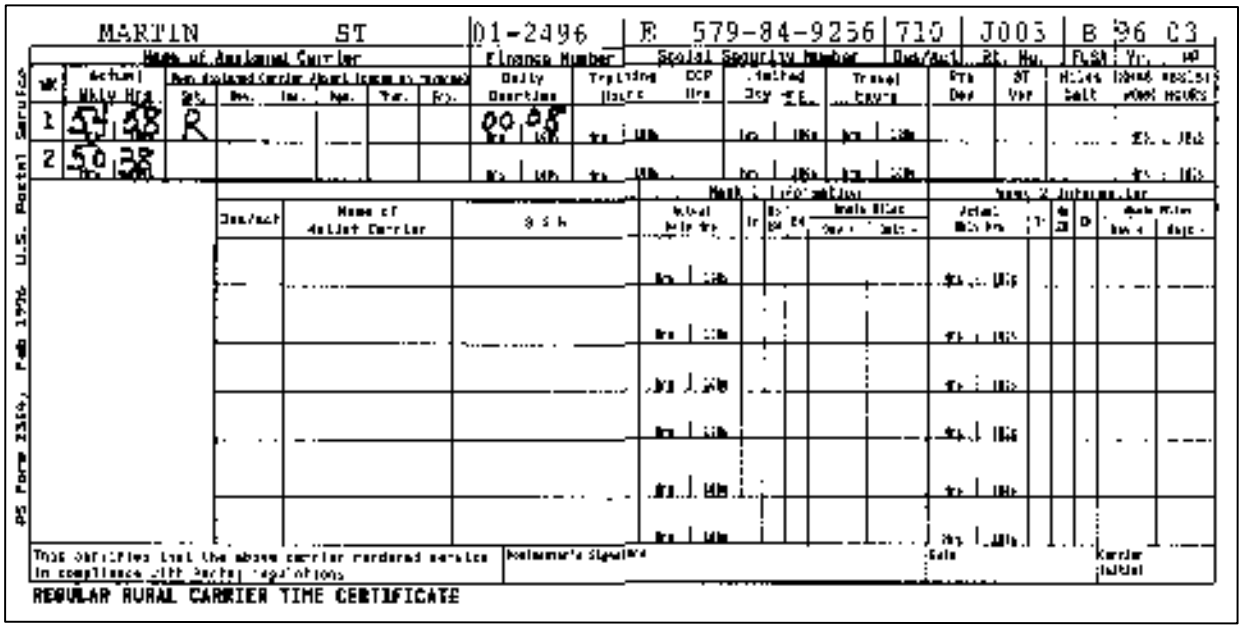
b. Report all time worked, including QWL/EI time, in the Actual Weekly Work Hours block on Form 1314 (see Exhibit 586.55a).

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 X days (relief day taken) (see Exhibit 586.55b).

d. Since the workhours have been accumulated, but the dollars have not, enter X (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 = 54.58		



The regular carrier works the relief day and performs QWL/EI duties on Saturday, Week 1. The carrier works 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 Weekly Work Hours. 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 X day. Record 3.92 hours toward a future X day.

Exhibit 586.55b
Local Record

Local Record						
Date	**Hours Charged to Other Leave**	**Hours Granted**	**Balance**	**Hours Charged to X-Relief Day**	**Hours Granted**	**Balance**
1/21/96				3.92		3.92
2/07/96	2.0		2.0			
2/14/96	2.0		4.0			
3/07/96				2.00		5.92
4/02/96	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 8 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 X) on Form 1314 to properly capture the workhours and dollars.

586.56 Situation 6

The regular carrier performs QWL/EI duties on the assigned relief day. The replacement carrier services the route. Use the following procedures:

a. Enter J or K as appropriate in the carrier's Relief Day block on Form 1314. This will allow payment to the replacement carrier.

b. Report all time worked, including QWL/EI time, in the Actual Weekly Work Hours block on Form 1314 (see Exhibit 586.56a).

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 X days (relief day taken) (see Exhibit 586.56b).

d. Since the workhours have been accumulated but the dollars have not, enter X (relief day taken) when the carrier is granted a day off for each 8 hours accumulated QWL/EI time.

Exhibit 586.56a
QWL/EI Duties on an Assigned Relief Day

	Days	Hours	QWL/EI
Week 1	Saturday		8.92
	Monday	7.78	
	Tuesday	8.25	
	Wednesday	7.87	
	Thursday	8.52	
	Friday	8.02	
	Total	40.44	
	Total Actual Weekly Workhours = 49.36		

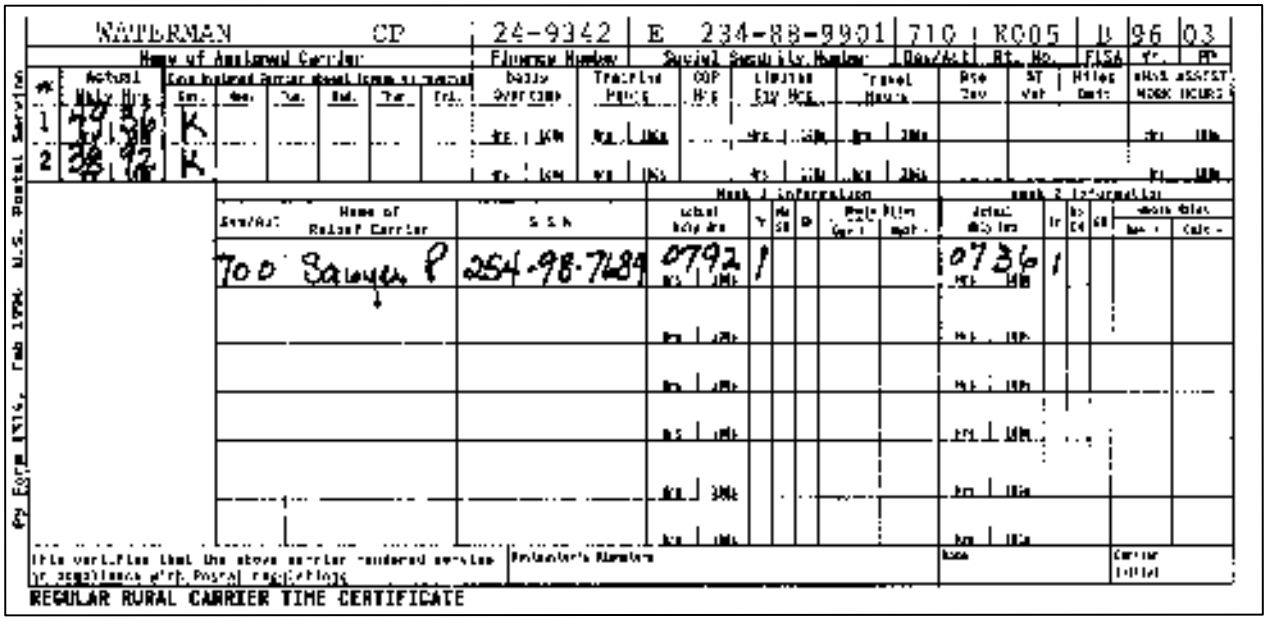


Exhibit 586.56b
Local Record

Local Record						
Date	**Hours Charged to Other Leave**	**Hours Granted**	**Balance**	**Hours Charged to X-Relief Day**	**Hours Granted**	**Balance**
1/22/96				8.92		8.92

586.57 Situation 7

As provided in situations 1, 5, or 6 above, the carrier is granted 1 day off for each 8 hours of QWL/EI workhour balance. Use the following procedure:

a. For each day granted, enter X or O in the appropriate DACA block on Form 1314 (see Exhibit 586.57a).

b. On the local record of the carrier's QWL/EI time, subtract 8 hours from his or her QWL/EI workhours balance (see Exhibit 586.57b).

c. If the regular carrier is temporarily assigned as a QWL/EI coordinator, the workhours devoted to this project may be transferred via Form 1236, *Loan, Transfer and Training Hours,* as a previous pay period adjustment only. The *"from"* designation/activity (D/A) code and labor distribution code (LDC) are 71-0/25, and the *"to"* D/A and LDC are 11-0/89.

Exhibit 586.57a
Form 1314 — QWL/EI

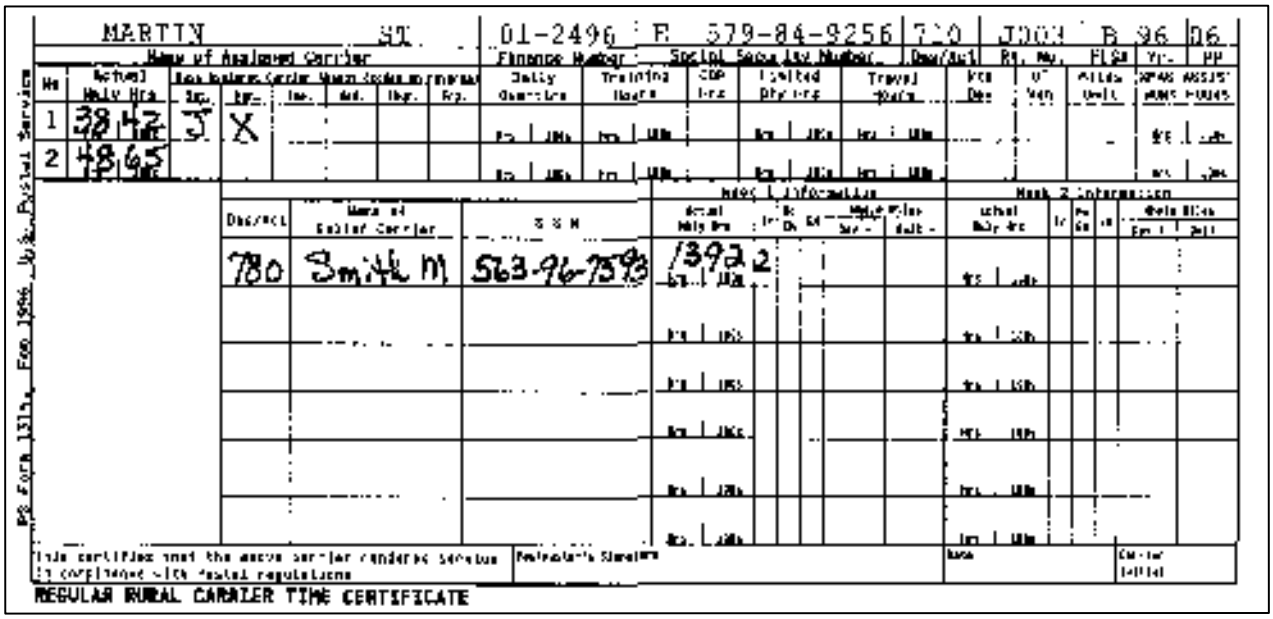


Exhibit 586.57b
Local Record

Local Record						
Date	Hours Charged to Other Leave	Hours Granted	Balance	Hours Charged to X-Relief Day	Hours Granted	Balance
10/03/95				4.0		4.0
10/05/95	2.0		2.0			
11/16/95	2.0		4.0			
12/12/95				4.0		8.0
01/08/96	3.0		7.0			
01/25/96					8.0	0.0

On the local leave record, deduct 8 hours. The balance shown in each column should always be current.

586.58 Situation 8

If the regular carrier performs QWL/EI duties on the assigned relief day and is in a leave status on all other days of the week, the workhours and dollars cannot be captured. This situation should be avoided when possible.

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 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 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.

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 premises.

587.13 Standard Program

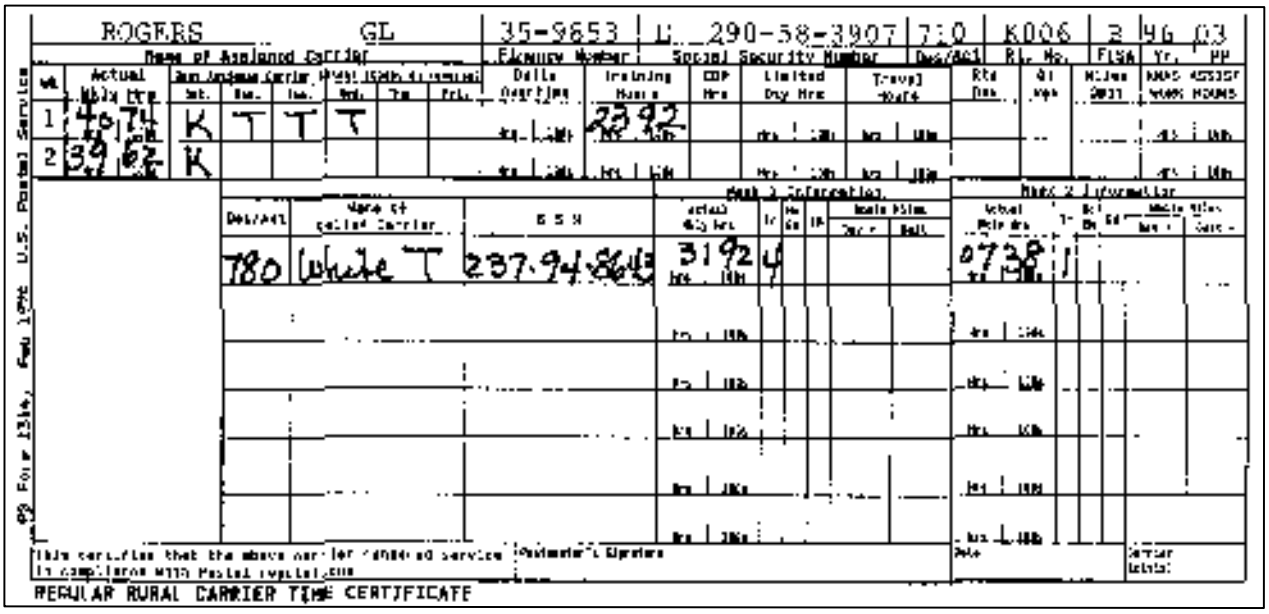
The standard training program for rural carriers consists of a minimum of 24 hours (3 days) of classroom instruction using simulation, followed by a minimum of 24 hours of on-the-job training (OJT), which may be conducted in increments of less than 8 hours but not less than 2 hours per day. Each office 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 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-10, *Travel*).

Exhibit 587.2
Regular Carrier Training



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

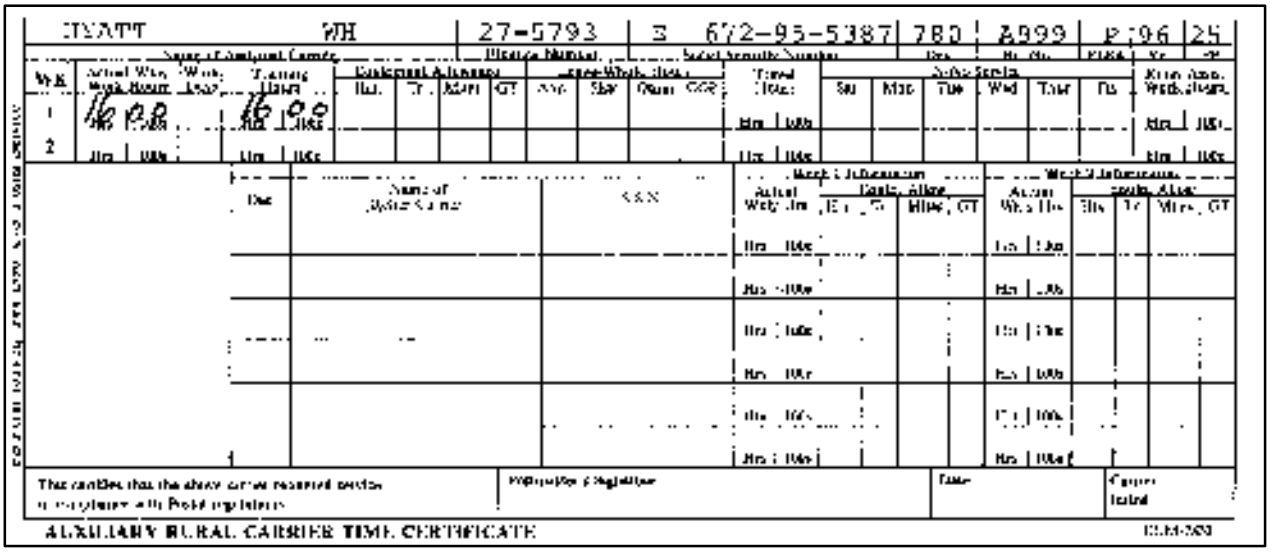
Week 2 The regular carrier is compensated for 5 days evaluation of the route and five trips EMA.

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

587.3 Replacement Carrier

Training time is entered on Form 1314-A. The hours are recorded in the Training Hours block and added to the hours recorded in the Actual Weekly 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



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

588 Death

588.1 Notifying the Minneapolis Information Service Center

Notify the MN 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 MN Management Support Service Center (MSSC), Attn: Disbursing.

588.2 Preparing Form 1314, *Regular Rural Time Certificate*

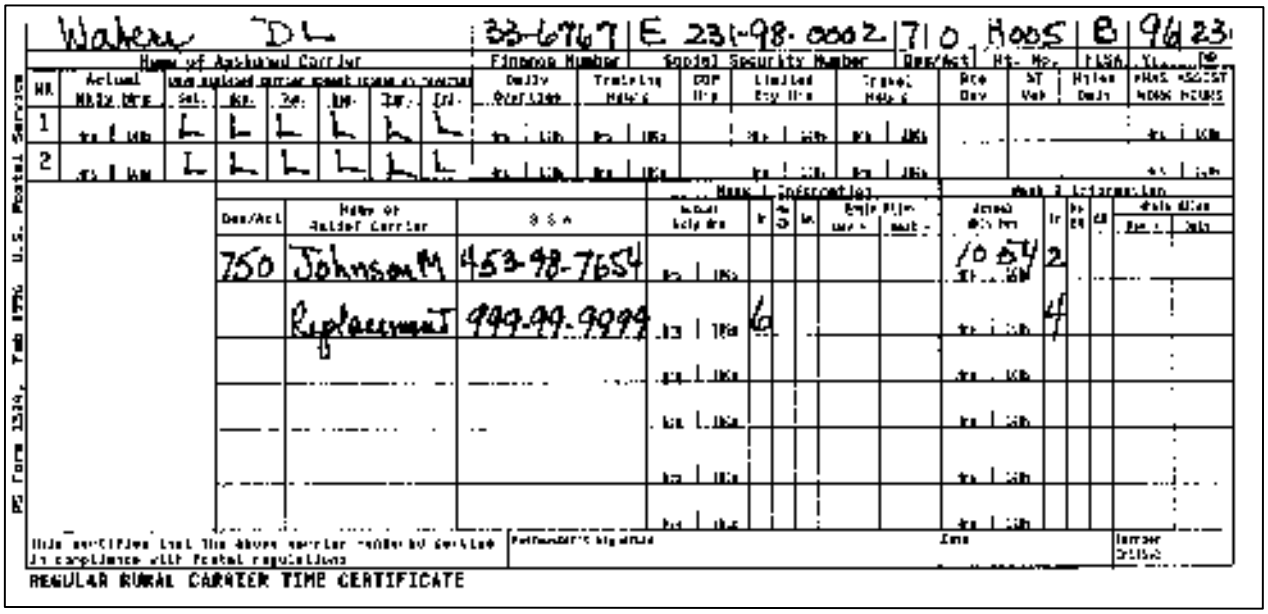
Prepare Form 1314 as follows:

a. Prepare a duplicate Form 1314, copying the indicative data from the deceased carrier's Form 1314. Show Leave Without Pay (LWOP) in the Days Assigned Carrier Absent (DACA) block, and enter the replacement carrier's information. A substitute replacement carrier may be needed to crossfoot the card if the regular carrier performed service during the pay period (see Exhibit 588.2a).

b. On the deceased carrier's original Form 1314, enter the proper information and submit it as an adjustment to the Minneapolis Accounting Service Center (ASC). For example, a regular carrier worked every day and died at 12:05 a.m., Thursday, week 2 of the pay period. He was scheduled to work and is entitled to be paid for the day. An O (Other Leave) is entered in the block for Thursday of week 2 (see Exhibit 588.2b).

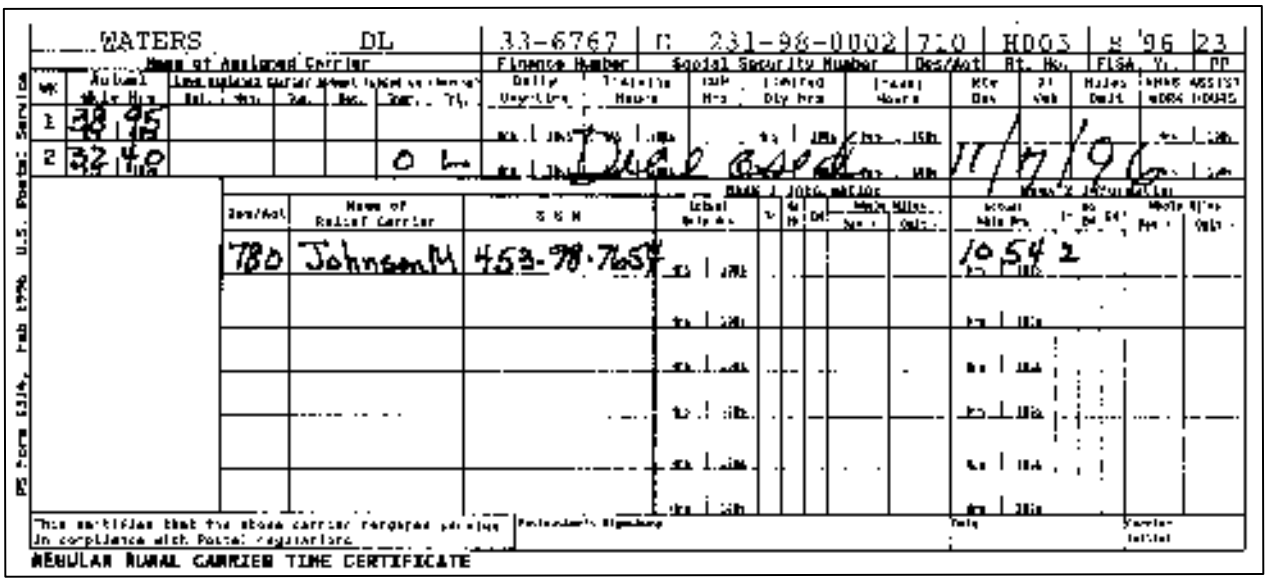
c. Prepare Form 2240-R (see Exhibit 588.2c).

Exhibit 588.2a
Duplicate Form 1314 (Deceased Carrier)



The regular carrier died on Thursday of week 2 of the pay period. To pay the replacement carrier, prepare a duplicate Form 1314 showing the regular carrier on LWOP. The replacement carrier carried the route the last 2 days of the pay period. A substitute replacement carrier is entered, using SSN 999-99-9999 to crossfoot Form 1314. Prepare Form 2240-R (see Exhibit 588.2c).f

Exhibit 588.2b
Original Form 1314 (Deceased Carrier)



Prepare Form 1314 correctly. Complete Form 2240-R, *Rural Pay or Leave Adjustment Request*, and attach it to Form 1314. Indicate in the Remarks block that the employee is deceased and that a duplicate card has been submitted to pay the replacement carrier.

Exhibit 588.2c

Form 2240-R, *Rural Pay or Leave Adjustment Request*

UNITED STATES POSTAL SERVICE

Rural Pay or Leave Adjustment Request

Date: 11/13/96

☐ Form 1314 Correction ☐ Form 1314-A Correction

Corrected Form 1314 (Attach original)

Name of Assigned Carrier	Finance Number	Social Security Number	Sex	Route No	HLDA	Year	PP
Winters DL	336767	231980002	7	M005,8		96	23

Wk	Actual Wkly Work Hours	Days Assigned Carrier Assist: Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	Daily Overtime	Training Hours	OCP Hours	Annual Daily Hours	Travel Hours	Hours Day	GT Veh	Miles Day	Miles Weekly	Whse Assist Work Hours
1	Hours 100s							Hours 100s	Hours 100s		Hours 100s	Hours 100s					Hours 100s
2	Hours 100s							Hours 100s	Hours 100s		Hours 100s	Hours 100s					Hours 100s

Week 1 Information / Week 2 Information

Date	Name of Relief Carrier	Social Security Number	Actual Wkly Work Hours	Type	Veh	EM	Whse Visits Day	Whse Visits Cmbl	Actual Wkly Work Hours	Type	Veh	EM	Whse Visits Day	Whse Visits Cmbl
			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	Sex	Route No.	HLDA	Year	PP

Wk	Actual Wkly Work Hours	Training Hours	Equipment Allowance Hours	Trips	Miles	GT	Leave Annual	Sick	Other	COP	Travel Hours	Bal.	No Service Mon.	Tue.	Wed	Thur.	Fri.	Whse Assist Work Hours
1	Hours 100s	Hours 100s									Hours 100s							Hours 100s
2	Hours 100s	Hours 100s									Hours 100s							Hours 100s

Week 1 Information / Week 2 Information

Sex	Name of Relief Carrier	Social Security Number	Actual Wkly Work Hours	Equipment Allowance Hours	Trips	Miles	GT	Actual Wkly Work Hours	Equipment Allowance 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				

Remarks (If more space is needed, use reverse side)

Remarks: Original 1314 attached. Corrected 11/7/96
Replacement was paid on duplicate 1314.

Hours to (Leaving office employee last week)

Employee's Signature and Date

Supervisor's Signature and Date: 11/13/96

Approving Official's Signature and Date: 11/13/96

PS Form 2240-R June 1994

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 Form 1314, *Regular Rural Carrier Time Certificate*, and 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 Forms 1314 and 1314-A.

c. Determining if the adjustment is related to a document processed outside the timekeeping system, such as delivery forms (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. Incorrect route data from processing Forms 4003 or 4241 should be referred to the Delivery Services section for corrective action. When these forms are correctly processed, 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 Forms 1314 or 1314-A, late personnel actions, health benefits, etc., then the adjustment clerk must prepare and submit a properly approved Form 2240-R, *Rural Pay or Leave Adjustment Request*.

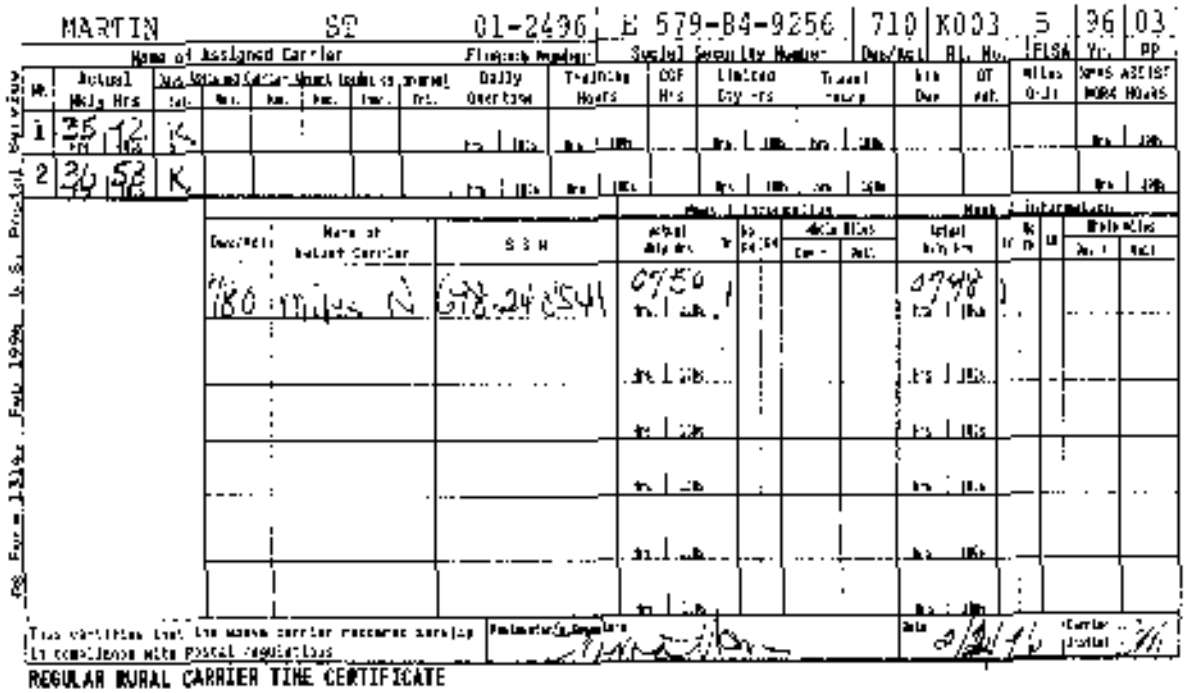
592 Preparing and Submitting Form 2240-R, *Rural Pay or Leave Adjustment Request*

592.1 Preparation

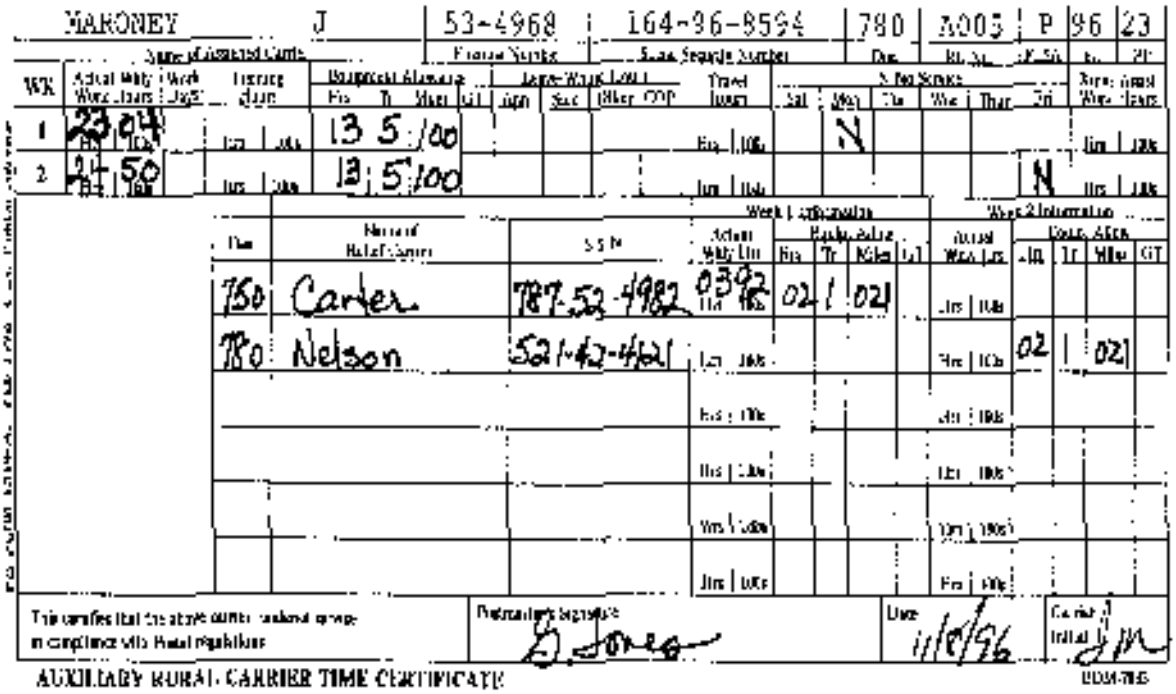
592.11 Corrected Data

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

Exhibit 592.11a
Original Forms 1314 and 1314-A

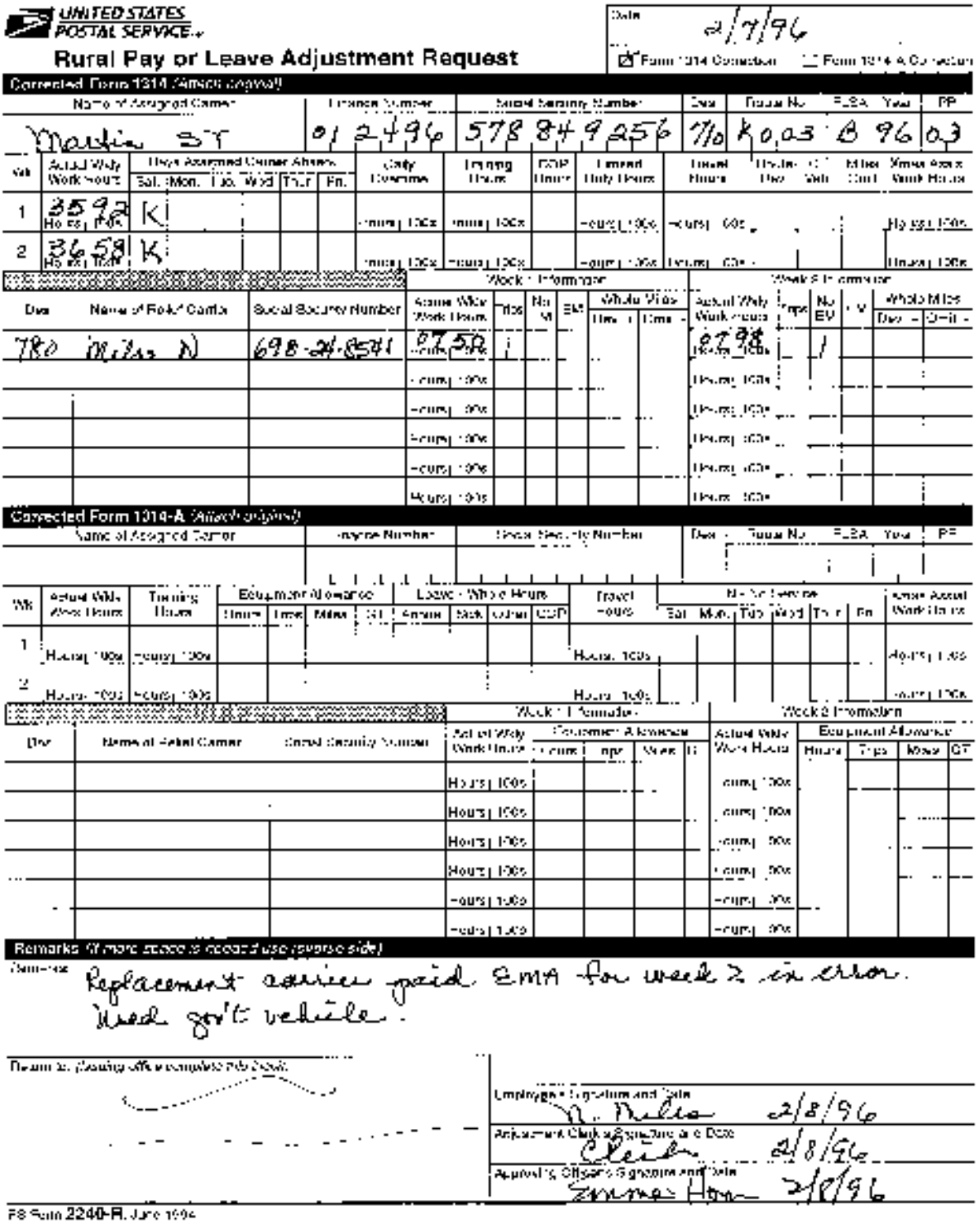


REGULAR RURAL CARRIER TIME CERTIFICATE



AUXILIARY RURAL CARRIER TIME CERTIFICATE

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



UNITED STATES POSTAL SERVICE

Rural Pay or Leave Adjustment Request

Date: 2/7/96

☒ Form 1314 Correction ☐ Form 1314-A Correction

Corrected Form 1314 (Attach original)

Name of Assigned Carrier	Finance Number	Social Security Number	Day	Route No.	FLSA	Year	PP
Martin ST	012496	578 849 256	7/0	K 0,03	B	96	03

Wk	Actual Wkly Work Hours	Days Assigned Carrier Absent: Sat.	Mon.	Tue.	Wed	Thur	Fri.	Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Travel Hours	Route Dev	Vehicle	Miles Cont	Xmas Assist Work Hours
1	3592 Hours 100s	K						Hours 100s	Hours 100s		Hours 100s	Hours 100s				Hours 100s
2	3658 Hours 100s	K						Hours 100s	Hours 100s		Hours 100s	Hours 100s				Hours 100s

Day	Name of Relief Carrier	Social Security Number	Week 1 Information: Actual Wkly Work Hours	Trips	No. M	EM	Whole Miles: Day	Omit	Week 2 Information: Actual Wkly Work Hours	Trips	No. EV	EV	Whole Miles: Day	Omit
780	Miles N	698-24-8541	0750 Hours 100s	1					0798 Hours 100s		1			
			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	Day	Route No.	FLSA	Year	PP

Wk	Actual Wkly Work Hours	Training Hours	Equipment Allowance: Hours	Trips	Miles	GT	Leave - Whole Hours: Annual	Sick	Other	COP	Travel Hours	No-Cost Service: Sat.	Mon.	Tue.	Wed	Thur	Fri.	Xmas Assist Work Hours
1	Hours 100s	Hours 100s									Hours 100s							Hours 100s
2	Hours 100s	Hours 100s									Hours 100s							Hours 100s

Day	Name of Relief Carrier	Social Security Number	Week 1 Information: Actual Wkly Work Hours	Equipment Allowance: Hours	Trips	Miles	GT	Week 2 Information: Actual Wkly Work Hours	Equipment Allowance: 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				

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: N. Miles 2/8/96

Adjustment Clerk's Signature and Date: Clerk 2/8/96

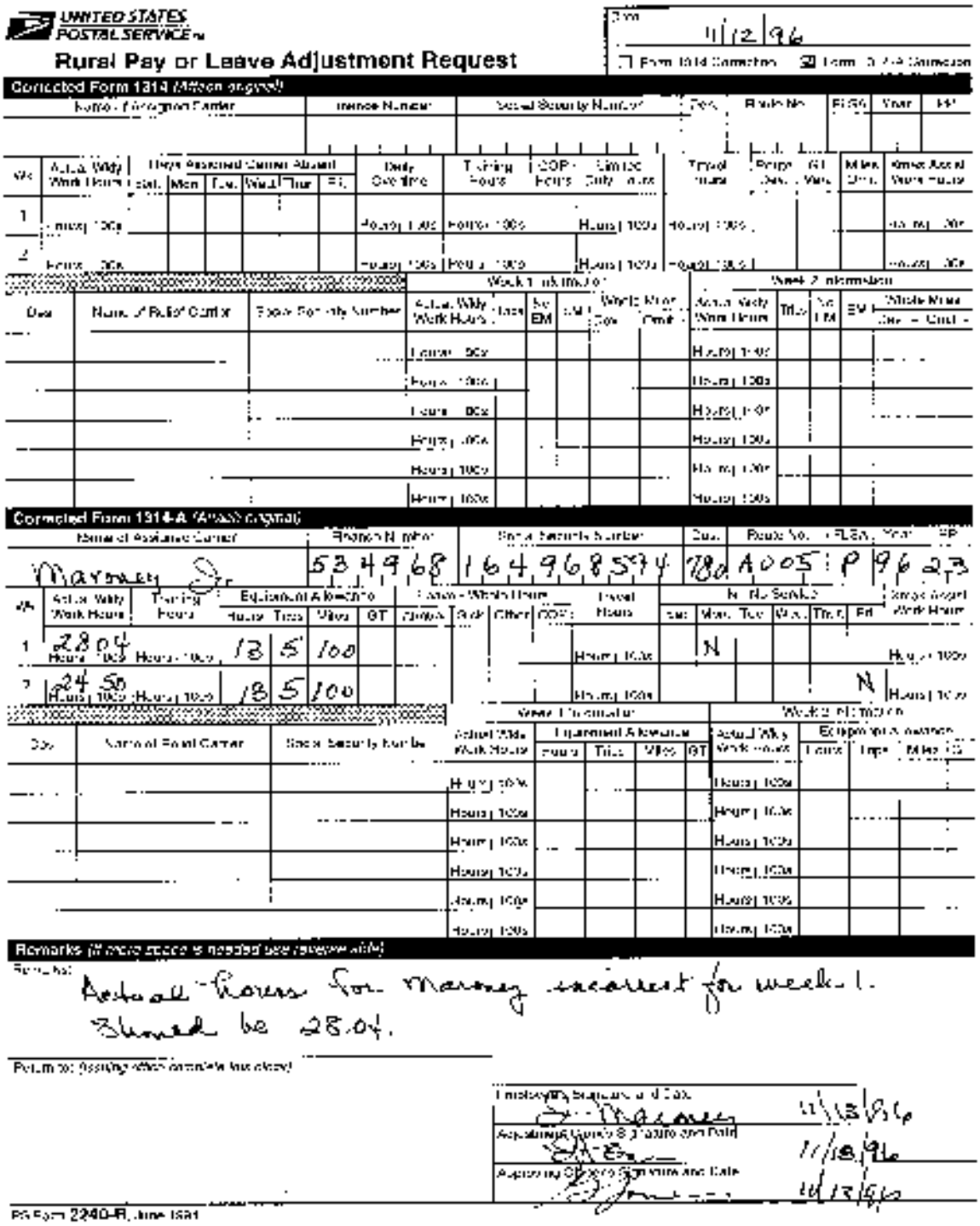
Approving Officer's Signature and Date: Emma Hon 2/8/96

PS Form 2240-R, June 1994

All of the indicative data from the top of Form 1314 are entered on Form 2240-R. This procedure must be followed, even when only the replacement carrier data require adjusting. This is an example of a properly completed Form 2240-R for making an adjustment to Form 1314.

Exhibit 592.11c

Preparing Form 2240-R to Adjust Form 1314-A



UNITED STATES POSTAL SERVICE

Rural Pay or Leave Adjustment Request

Date: 11/12/96

☐ Form 1314 Correction ☒ Form 1314-A Correction

Corrected Form 1314 (When required)

Name of Assigned Carrier	Finance Number	Social Security Number	Pay No.	Route No.	FLSA	Year	PP

WK	Actual Daily Work Hours	Days Assigned Carrier Absent: Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Travel Hours	Bonus Days	GT Wks.	Miles Driven	Annual Accrual Work Hours
1	Hours (30s)							Hours (30s)	Hours (30s)		Hours (30s)	Hours (30s)				Hours (30s)
2	Hours (30s)							Hours (30s)	Hours (30s)		Hours (30s)	Hours (30s)				Hours (30s)

Week 1 Information

Date	Name of Relief Carrier	Social Security Number	Actual Daily Work Hours	Sat.	Sun.	EM	LM	Work Hours Day	Work Hours Cumul.
			Hours (30s)						
			Hours (30s)						
			Hours (30s)						
			Hours (30s)						
			Hours (30s)						
			Hours (30s)						

Week 2 Information

Actual Daily Work Hours	Thurs.	Fri.	EM	Work Hours Day	Work Hours Cumul.
Hours (30s)					
Hours (30s)					
Hours (30s)					
Hours (30s)					
Hours (30s)					
Hours (30s)					

Corrected Form 1314-A (When required)

Name of Assistant Carrier	Finance Number	Social Security Number	Date	Route No.	FLSA	Year	PP
Mayhew Sr	534968	164968574	78d	A005	P	96	23

WK	Actual Daily Work Hours	Training Hours	Equivalent Allowance: Hours	Tours	Miles	GT	Leave Without Pay: Sick	Other	COP	Travel Hours	Sat.	Non-Scheduled: Mon.	Tue.	Wed.	Thu.	Fri.	Annual Accrual Work Hours
1	28.04 Hours (30s)	Hours (30s)	13	5	100					Hours (30s)		N					Hours (30s)
2	24.50 Hours (30s)	Hours (30s)	13	5	100					Hours (30s)					N		Hours (30s)

Week 1 Information

Date	Name of Rural Carrier	Social Security Number	Actual Daily Work Hours	Equipment & Allowance: Hours	Tours	Miles	GT	Week 2 Information: Actual Daily Work Hours	Extra Trips: Hours	Miles
			Hours (30s)					Hours (30s)		
			Hours (30s)					Hours (30s)		
			Hours (30s)					Hours (30s)		
			Hours (30s)					Hours (30s)		
			Hours (30s)					Hours (30s)		
			Hours (30s)					Hours (30s)		

Remarks (If more space is needed use reverse side)

Actual hours for Mayhew incorrect for week 1.
Should be 28.04.

Return to: (Facility where corrected form is to be sent)

Employee's Signature and Date: S. Mayhew 11/13/96

Acting Supervisor's Signature and Date: [illegible] 11/18/96

Approving Officer's Signature and Date: [illegible] 11/19/96

PS Form 2240-R, June 1991

The indicative data from the top of Form 1314-A are entered on Form 2240-R for any auxiliary service. This is an example of a properly completed Form 2240-R for making an adjustment to Form 1314-A.

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

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 your district. When the adjustment has been completed, Form 2240-R will be returned.

6 Totaling Timecards

610 Overview

611 The purpose of this subchapter is to provide a summary of the major procedures described in Chapter 6.

612 This chapter describes in detail the procedures to be followed in totaling timecards at the end of the week and in sending the timecards to the Distributed Data Entry/Distributed Reporting (DDE/DR) site or postal data center (PDC) as designated for processing.

613 There are three major tasks that must be performed in connection with sending timecards to the DDE/DR site or PDC as designated at the end of each week:

a. *Collecting the timecards.*

In addition to the proper Form 1230-A or 1230-B preprinted timecard, all Forms 1230-C and 1234 which the employee has used during the week must be collected and used in calculating the number of hours for which the employee is to be paid.

b. *Totaling the timecards.*

The paid hours shown on Form 1234 must be combined with the paid hours shown on the clock ring side of the appropriate Form 1230-A, 1230-B, or 1230-C. The combined total must then be posted to the front side of Form 1230-A, 1230-B, or 1230-C and entered in the proper block.

c. *Mailing the timecards.*

The timecards should be mailed as soon as possible after the close of the last tour on Friday. Timekeepers must not total the timecard of any employee who is on the clock. Only after the employee has clocked out can his timecard be totaled.

620 Procedures

621 Preparing Timecards for Totaling

621.1 Collecting Cards from Racks

621.11 The supervisor will remove from the racks the 1230-A, 1230-B, and 1230-C timecards of all employees not remaining in an authorized overtime status at .08 hours (5 minutes) after the scheduled ending time of Friday's tour. At the end of any overtime period, the timecards of employees in an approved overtime status will be removed from the timecard racks by the supervisor on duty. The supervisor will give the timecards to the timekeeper so that the timekeeper can total them, obtain necessary supervisor approval, and prepare them for submission to the DDE/DR site or PDC as designated.

621.12 The timekeeper is to verify that he has a timecard for all employees that are on the rolls of the office even if the employee performed no service during the week. The timekeeper should give careful attention to the daily entries on the timecards to see that they have been properly recorded and calculated. Hours should be recorded in hours and hundredths. Leave and other paid hour identification codes should appear where required.

621.13 The timekeeper is to be sure that both the timecard clock rings and the daily extensions are legible and have not been mutilated.

621.14 If a timecard is missing, illegible, or otherwise damaged, the timekeeper will reconstruct the employee's timecard entries on a Form 1230-C. If necessary, the timekeeper should contact the employee's supervisor to determine the proper missing timecard entries. If the supervisor is unavailable, the timekeeper should reconstruct the employee's timecard entries from any formal or informal tour records maintained by the employee's supervisor. If no tour records are available, the timekeeper will reconstruct the employee's timecard entries on a Form 1230-C in the following manner:

a. All indicative data (such as name, Social Security number, pay location, etc.) must be entered. If the timecard is damaged or mutilated, the timekeeper should transfer any legible entries and extensions to Form 1230-C.

b. Record any leave for the employee based on the Forms 3971 on file.

c. Record any exceptions (such as overtime, out-of-schedule, etc.) for the employee from any authorization lists prepared by the employee's supervisor.

d. Record any "travel on nonschedule day" time for the employee from the authorization as described in Chapter 2.

e. Record any holiday leave for the employee from the official work schedule.

f. Record the remaining timecard entries from the official work schedule and obtain a crossfoot balance. For example, if an employee was scheduled for 40 hours, the timekeeper will record a total of all of the

hours of paid leave or guaranteed time and subtract the total from 40. The difference will be entered as “work hours.”

g. When a through f above have been completed, the timekeeper must have the entries reviewed and verified by the employee. The employee must sign the Form 1230-C to indicate concurrence with the entries.

621.15 The timekeeper should document all reconstructed entries in duplicate on a Form 13, *Routing Slip,* as follows:

a. The “To” section should include the name of the employee’s supervisor and the timecard custodian.

b. The “From” section should have the name of the timekeeper.

c. The “Date” section should have the date of the preparation of the Form 13.

d. The “Remarks” section should include the type of entry, the employee’s name, date(s) of reconstructed entry, and amount(s) of reconstructed entry.

621.16 The original Form 13 is to be forwarded to the employee’s supervisor and the duplicate to the timecard custodian. To approve the timecard entries, the employee’s supervisor will initial the Form 13 next to the reconstructed amounts and forward it to the custodian. To change the timecard entry, the employee’s supervisor is to line out the incorrect entry and initial the correct entry. The timecard custodian or adjustment clerk will make any necessary adjustments in the following pay period.

621.17 Exhibit 621.17 is an example of a properly completed Form 13 for an employee whose timecard is missing or mutilated.

621.2 Collecting Form 1234, *Utility Cards*

621.21 The supervisor will remove from the racks the Forms 1234, *Utility Card*, of all employees not in an authorized overtime status at .08 hours (5 minutes) after the scheduled ending time of Friday’s tour. (At the end of the overtime period, the Forms 1234 of employees in an approved overtime status will be removed from the timecard racks by the supervisor on duty.) The supervisor is to give these timecards to the timekeeper so that the timekeeper can use them for totaling an employee’s work hours.

621.22 The timekeeper is to ensure that all Form 1234 timecards are received for totaling. Since the employee’s Form 1230-A, 1230-B, or 1230-C is marked with “1234” for each day a Form 1234 is used, the timekeeper will make certain that at least one Form 1234 is received for each day so marked.

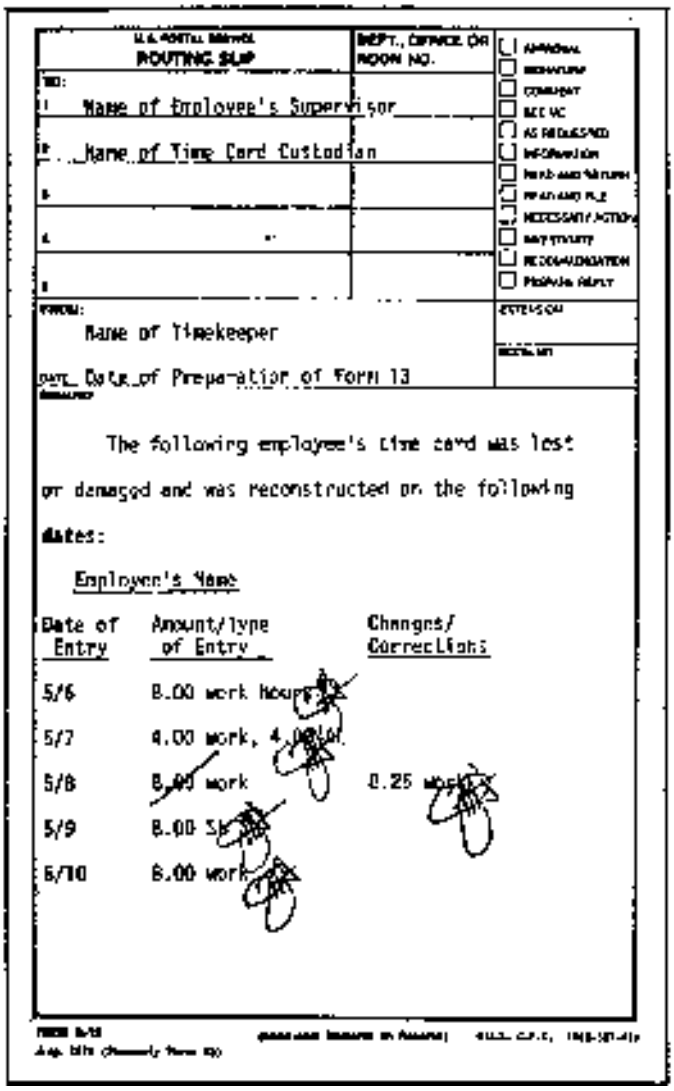
621.3 Calculating Daily Clock Rings

On any timecard which the daily clock rings have not previously been totaled, the timekeeper will extend the daily clock rings and record the time in hours and hundredths. These extensions are to be completed as soon as possible after the end of the employee’s Friday tour.

Exhibit 621.17

An Example of How to Reconstruct Missing Timecards

This is an example of how a timekeeper should document the reconstruction of timecard entries for employees whose timecards are missing or mutilated. The timekeeper should also prepare a Form 1230-C so that these hours may be recorded and submitted to the DDE/DR site or PDC as designated.



U.S. POSTAL SERVICE
ROUTING SLIP

DEPT., OFFICE OR ROOM NO.

TO:
1 Name of Employee's Supervisor
2 Name of Time Card Custodian
3
4
5

FROM:
Name of Timekeeper

DATE Date of Preparation of Form 13

The following employee's time card was lost or damaged and was reconstructed on the following dates:

Employee's Name

Date of Entry	Amount/Type of Entry	Changes/ Corrections
5/6	8.00 work Hours	
5/7	4.00 work, 4.00 LWOP	
5/8	8.00 work	0.25 work
5/9	8.00 SL	
5/10	8.00 work	

621.4 Arranging Timecards

The timekeeper will collect each employee's Forms 1230-C, Forms 1234, and 1230-A (or 1230-B) and group them together. This will aid the timekeeper in the totaling and crossfoot procedure.

622 Totaling Timecards

622.1 Reviewing Daily Totals

The timekeeper is to review the daily entries and extensions on the timecards to see that they have been properly recorded and totaled. All timecard entries should be in hours and hundredths. Leave and other hours codes should be recorded on the timecard when required. If the timekeeper feels that an entry is incorrect or out of the ordinary, even though the supervisor has authorized it, the timekeeper should:

a. Check the employee's work schedule.

b. Check any authorization lists prepared by the employee's supervisor.

c. Check any formal or informal tour records maintained by the employee's supervisor.

d. Contact the employee's supervisor.

622.2 Reviewing Documentation Supporting Timecard Entries

The timekeeper will verify that all timecard entries requiring documentation have been properly documented, including those entries requiring supervisor approval. The timekeeper will verify that:

a. A Form 3971 is on file for each employee for all paid leave and leave without pay (LWOP) timecard entries.

b. A Form 3189 is on file for each employee request to work out-of-schedule.

c. A Form 7020 is on file for all steward's duty time, meeting time, and Civil Disorder leave entries.

d. A Form 1723 is on file for each employee for each period of higher level hours or loaned hours.

622.3 Totaling the Timecard

622.31 As soon as possible after the close of the employee's Friday tour, the timekeeper will total each individual entry in each column of the timecard. These entries are to be added and the totals recorded in the proper totals block, as shown on Exhibit 622.31. All Forms 1230-A, 1230-B, and 1230-C will be totaled in the following manner:

a. *DISALLOWED Column*: Time amounts will be totaled from the daily blocks and entered in total boxes "1" and "12."

b. *LWOP Column*: Time amounts will be totaled from the daily blocks and entered with the proper code in total box “2.” Two different identification code entries can be entered, one above the other, in this block. If there are more than two different identification code entries in this column, the time will have to be recorded in another box which will not be used (see below).

c. *OL Column*: Time amounts for miscellaneous leave categories will be totaled from the daily blocks and entered with the proper code in total box “3.” Two different leave codes can be entered in this box. If there are more than two leave code entries, the time will have to be recorded in another box which will not be used (see below).

d. *SL Column*: Sick leave time will be totaled from the daily blocks and entered in total box “4.”

e. *AL Column*: Annual leave time will be totaled from the daily blocks and entered in total box “5.”

f. *OTHER PREMIUM Column*: Sunday premiums, out-of-schedule premiums, etc., will be totaled from the daily blocks and entered with the proper code in total box “6.” Two different premium codes can be entered in this box, one above the other. If there are more than two different premium codes, the time will have to be recorded in another box which will not be used (see below).

g. *NW Column*: Night differential hours will be totaled from the daily blocks and entered in total box “7.”

h. *OT Column*: Overtime hours and penalty overtime hours must be totaled separately from the daily blocks and entered with the proper code in total box “8,” for each type of overtime.

i. *GUARANTEED OT box in OT Column*: Guaranteed overtime will be totaled from the daily blocks and entered in total box “10.”

j. *CLOCK HOURS Column*: Total clock hours will be totaled from the daily blocks and entered in the total box “11.”

k. *GUARANTEED TIME in CLOCK HOURS Column*: Guaranteed time hours will be totaled from the daily blocks and entered in total box “9.”

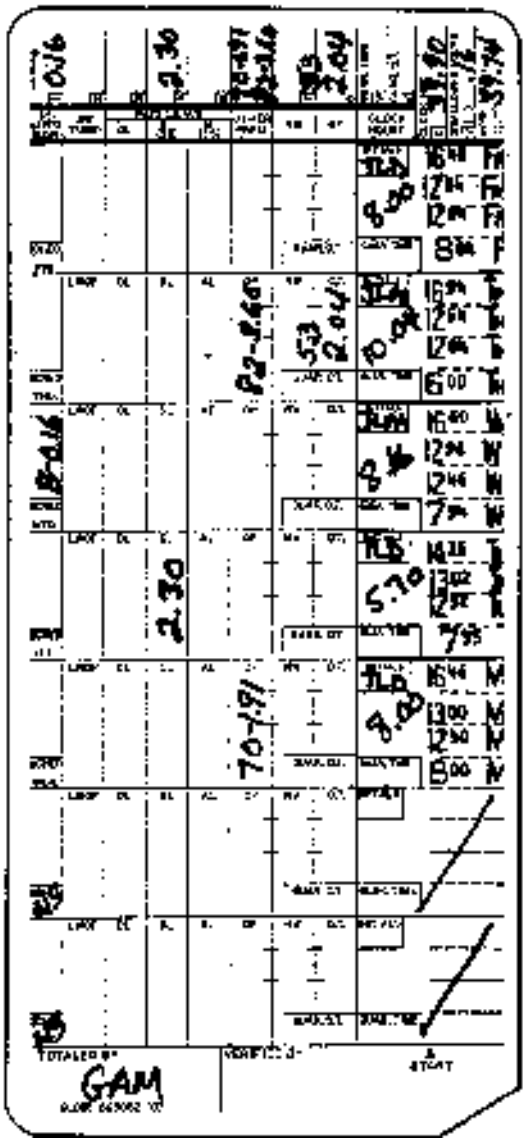
622.32 The timekeeper will total the employee’s timecard entries by adding the entries on all Forms 1234 to the appropriate daily entries on the employee’s Form 1230-A (or 1230-B). The total will be recorded on the 1230-A (or 1230-B). For instance, the timekeeper will total the DISALLOWED column of the employee’s Form 1234 and add it to the entries in the DISALLOWED column of Form 1230-A. Then the total disallowed time on both timecards will be recorded in blocks “1” and “12” on Form 1230-A.

622.33 The timekeeper totaling the timecard will enter his initials in the space at the bottom of the clock ring side of the timecard.

Exhibit 622.31

Totaling Form 1230-A, *Timecard*

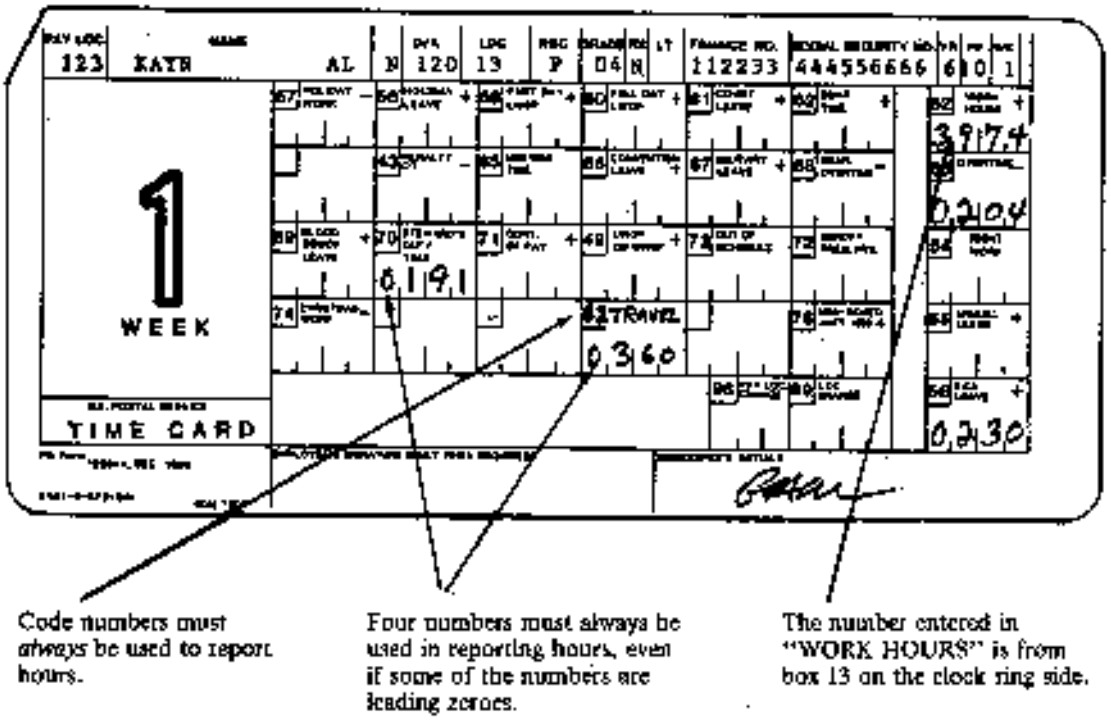
This is an example of how timekeepers are to total timecards at the end of the week.



622.4 Transferring Totals to Face of Timecard

622.41 After totaling the timecard, the timekeeper will transfer the entries in the total boxes on the clock ring side to the proper block on the front of the timecard. As each entry in the total boxes is posted to the front, the timekeeper will place a check mark next to it, to show that the entry has been properly posted. If an entry to be posted does not have a printed coded block on the front of the timecard, then the timekeeper must enter the code and the time in one of the blank blocks. Exhibit 622.41 is an example of a timecard with proper coding in the blank blocks.

Exhibit 622.41
Posting Time on the Front of the Timecard



622.42 The information contained in the total boxes of the clock ring side of Form 1230-A, 1230-B, or 1230-C is to be posted to the front (in hours and hundredths) in the following manner:

a. *Total box 1*: The amount in this box will not be transferred to the face of the timecard.

b. *Total box 2*: The amount of the coded entries in this box will be posted to the block on the front of the timecard with the same identification code. For example, a coded entry “59” would be posted to the “59” PART DAY LWOP block on the front of the timecard.

c. *Total box 3*: The amount of the coded entries in this box is to be posted to the block on the front of the timecard with the same identification code. For example, a coded entry “85” would be posted to the “85” VOTING LEAVE block on the face of the timecard.

d. *Total box 4*: The amount in this box is to be posted to block “56” SICK LEAVE on the front of the timecard.

e. *Total box 5*: The amount in this box is to be posted to block “55” ANNUAL LEAVE on the front of the timecard.

f. *Total box 6*: The amount of the coded entries in this box is to be posted to the block on the face of the timecard with the same identification code. For example, a coded entry “72” would be posted to the “72” SUNDAY PREMIUM block on the front of the timecard.

g. *Total box 7*: The amount in this box is to be posted to the “54” NIGHT WORK block in the righthand column on the front of the timecard.

h. *Total box 8*: The amount of overtime in this box is to be posted to the “53” OVERTIME block in the right hand column on the front of the timecard. Penalty overtime hours are to be posted to the “43” PENALTY OVERTIME block on the left side of the timecard.

i. *Total box 9*: The amount in this box is to be posted to block “62” GUARANTEED TIME on the front of the timecard.

j. *Total box 10*: The amount of this box is to be posted to block “68” GUARANTEED OVERTIME on the front of the timecard.

k. *Total boxes 11, 12, and 13*: In order to determine the correct amount of work hours to post to the front of the timecard, the timekeeper is to subtract the amount of time in box 12 from the amount in box 11 and enter the difference in box 13. The amount in box 13 is to be posted to the “52” WORK HOURS block in the right column on the front of the timecard.

622.5 Figuring Crossfoot Balances

622.51 The timekeeper should calculate the crossfoot balance from the totals in the blocks on the front of the timecard. All entries with a plus (+) sign will be added, and all entries with a minus (-) sign will be subtracted in the crossfoot calculation. Boxes without a plus (+) or minus (-) sign are not included in the crossfoot calculation. (See Exhibit 622.51 and Appendix B.)

Exhibit 622.51

Nonscheduled Crossfoot Worksheet

This worksheet can be used to assist in totaling each employee's timecard for purposes of computing the amount to be entered in Form 1230-A (or 1230-B) NON-SCHED. X-FT block.

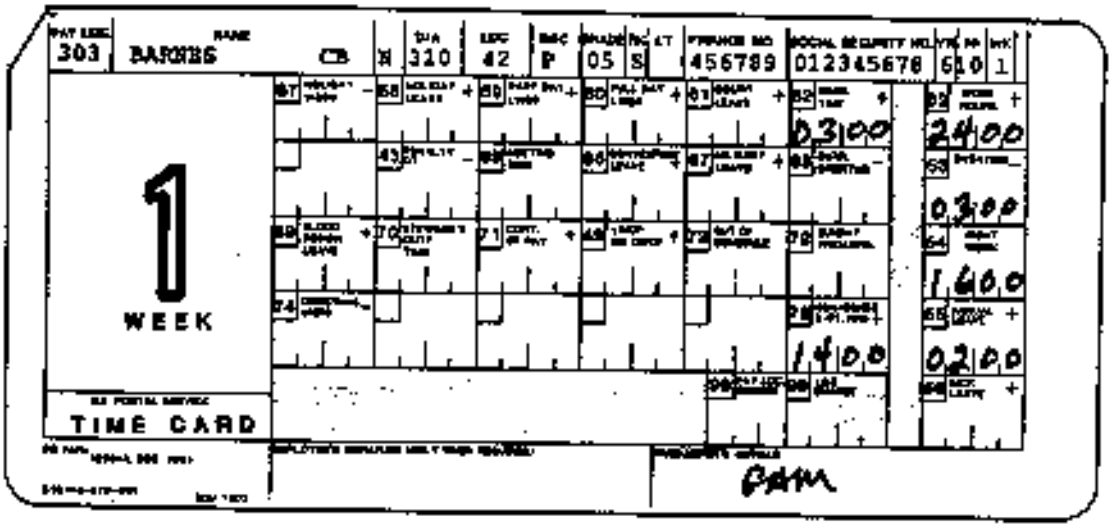
1. Enter total of all (+) hours.	a.	
2. Enter total of all (−) hours.	b.	
3. Subtract line 'b' from line 'a' and enter the crossfoot total.	c.	
4. Enter the amount from line 'c' here if the amount is less than 40.00	d.	40.00
e. Subtract d from 40.00 and enter the difference in block "76" NON-SCHED. X-FT. HRS. as shown on Exhibit 622.52		

622.52 Whenever an employee's total weekly hours do not equal 40 hours, the timecard must be "forced" to crossfoot (postal inspectors crossfoot to 48 hours). Full-time employees are expected to work 5 days per week. These employees should be charged LWOP for all nonpay status absences unless newly appointed or separated during the pay period. Because part-time employees, casuals, and temporaries are not required to work 40 hours per week, they would receive nonscheduled hours to crossfoot the timecard. Enter this difference in block "76" NON-SCHED. X-FT HRS. on the Form 1230-A or 1230-B (See Exhibit 622.52).

Exhibit 622.52

Recording Nonscheduled Crossfoot Hours

In this example, a part-time regular's hours did not crossfoot to 40.00. Therefore, it was necessary to compute the difference between the part-time regular's service hours and 40.00 and to enter the difference in block "76" NON-SCHED. X-FT HRS.



622.53 Total hours for employees who have not been on the payroll for a full week because of an appointment or separation (including deceased cases), which do not crossfoot to 40 hours, should also have the number of hours necessary to crossfoot to 40 hours entered in block “76” NON-SCHED. X-FT HRS. For example, if an employee is separated after being in a pay status for 16 hours, 24.00 hours would be entered in block “76” to make the timecard crossfoot to 40 hours.

622.54 If an employee has separated (including deceased cases) or terminated in a prior week, return the pre-punched timecard with 40 hours entered in block “76” NON-SCHED. X-FT HRS. on the Form 1230-A or 1230-B. Boldly annotate the timecard with the Nature of Action (i.e., terminated, separated, etc.) and date. Enter “999” in block “98” PAY LOC. CHANGE. These entries will alert the personnel at the DDE/DR site or PDC as designated. A losing office or a Change Appointing Office (CAO) will make similar entries and annotate the timecard with “CAO” and the effective date. It is important that ALL pre-punched timecards sent to offices be returned to their PDC with a 40-hour crossfoot, even if no hours are worked.

622.55 The hours used to “force” an employee’s time to crossfoot to 40 hours are not pay hours; they are needed to help the PDC computers process timecards in the most efficient manner possible.

622.56 Timecards for PDC and Engineering Support Center (RSCs N and W) bargaining unit employees may require special crossfooting procedures. Note that Teletime (code 32), Beeper Time (code 34), Guarantee Teletime (code 33), and Guarantee Tele Overtime (code 36) do not enter into the crossfoot calculation. Under certain conditions, employees may be entitled to straight time pay for paid hours over 40 hours in the service week. If all entries with a plus (+) sign are added and all entries with a minus (-) sign are subtracted, resulting in a total greater than 40 hours, an Xtra Straight Time minus (-) entry (code 35) is made in an amount sufficient to effect a 40-hour crossfoot. This entry is made only on the front of the timecard in a blank block.

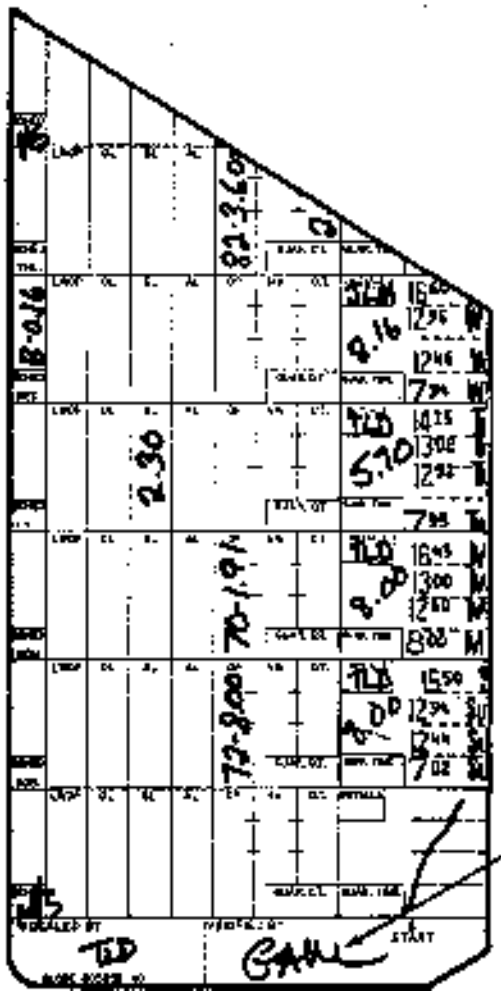
622.6 Verification of Completed Timecards

622.61 Where possible, the installation head should review and verify the timecards after they have been totaled and before they are submitted to the DDE/DR site or PDC as designated. This review and verification function may be delegated to another employee if the installation head is not available. When another person is not available, the verification should be done by the person who totaled and checked the entries. The person verifying the timecard will enter his initials in the space at the bottom of the clock ring side of the timecard as shown on Exhibit 622.61.

Exhibit 622.61

Verifying Timekeeper Totals

Whenever possible, the installation head (or his designate) should review the timecards and verify the entries prior to dispatching them to the MSC. The person verifying the timecards is to initial it as shown below.



622.62 Each installation must administratively arrange its schedules and assignment of personnel to perform as much of the review and verification as possible without sacrificing the ability to meet the established deadline for submitting timecards to the DDE/DR site or PDC as designated. Smaller installations (less than 50 employees) should review all timecards. Larger installations (50 or more employees) should review as many timecards as they possibly can. The minimum review and verification will consist of:

a. Crossfoot balancing of the timecards to 40 hours. If necessary, block "76" will be used to make the timecard crossfoot to 40 hours.

b. Verifying the accuracy of night differential total hours.

c. Verifying that leave totals have been correctly coded with the proper identification code and have been recorded in the correct timecard blocks.

d. Verifying all entries in work and leave columns and the accuracy of column totals.

Persons responsible for daily entries and weekly totals on the timecards may want to use the timecard checklist on Exhibit 622.62 as a guide for reviewing and verifying. If all answers are "yes," then the correct procedures have probably been followed.

622.63 Employees who are not required to enter daily clock rings (see 141.31) must sign the timecard in the EMPLOYEE'S SIGNATURE (ONLY WHEN REQUIRED) block (see Exhibit 622.63). Total hours worked and total leave taken will be totaled and entered in the appropriate blocks on both sides of the timecard.

622.64 The timecards of employees who are required to write in their daily clock rings (see 141.21) will be totaled and verified in the normal manner. These employees must sign their timecards in the EMPLOYEE SIGNATURE (ONLY WHEN REQUIRED) block (see Exhibit 622.63).

623 Sending Timecards to the DDE/DR Site or the PDC

623.1 Deadline

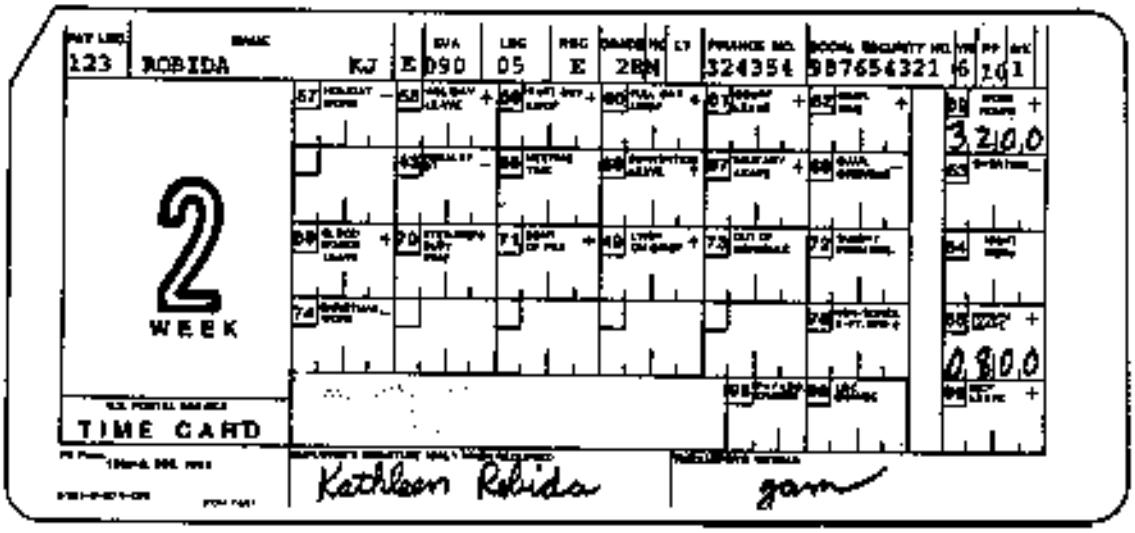
623.11 The DDE/DR site and the PDC have rigid time schedules to follow in handling and processing timecards and related documents. It is essential that all timecards and related documents be accurately completed and verified to the extent possible immediately following the close of each week.

Exhibit 622.62
Timecard Verification Checklist

Item	Yes	No	Verified by
GENERAL			
1. Are daily blocks initialed by proper individual?			
2. Are weekly totals initialed by person totaling timecard?			
3. Are weekly verifications initialed by person verifying timecard?			
4. Are corrections properly initialed?			
TIME ENTRIES (CLOCK RING SPACES)			
5. Are time entries recorded mechanically or in blue or black ink?			
6. Is employee excused from clocking if there is no time entry?			
7. Is proper certification used for excused officials?			
8. Is only one clocking method used during a pay period?			
9. Is diagonal line through space for non-workdays?			
10. Is the meal period excluded from total elapsed work hours?			
11. Is unauthorized clock time excluded and properly disallowed?			
12. Is daily elapsed work time computed correctly?			
NIGHT DIFFERENTIAL			
13. Is night work time computed only for hours between 6 p.m. and 6 a.m.?			
14. Is the employee eligible for night differential?			
15. Is the night work time computed correctly?			
LEAVE COLUMNS (WITHOUT PAY, OTHER LEAVE, SICK LEAVE, ANNUAL LEAVE)			
16. Is leave entered and correctly coded in the proper column?			
17. Is leave recorded in hours and hundredths?			
18. Is leave granted only on a scheduled workday?			
19. Does the employee have a large enough annual or sick leave balance to cover the time taken?			
20. Are leave hours excluded from work hours?			
21. Is leave in LWOP and OL column properly coded?			
22. Are nonworkdays within a period of military leave charged against the military leave calendar day allowance?			
23. Is the employee eligible for holiday leave?			

Item	Yes	No	Verified by
OVERTIME COLUMN			
24. Is overtime or penalty overtime work recorded for work in excess of 8 hours per day?			
25. Is the employee eligible for overtime or penalty overtime?			
26. Is overtime and penalty overtime entered in hours and hundredths?			
SUNDAY PREMIUM			
27. Is the employee eligible?			
28. Is Sunday a scheduled workday?			
29. Are Sunday premium hours properly identified and correctly coded in the other premium column?			
WEEKLY TOTALS			
30. Are daily entries totaled correctly?			
31. Are hours from Form 1234, *Utility Card*, properly posted to Form 1230?			
32. Are all work hours, premium hours, and leave hours recorded in hours and hundredths?			
33. Are weekly totals recorded in the total boxes and transferred to the correct block on the face of the timecard?			
34. Are weekly totals in the LWOP, OL, and Other Premium columns properly coded, totaled, and transferred to the face of the timecard?			
35. Do all Forms 1230 crossfoot to 40 hours?			
36. Are totaling and verifying employees properly identified on the bottom on the clock ring side of the timecard?			

Exhibit 622.63
Properly Totaled Timecard for Employees Who Are Required to Sign the Timecard
This is an example of a properly totaled weekly timecard for the employees identified in 141.2 and 141.3.



623.12 Stations and branches or organizational units must transmit all material to their main office for consolidation and mailing. After grouping all documents, mail to the field division or MSC serving the installation. From that point timecards will be processed by the designated DDE/DR site or pouched for forwarding to the PDC.

623.13 Mail all timekeeping-related documents to arrive at the appropriate field division or MSC before noon on Saturday (or before any other deadline the field division or MSC may establish).

623.14 Installations that do not report administratively to a field division or MSC should send their timecards and related timekeeping documents directly to the DDE/DR site or PDC as designated.

623.2 Mailing Labels

623.21 Label 17 is to be used only for mailing timecards and other documents to the management sectional center. Do *not* use this label for any other purpose such as correspondence; information or inquiries; requests for Label 17; bond applications; or other timekeeping, payroll, or leave matters.

623.22 Complete Label 17 to show the name of the installation and CAG alphabetical code.

623.23 Dispatch envelopes, packages, boxes, etc. bearing a completed Label 17 to arrive at the field division or MSC serving the installation in time to allow processing by the DDE/DR site if designated or for pouching and forwarding to the PDC by the deadline in 623.13. Envelopes, packages, boxes, etc., must be postmarked when dispatched.

623.24 Label 17 is available from the PDC that serves the postal installation. Requests for supply of the label should be made on office memorandum.

623.3 Special Considerations

623.31 Installations should make only one timecard dispatch per week. All Forms 1230-A (or 1230-B), all Forms 1230-C, and all Forms 1314, *Regular Rural Carrier Time Certificate*, should be included in this dispatch. *No dispatch should be made until the last tour on Friday has ended and until all timecards have been properly totaled.*

623.32 Rural Carrier Certificates should be grouped separately from Forms 1230; otherwise, no special grouping is required.

623.33 The paychecks for an installation cannot be prepared until every employee who is on the rolls of the installation is accounted for during both weeks of the period. *A timecard must be submitted for every employee at the end of each week even though the employee may not have earned any pay during the week.* It is important that *all* pre-punched timecards sent to the field be returned to the DDE/DR site or PDC as designated with a 40-hour crossfoot. Not returning timecards for employees still active in the system could delay the salary checks for that entire office and possibly result in an erroneous emergency salary payment.

623.34 If an office continues to receive the pre-punched timecards for terminated employees, they should notify the Personnel Office that the Form 50 may not have been processed and follow the procedures given in 622.53.

7 Adjustments

710 Overview

711 General

711.1 This chapter describes the procedures that should be followed to adjust either an employee's pay or to adjust timecard data which has been incorrectly reported to the postal data center (PDC).

711.2 When it appears necessary to make a pay or timecard adjustment, either as a result of a request by the employee or from some condition found by the installation, timekeepers are responsible for making a preliminary review to determine the reason for the adjustment. The review should include the following:

a. Checking timecards and related documents for errors or omissions of entries.

b. Comparing the hours on the employee's earnings and deductions statements with related information on timecard documents. The information should be confirmed with the payroll register as well.

c. Determining if the adjustment is related to a document processed outside of the timekeeping system, such as a personnel action, health benefits, union dues, savings bonds, or other similar forms.

d. Determining that sufficient time has elapsed for the postal data center to process an action that affects pay or timecard data.

711.3 If the preliminary review indicates no adjustment is necessary, inform the employee without referring the matter to the postal data center.

711.4 Employees requesting an adjustment should be encouraged to bring their Form 1223-A, *Earnings Statement*, with them when they speak to the timekeeper. By bringing this earnings statement, the review process can be performed more efficiently.

711.5 In most cases, the sequence of events in obtaining an adjustment is as follows:

a. The employee identifies the potential error and notifies the appropriate timekeeper.

b. The timekeeper will research the problem and, if necessary, prepare Form 2240, *Pay, Leave, or Other Hours Adjustment Request.* If the

adjustment is caused by timekeeper error, the timekeeper will refer the employee to the adjustment clerk.

c. Whenever the adjustment is caused by timekeeper error, the adjustment clerk will prepare a Form 2240.

d. In all cases, the employee's supervisor is required to sign Form 2240 before sending the adjustment to the Distributed Data Entry/Distributed Reporting (DDE/DR) site or PDC as designated.

711.6 When an adjustment is found to be necessary, it must be handled in one of two methods:

a. If the adjustment is supported by the timecard and it appears that the mistake was caused by an error at the postal data center, the timekeeper is authorized to prepare and submit a properly approved Form 2240.

b. If the adjustment is caused by an error on the timecard either through clock rings which have incorrectly recorded or premium hours which have been incorrectly entered, the adjustment must *not* be handled by the timekeeper. In such cases, the employee should be referred to an adjustment clerk. It will be the adjustment clerk's responsibility to prepare the adjustment form. (For purposes of these instructions, the individual responsible for processing adjustments caused by timekeeper error will be called the "adjustment clerk." This individual can be anyone whom the installation head designates, but should not be the timekeeper.)

712 Preparing Form 2240

712.1 There is one preliminary activity regarding the preparation of Form 2240 that is common to all adjustments. This activity is easy to perform for adjustments to Form 1230-A (or 1230-B) and more complex to perform if the adjustments are to Form 1230-C.

712.2 If the adjustment is necessary because of an incorrect Form 1230-A (or 1230-B), the "indicative data" should be entered on Form 2240 as shown on Exhibit 712.2.

712.3 If the adjustment is necessary because of an incorrect Form 1230-C, the "indicative data" should be entered on Form 2240 as shown on Exhibit 712.3.

Exhibit 712.2

Preparing Form 2240 to Adjust Form 1230-A (or 1230-B)

This is an example of a properly prepared Form 2240. Note that all of the “indicative data” from the top of the Form 1230-A is entered on the Form 2240. This form will be used to adjust the timecard shown below.

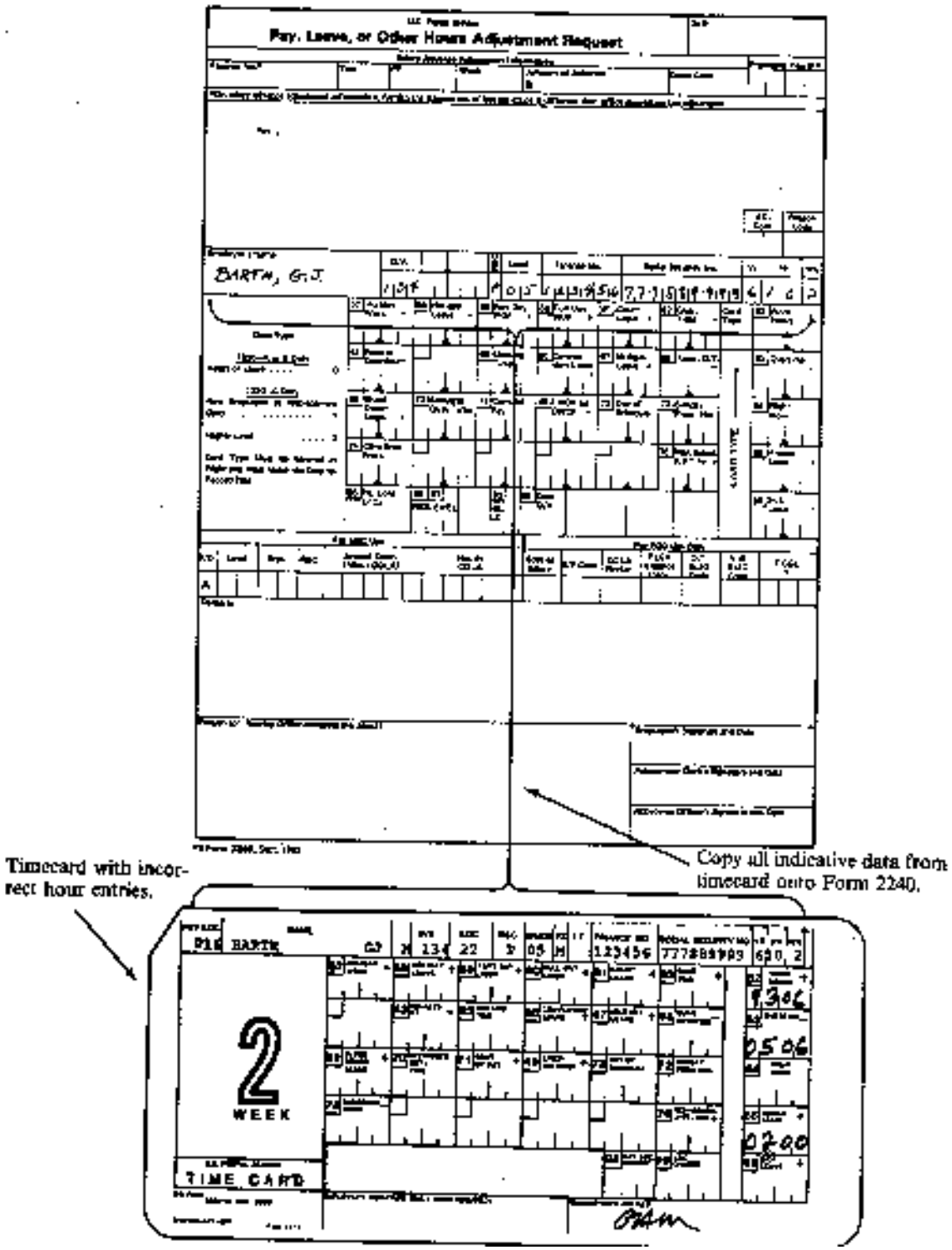
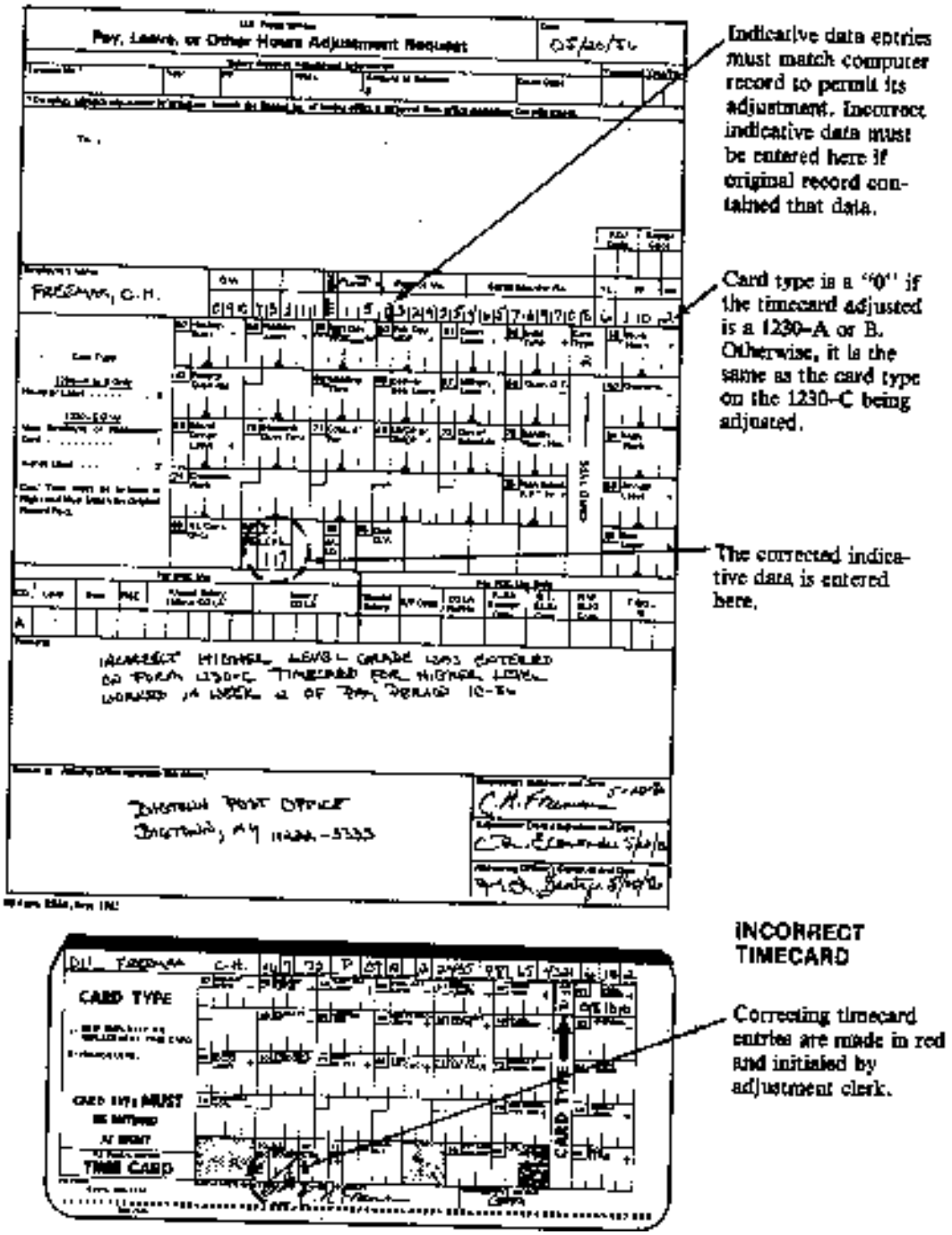


Exhibit 712.3

Preparing Form 2240 to Adjust Form 1230-C

This is an example of a properly completed 2240 adjustment form to correct a 1230-C. Note that both "indicative data" from the top and from the bottom of the 1230-C is entered on the Form 2240. It depends on the type of adjustment which items of indicative data are used. Specific procedures for each type of adjustment are included in Chapter 7. This form adjusts the timecard shown below.



713 Sending the Adjustment Request Form to the DDE/DR Site or the Postal Data Center as Designated

713.1 The snap-out two-part Form 2240 should be prepared and handled as follows:

a. The original should be submitted to the DDE/DR site or PDC as designated as soon as possible. The form does not need to be held until the close of the pay period.

b. The carbon copy should be retained by the timekeeper or the adjustment clerk as a record for the fact that an adjustment request was made.

713.2 *Do not send the corrected timecard to the DDE/DR site or PDC as designated.*

713.3 Only one adjustment request for a particular timecard should be in process at the DDE/DR site or PDC as designated at any one time. For example, if an employee were to receive an adjustment for week 1 in pay period 6, then only one adjustment request form should be at the postal data center for week 1 in pay period 6 at a time. However, an adjustment may be sent in for week 1 in pay period 7 at the same time the week 1 pay period 6 adjustment was sent to the DDE/DR site or PDC as designated.

713.4 Timekeepers and adjustment clerks should mark in red on the timecard the fact that they have adjusted the timecard.

713.5 It is not possible to adjust an employee's timecard until after he has been paid. Therefore, do not send an adjustment to the DDE/DR site or PDC as designated for the current pay period.

713.6 Forms 2240 will be returned to the initiating office, filed with the timecard for the period adjusted, and retained for 3 years.

720 Adjustments

721 Pay Adjustments

721.1 Definition

A "pay" adjustment is one that is necessary because of a document processed outside of the timekeeping system (such as a Form 50, savings bond deduction authorization, etc.).

721.2 Determining and Verifying the Amount of the Adjustment

721.21 The method used to determine and verify the amount of an adjustment in the case of a "pay" adjustment depends on what item is in question. If, for example, the employee states that the amount withheld for savings bond purchases is in excess of that authorized, the timekeeper or adjustment clerk will request the DDE/DR site or PDC as designated to refer to the appropriate savings bond deduction authorization form. If the employee states that his health benefit deduction is not high enough, the timekeeper or adjustment

clerk will need to refer to the appropriate health benefit deduction form to verify the code and to determine that the correct rate is charged.

721.22 The timekeeper or adjustment clerk should establish that the required document was properly prepared and submitted to the DDE/DR site or PDC as designated. If the form was not prepared, action should be initiated to prepare one and to send it to the DDE/DR site or PDC as designated.

721.3 Completing the Pay or Leave Adjustment Request Form

721.31 In the case of a “pay” adjustment, all that will be necessary is that the adjustment clerk or timekeeper enter the necessary identifying information on Form 2240 and note in the remarks section the day on which the deduction authorization form was originally submitted to the DDE/DR site or PDC as designated.

721.32 Form 2240 is not to be considered complete nor will it be processed by the DDE/DR site or PDC as designated if it has not been signed by the employee, the timekeeper and/or adjustment clerk, and the employee’s supervisor.

721.33 The proposed “pay” adjustment is to be discussed in the “Remarks” section of Form 2240. The adjustment clerk is to include information regarding what happened and what should have happened on the employee’s pay record.

721.34 Exhibit 721.34 is an example of a properly completed Form 2240 for a “pay” adjustment.

722 Leave Adjustments

722.1 Definition

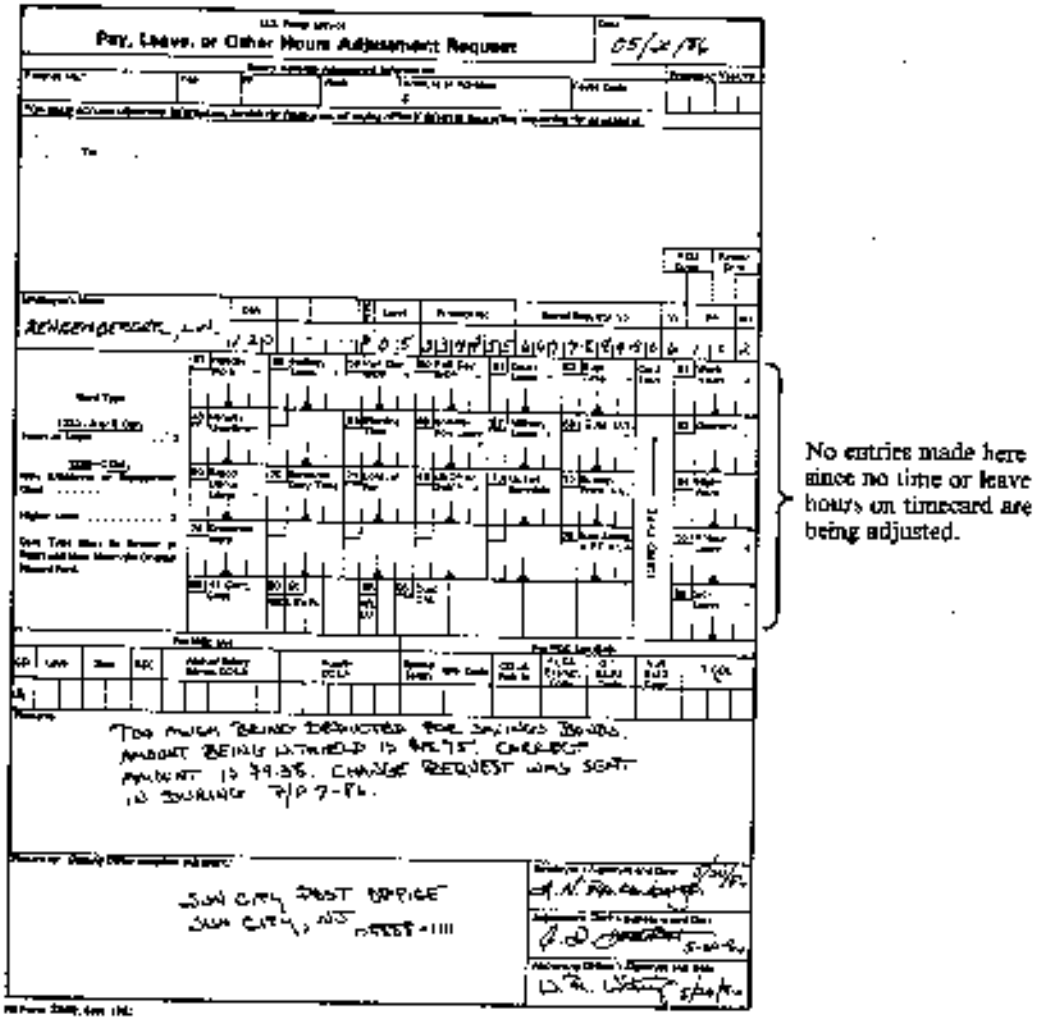
722.11 “Leave” adjustments are necessary to correct errors or omissions made as a result of incorrect, improper, or incomplete timecard recording and processing.

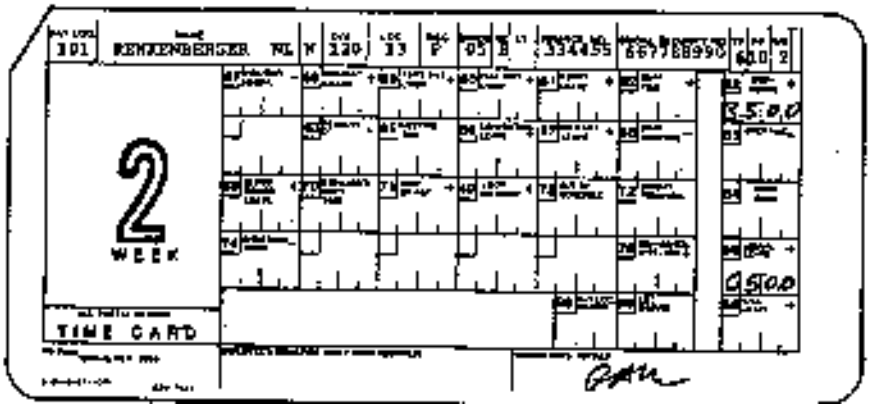
722.12 There may be cases when a “leave” adjustment must be made together with another type of adjustment, such as a work hours adjustment. In those cases where there is more than one adjustment to an employee’s timecard, it will be necessary to refer to the appropriate section(s) of this adjustments chapter.

Exhibit 721.34

Making a "Pay" Adjustment

This is an example of a properly completed adjustment form for a "pay" adjustment. No entries are required to work or leave hours or on timecard for this type of adjustment.





722.13 The following “leave” categories can be adjusted by using Form 2240:

Leave Category	Code Number
Leave Without Pay-IOD/OWCP	49
Annual Leave	55
Sick Leave	56
Holiday Leave	58
Part Day Leave Without Pay	59
Full Day Leave Without Pay	60
Court Leave	61
Postmaster Convention	66
Military Leave	67
Blood Donations	69
Continuation of Pay/Injury on Duty	71
Civil Defense	77
Acts of God	78
Veteran’s Funeral	79
Relocation	80
Civil Disorders	81
Union Official Leave Without Pay	84
Voting	85
Other Paid Leave	86
Postmaster Organization Leave	89

722.2 Determining and Verifying the Amount of the Adjustment

722.21 When an employee questions the accuracy of the “paid leave” hours balances which appear on his “Earnings and Deductions Statement,” the timekeeper is to obtain all of the employee’s timecards for the work week in question. The adjustment form should not be completed until these documents have been examined by the timekeepers and/or the adjustment clerk.

722.22 Adjustments can result because of incorrect totaling, improper coding, posting errors, illegible timecards, or computer errors. It is important to understand why the adjustment occurred so that steps can be taken to minimize its future occurrence.

722.3 Completing the Form 2240

722.31 Adjustments to “leave hour” entries are made by entering the correct number of hours into the appropriate blocks on Form 2240. Those hour entries which were originally incorrect on the employee’s timecard need not be entered. For example, if a sick leave hour’s entry was 5.00 and should have been 5.50, the 5.50 hour’s entry is to be posted into block “56” on Form 2240. If the corresponding work hours entry was 35.00 and should be 34.50, the 34.50 hour’s entry is to be posted into the “work hours” block on Form 2240. Exhibit 722.31a is an example of a properly completed adjustment form for an employee who was charged an improper amount of sick leave on Form 1230-A. Exhibit 722.31b is an example of a properly completed adjustment form for an employee who was charged an incorrect amount of sick leave on Form 1230-C. Exhibit 722.31c is an example of a properly completed

adjustment form for an employee who elected to use annual leave hours during Scheme Training, Testing and Qualifying and has successfully qualified and accepted the position. The annual leave hours are changed to work hours, and night differential and Sunday premium are included, if applicable.

722.32 Timekeepers and adjustment clerks should note that it is essential that they code the card type of the adjustment in the block marked “Card Type.” Failure to do so will either delay the adjustment or cause it to not be made altogether.

723 Work Hour Adjustments

723.1 Definition

723.11 “Work hour” adjustments are used to correct errors or omissions made as a result of incorrect, improper, or incomplete timecard processing of work and premium hours transactions.

723.12 There may be cases when a “work hour” adjustment must be made together with another type of adjustment, such as a leave adjustment. In those cases where there is more than one adjustment to an employee’s timecard, it will be necessary to refer to the appropriate section(s) of this adjustments chapter.

723.13 The following “work” and “premium hour” categories fall within the “work hour” adjustments classification:

Work or Premimum Hour Classification	Code Number
Teletime	32
Guarantee Teletime	33
Beeper Time	34
Guarantee Tele Overtime	36
Penalty Overtime	43
Holiday Scheduling Premium	48
Work Hours	52
Overtime Hours	53
Night Work Hours	54
Holiday Worked Pay	57
Guaranteed Time	62
Meeting Time	65
Guaranteed Overtime	68
Steward’s Duty Time	70
Sunday Premium Hours	72
Out-of-Schedule Overtime	73
Christmas Worked Pay	74
Travel	82
Travel on a Nonscheduled Day	83
Nonbargaining Rescheduling Premium	88

Exhibit 722.31a

Making a "Leave" Adjustment from a Form 1230-A or 1230-B

This is an example of a properly completed adjustment form for an employee who was mistakenly charged with annual leave when she should have been charged with sick leave. This form adjusts the timecard shown below.

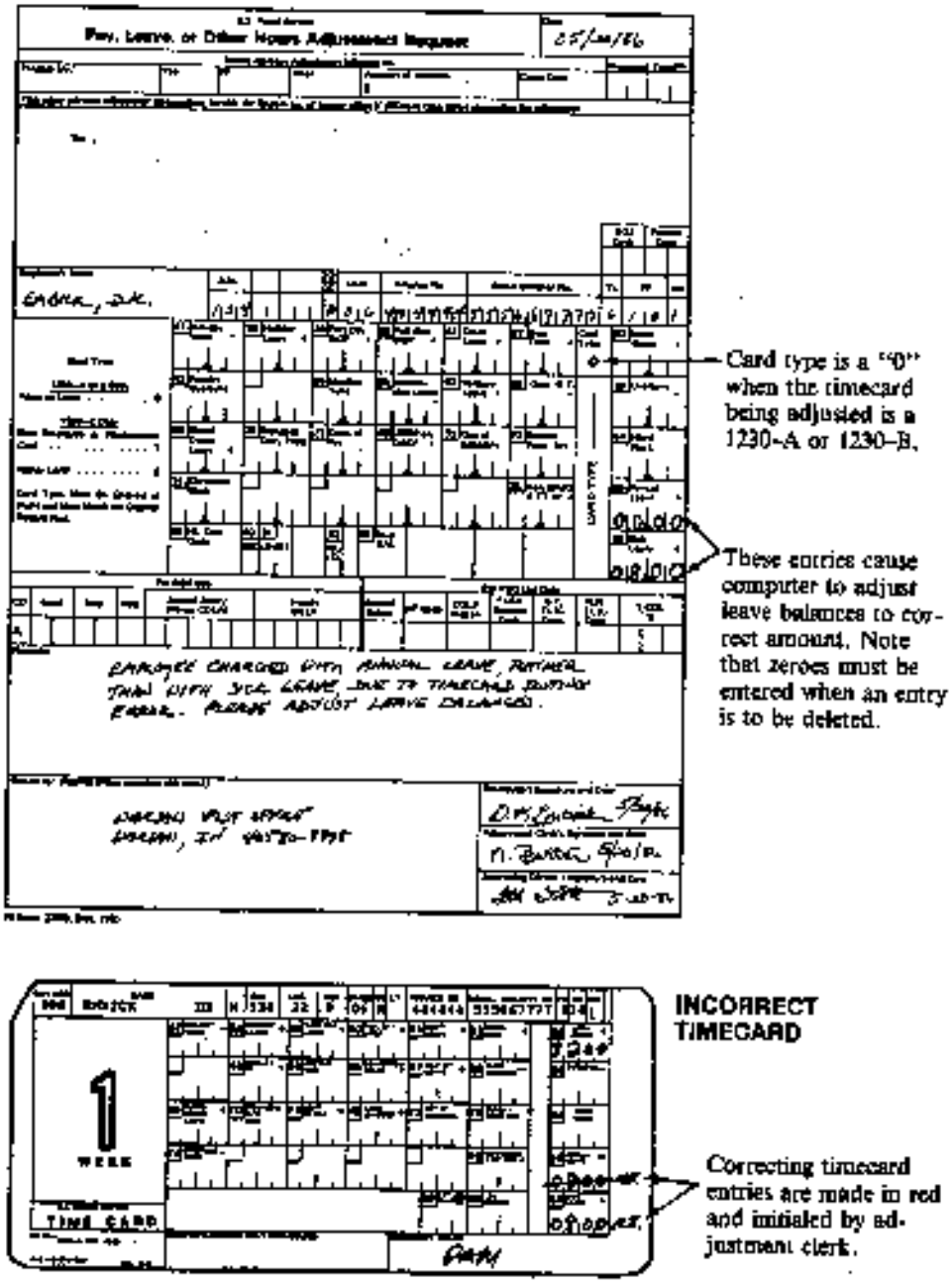


Exhibit 722.31b

Making a "Leave" Adjustment from a Form 1230-C

This is an example of properly completed adjustment form for an employee who was mistakenly charged with annual leave while working higher level when he should have been charged with sick leave. This form adjusts the timecard shown below.

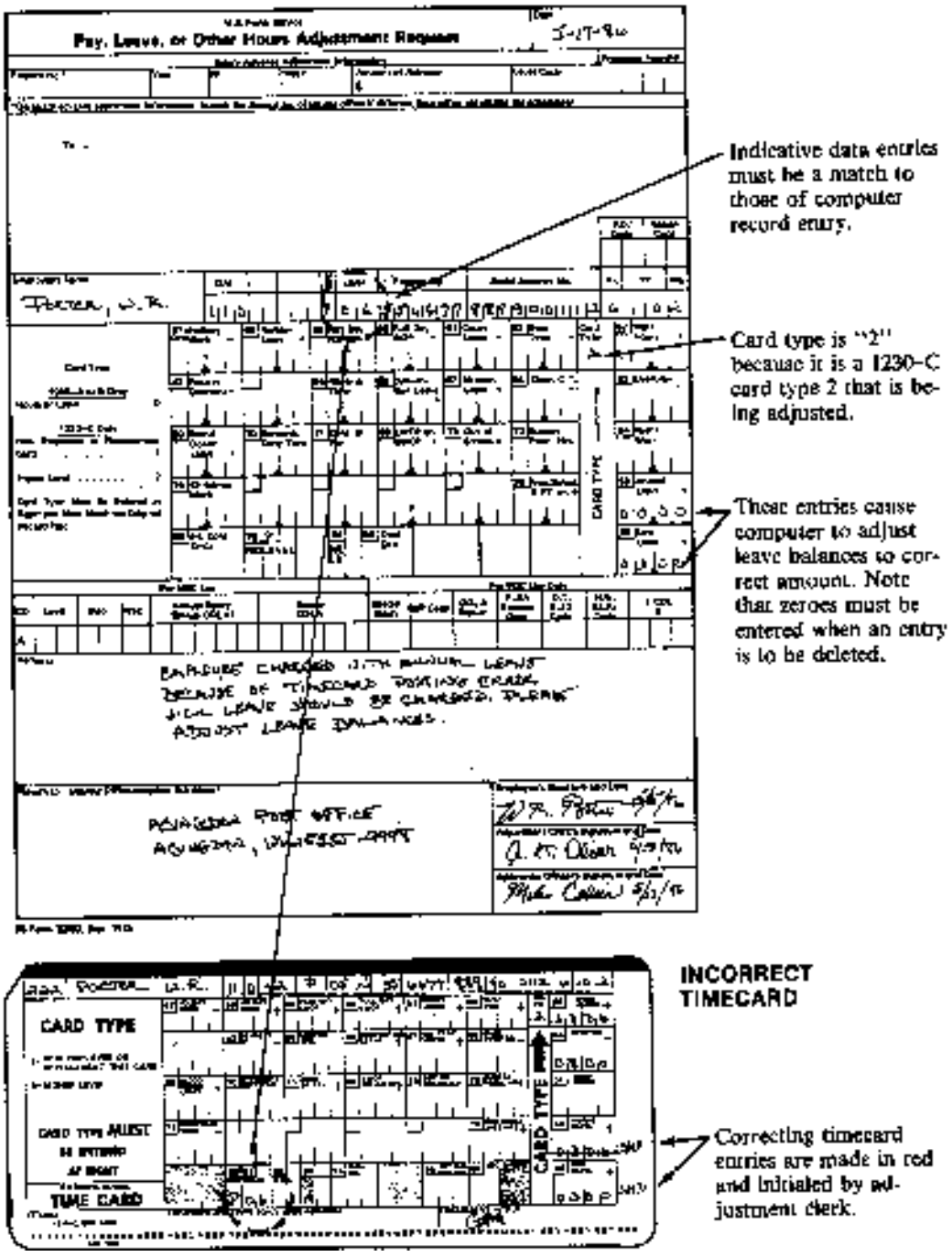
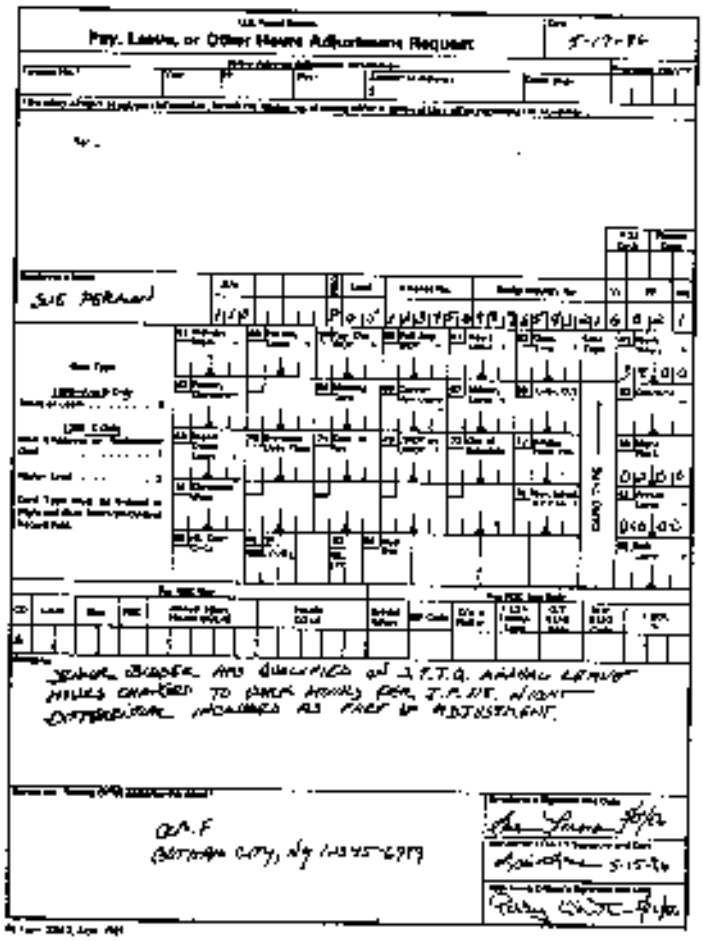
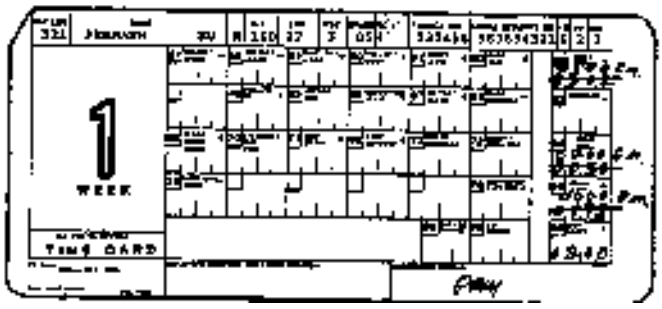


Exhibit 722.31c

Adjusting Annual Leave Hours Used on STTQ



1. The Form 2240, Pay, Leave or Other Hours Adjustment Request is completed in the normal manner using the adjusted Form 1260-A or B Timecard as the basis for the entries.
2. A Form 2240 is completed for each adjusted timecard. No "Blanket" adjustments are permitted.



723.2 Determining and Verifying the Amount of the Adjustment

723.21 When an employee questions the accuracy of a “work hour” or a “premium hour” pay calculations, the timekeeper is to first obtain all the employee’s timecards for the work week in question.

723.22 Adjustments to entries related to “work hours” are made by posting only the correct number of hours into the appropriate blocks on Form 2240 for those hour entries which were originally incorrect. The hour entries which were originally correct do not have to be posted. For example, if an employee’s “work hours” were correctly stated at 40.00, but the Sunday premium was understated by 8 hours, only the corrected Sunday premium hours entry needs to be posted. If Sunday premium was the only error, it is the only entry which has to be posted.

723.3 Completing the Form 2240

723.31 Exhibit 723.31a is an example of a properly completed Form 2240 for an employee who worked 8.00 hours on his scheduled day off but was not paid for it. Exhibit 723.31b is an example of a properly completed Form 2240 for an employee who was underpaid 5 hours of overtime and 3 hours of night differential on Form 1230-C. Exhibit 723.31c is an example of a properly completed adjustment form for an employee who elected to take Scheme Training, Testing, and Qualifying outside his regularly scheduled hours and has successfully qualified and accepted the position. The hours used are added to work and overtime hours, and night differential hours are included, if applicable.

723.32 If an employee was overpaid for, say, 6.00 hours of Out of Schedule work, then all that is necessary to adjust his pay is to enter “0000” in block 73 as shown on Exhibit 723.32.

723.33 Exhibit 723.33 is an example of a properly completed Form 2240 for a full-time employee who received no pay for a week when all timecard entries were made on the Form 1230-A (or 1230-B).

Exhibit 723.31a

Adjusting a Work Hour Related Entry for a Form 1230-A or 1230-B

This is an example of a properly completed adjustment form for an employee who worked 8.00 hours on his scheduled day off, but was not paid for it. This form adjusts the timecard shown below.

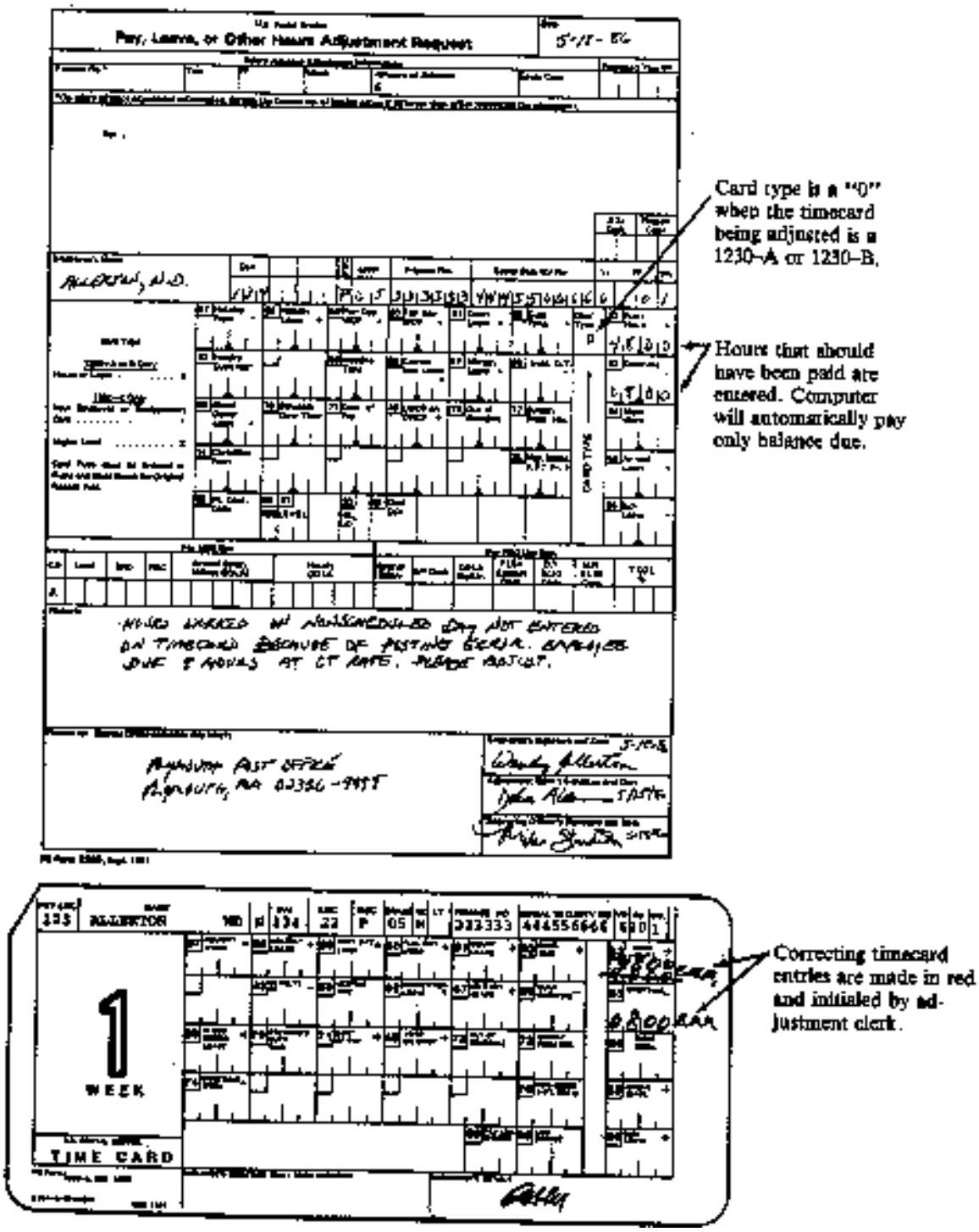


Exhibit 723.31b

Adjusting a Work Hour Related Entry for a Form 1230-C

This is an example of a properly completed adjustment form for an employee who was underpaid for five hours of overtime and night differential while serving in a higher level position. This form adjusts the timecard shown below.

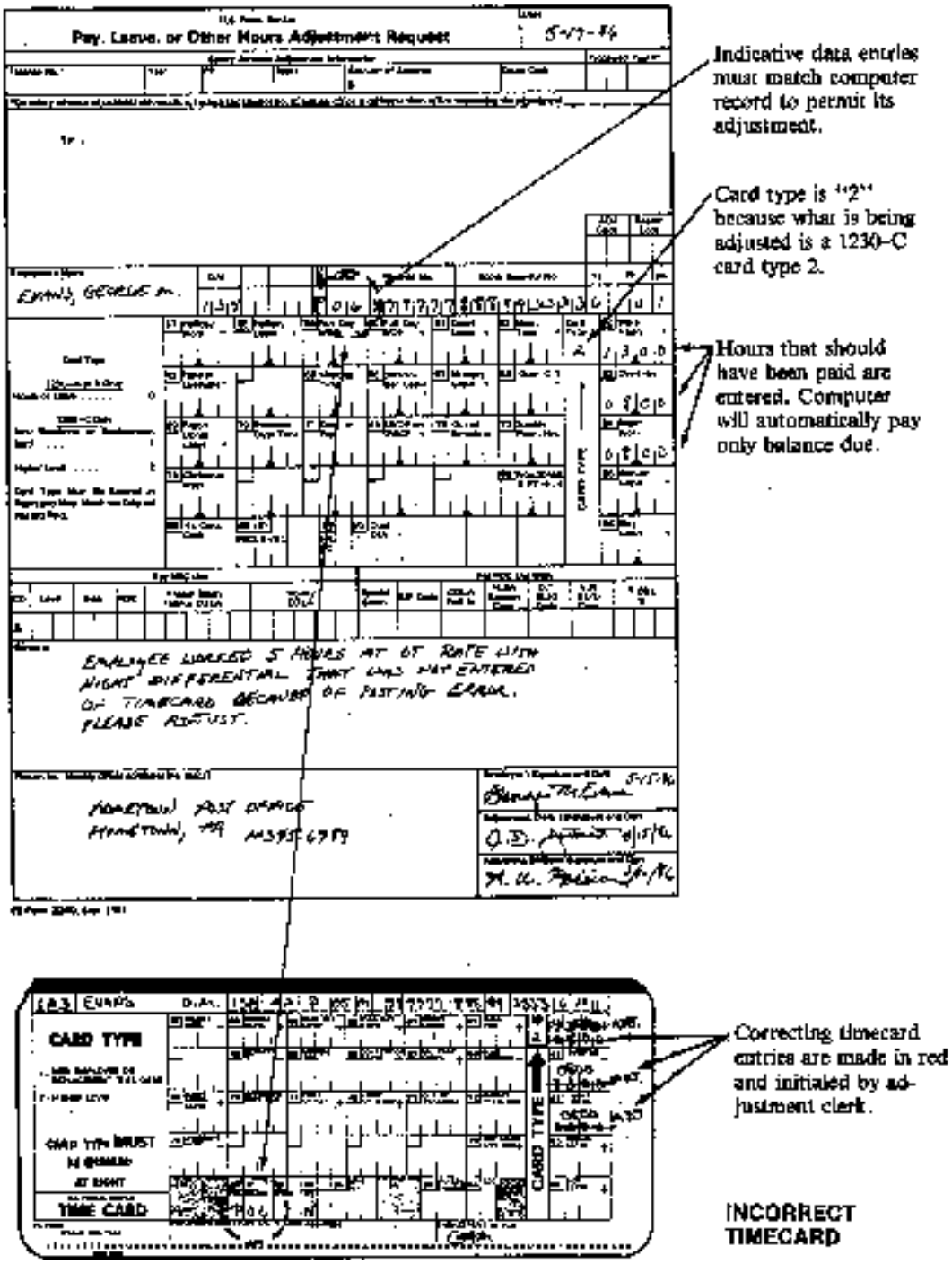
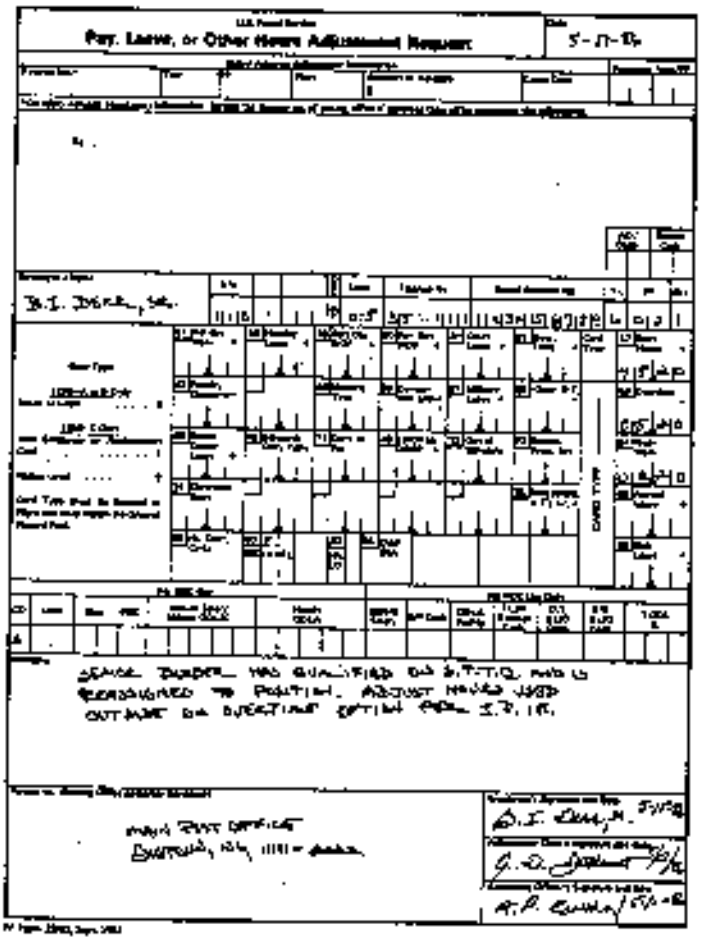


Exhibit 723.31c

Adjusting Hours Used Outside Schedule on STTQ



1. The Form 2240, Pay, Leave, or Other Hours Adjustment Request, is completed in the normal manner using the adjusted Form 1230–A or B Timecard as the basis for the entries.
2. A Form 2240 is completed for each adjusted timecard. No "Blanket" adjustments are permitted.

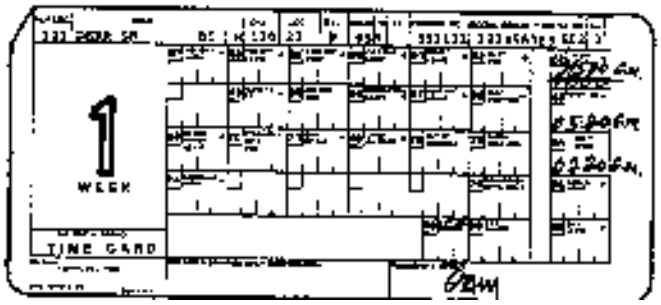
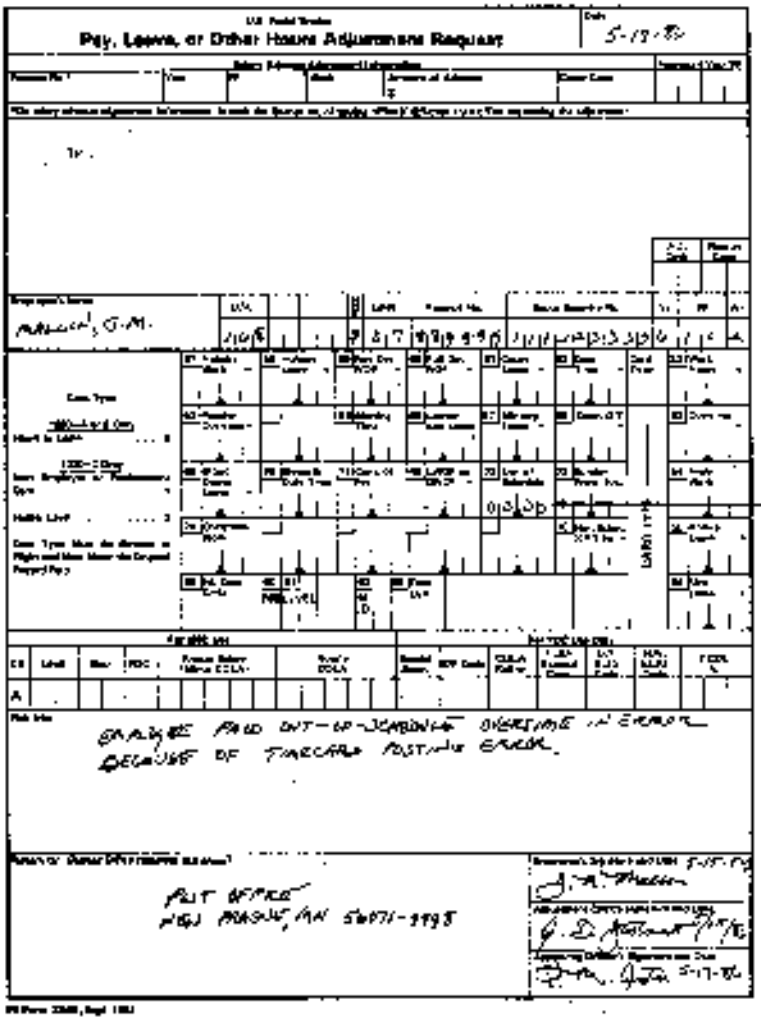


Exhibit 723.32

Adjusting for Overpayments

This is an example of how to adjust a timecard of an employee who has been mistakenly overpaid.



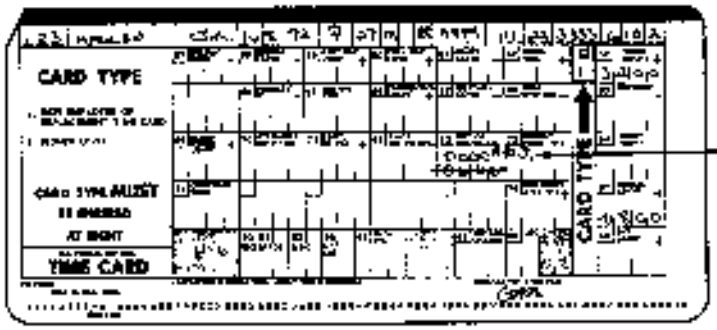
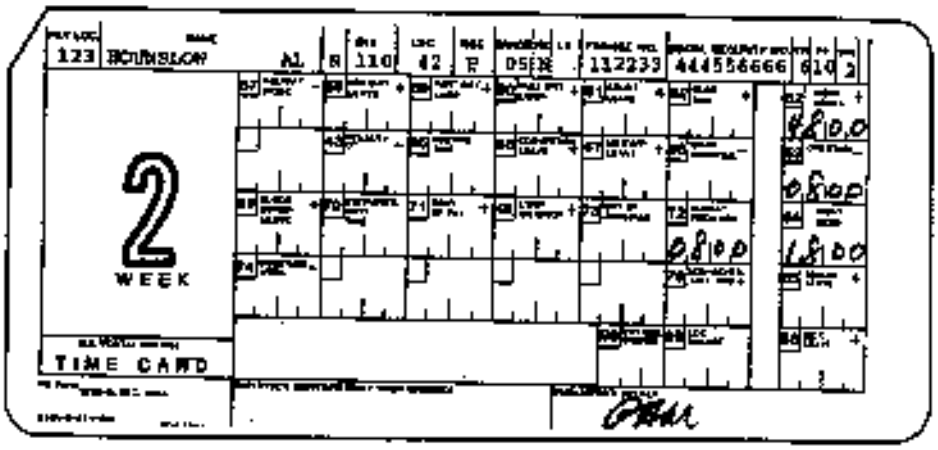


Exhibit 723.33 (p. 1)

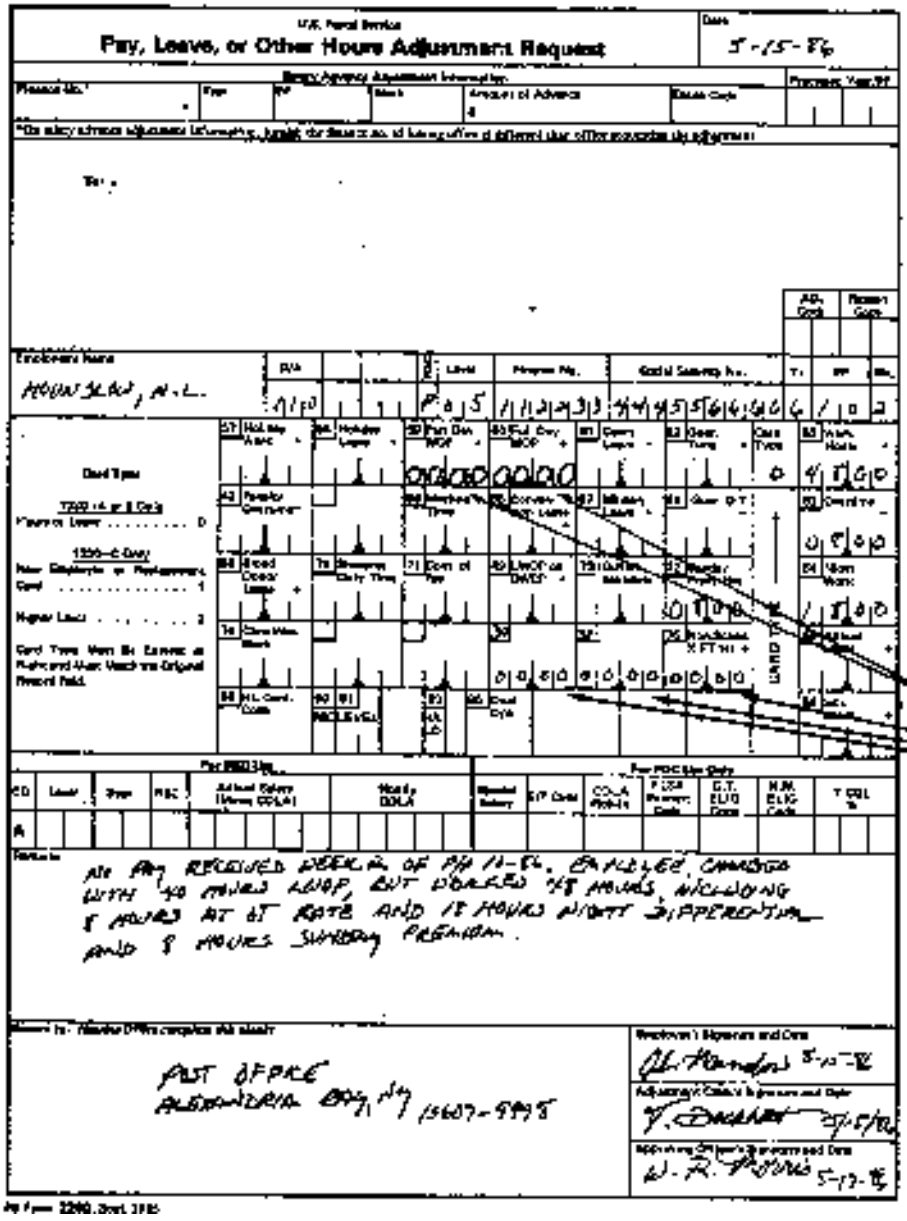
Adjusting for No Pay

This is an example of a properly completed Form 2240 for a full-time regular employee when no pay was received and all timecard entries were made on the “A” or “B” timecard. If the timecard was not submitted or was not paid, the computer will charge LWOP for the hours not paid. The LWOP hours must be reduced by the same number of paid hours due so that the computer record being changed will still crossfoot to 40 hours. In this situation the computer has generated LWOP using card types “30” and “31.” These are timecard codes used by the PDC when no timecard is received for an employee and a record must be generated. To clear the LWOP hours, the adjustment clerk should zero out all LWOP fields that the PDC might have used. In addition to codes “59” and “60,” part-day and full-day LWOP, codes “30” and “31,” the part-day and full-day LWOP generated by the computer should also be zeroed. In some situations, the PDC may use code “76,” nonscheduled crossfoot hours, to generate a record. This should also be zeroed out when it is known that neither this nor the various LWOP codes were originally entered on the timecard. This form adjusts the timecard shown below.



CORRECT TIMECARD
(Not submitted or not processed.)

Exhibit 723.33 (p. 2)
Form 2240



724 Higher Level Adjustment

724.1 Definition

724.11 “Higher level” adjustments are used to correct errors or omissions made on Form 1230-C timecard when the card has been used to record time spent by an employee in a higher level status.

724.12 There may be cases when a “higher level” adjustment must be made together with another type of adjustment, such as a work hours adjustment. In those cases where there is more than one adjustment to a timecard, it will be necessary to refer to the appropriate section(s) of this adjustment chapter.

724.13 The following blocks on Form 1230-C timecard may affect the higher level pay calcuation:

Block	Code Number
Rate Schedule Code	90
Grade	91
Percent Increase	92
High Level Last Day	93

724.2 Determining and Verifying the Amount of the Adjustment

When an employee questions the accuracy of the “higher level” calculation which appear on his earnings statement, the adjustment clerk is to review all of the employee’s Form 1230-C timecards for the work week in question.

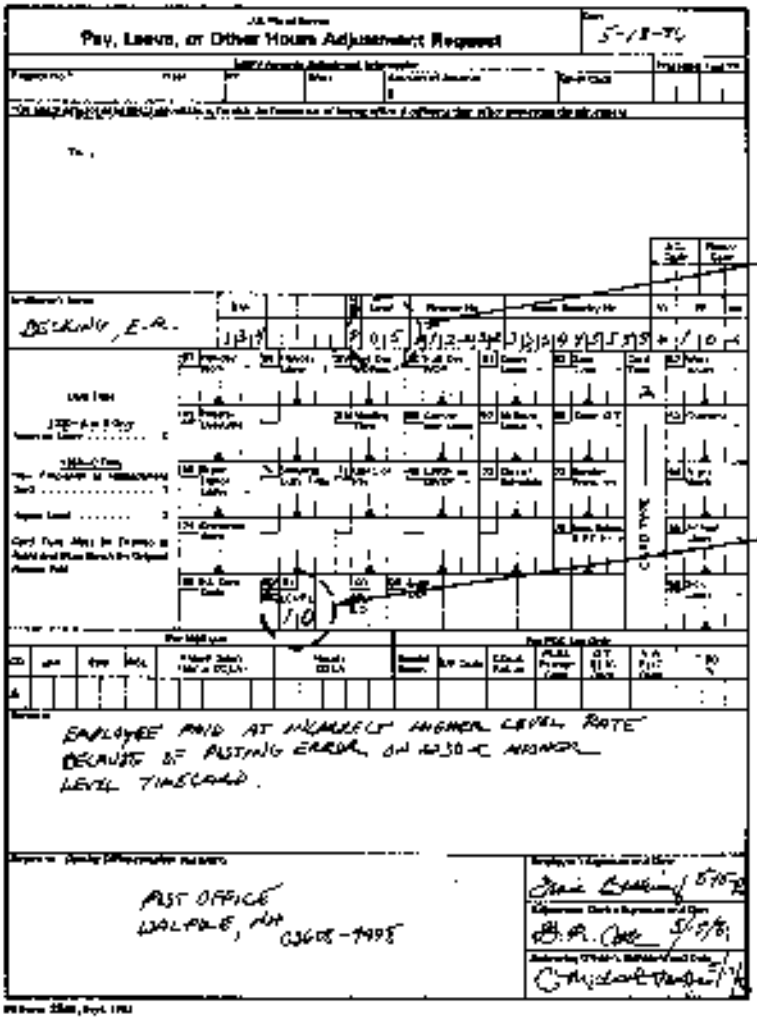
724.3 Completing the Adjustment Request Form

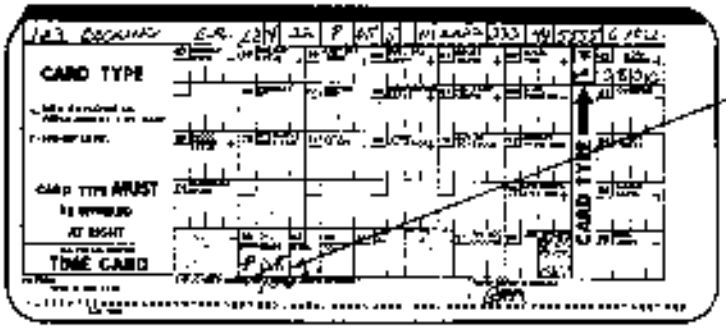
724.31 Exhibit 724.31 is an example of a properly completed adjustment form for an employee who was incorrectly paid for time spent in a higher level status.

Exhibit 724.31

Making an Adjustment for Incorrect Higher Level Pay

This is an example of a properly completed adjustment form for an employee who was paid at grade 8 but should have been paid at grade 10. This form adjusts the timecard shown below.





724.32 It is important to note that in adjusting higher level pay, the designation activity code, the rate schedule code, the grade, and the percent increase (if appropriate) on the top of the adjustment form is the same information that was on the bottom of the employee's Form 1230-C timecard *only* if the employee received some or any portion of the higher level pay. If the employee did not receive any higher level due, submit the 2240 with the employee's regular D/A, RSC, and level. Complete blocks 90, 91, and 93, if applicable.

724.33 The corrected "higher level" information should be entered in blocks 90, 91, 93, and, if applicable, 92.

725 Death Cases

725.1 Notice to DDE/DR Site or PDC as Designated

725.11 The DDE/DR site or PDC as designated must be advised of deceased employees immediately by each postal installation, citing the employee's name and social security number. If death occurs during the second week of a pay period, notice by telephone, followed by confirming memorandum, must be used to stop last salary-payment check at the DDE/DR site or PDC as designated. If notice is delayed until the end of the pay period, the salary payment made must be canceled which will unnecessarily complicate final settlement. The DDE/DR site or PDC will initiate necessary action to intercept and nullify deceased employee's pay period activity received after the close of such pay period.

725.12 Documentation: One copy of Form 2240 is initiated to identify the employee and record pertinent facts relating to deceased employee. The form is clearly and boldly stamped or marked (with large capital letters) DECEASED CASE.

a. Deceased employee pay and leave hours for the pay period, if any, will be determined and recorded in the section provided for this purpose.

b. The employee's officially authorized schedule must be shown in the remarks space on Form 2240. The deceased employee's estate is entitled to full-day salary for the day when death occurred (even if it occurs before reporting for duty) if such day was a scheduled service day. See 389.1 and 622.5 for the correct timecard entries.

c. The appropriate supervisor enters clarifying comment and certifies service credits and leave charges by signing and dating such section.

725.13 Certification

Form 2240 is verified by the adjustment clerk who will, if he determines documentation is complete, accurate, and proper, have the accounting office or director of finance certify the hours due by signing and dating the form. In the event the deceased employee has no hours due, no hours are shown and "No Payment Due Employee" is entered in "Remarks."

725.14 Disposition

The original copy of Form 2240 is forwarded to the DDE/DR site or PDC as designated immediately. The duplicate copy of Form 2240 is held in the pending file waiting for return of the processed Form 2240 from the DDE/DR site or PDC. After return of the original Form 2240 from the DDE/DR site or the PDC, transfer it to the file. The duplicate copy of Form 2240 may be released to the deceased employee's estate, if requested.

725.2 Coordination with Postal Data Center

Deceased employee Form 2240 preparation and Form 2240 submission to the DDE/DR site or the PDC must be expedited to preclude unnecessary delay in final settlement. This action should not be delayed to the end of the pay period except in unusual cases. When extraordinary circumstances prevail, and pay and leave hours cannot be accurately determined otherwise, the timecard entries will be reconstructed by a method similar to that in 621.14. In this case, the DDE/DR site or the PDC should be advised accordingly so that they will not close their records prematurely.