

# Contents

<b>1 Overview</b>	<b>1</b>
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	8
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	9
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 ..... 34
  - 133.4 Marking Nonscheduled Days for Each Employee ..... 35
  - 133.5 Identifying Time Cards Requiring Special Handling ..... 35
  - 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 ..... 36
    - 133.64 Overtime or Out-of-Schedule Status ..... 36
- 140 Recording Time ..... 37
  - 141 Who Must Record Time ..... 37
    - 141.1 Employees Who Are Required to Use a Time Clock ..... 37
      - 141.11 Bargaining Unit and Casual Clock Rings ..... 37
      - 141.12 Time Clocks Not Available ..... 37
      - 141.13 Supervisor’s Entry of Employee’s Clock Rings ..... 37
    - 141.2 Employees Who Are Required to Record Daily Clock Rings ..... 37
      - 141.21 When Supervisor Records Daily Clock Rings ..... 37
      - 141.22 Rural Carriers ..... 39
      - 141.23 Postmasters in CAG L Offices ..... 39
    - 141.3 Employees Who Are Not Required to Record Daily Clock Rings ..... 39
      - 141.31 Only Leave Entries Are Required ..... 40
  - 142 Attendance Rules and Assignment Control ..... 40
    - 142.1 Applicable to Employee Badges ..... 40
    - 142.2 Reporting for Duty ..... 40
      - 142.21 Employees Required to Use Time Clocks ..... 40
      - 142.22 Time Card as Assignment Card ..... 41
      - 142.23 Mealtime ..... 41
      - 142.24 Employee Time Card Retention ..... 41
      - 142.25 Supervisor Must Identify and Remove Time Cards of Employees Who Did Not Clock In ..... 41
    - 142.3 Call Ins ..... 41
      - 142.31 Unscheduled Absence Procedures ..... 41
      - 142.32 Form 3971 for Unscheduled Absence ..... 43
      - 142.33 Absent Without Leave ..... 44
      - 142.34 Supervisor Responsibilities ..... 44
      - 142.35 Storage of Form 3971 ..... 44
    - 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 ..... 45

Contents

142.7	Attendance Checks .....	47
143	Tardiness .....	47
143.1	Time Card Handling .....	47
143.11	0.10 Hours (6 minutes) After Scheduled Reporting Time .....	47
143.12	Up to 0.50 Hours (30 minutes) After Scheduled Reporting Time .....	47
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 .....	48
143.23	Act of God .....	48
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 .....	49
144.4	Adjusting for Incorrect Entries .....	49
145	Adjusting Clock Rings for the 5-Minute Leeway Rule .....	51
145.1	General .....	51
145.11	Two Definitions .....	51
145.12	Definition of “5-Minute Leeway Rule” .....	51
145.13	Leeway Rule Applies Only to Scheduled Tour of Duty .....	52
145.14	Definition of 5-Minute Rounding Rule .....	52
145.15	Night Differential and Sunday Premium Hours .....	52
145.2	Special Situations .....	53
145.21	Clock Hours Greater or Less Than 8 .....	53
145.22	Combination of Work and Paid Leave .....	53
145.23	Part–Time Regular Employee’s Clock Hours .....	53
145.24	Use of Form 1230 With 1230-C .....	53
146	Approving Entries .....	54
146.1	General .....	54
146.2	Clock Time Requiring Approval .....	54
146.21	Approving Clock Rings .....	54
146.22	Disallowing Time .....	55
146.23	Examples of Proper Disallowance of Time .....	55
146.24	Unauthorized Work Time .....	55
146.25	Time Card Entry .....	55
146.251	Form 1017-A, Time Disallowance Record .....	56
146.252	Form 1017-B, Unauthorized Overtime Record .....	57
146.253	Retention .....	57

146.26	Creditable Work Time .....	57
146.27	Fitness for Duty Examinations .....	57
147	Rate Schedule Code F Postmasters .....	58
147.1	Rate Schedule Code F .....	58
147.2	Leave Entries .....	58
147.3	Free Saturday .....	58
147.4	Holiday .....	58
147.5	Overtime .....	58
147.6	Training Time .....	59
147.7	Higher Level Pay .....	59
148	Recording Time for Postmaster and Postmaster Leave Replacements .....	59
149	Postal Service Service Week and Service Day .....	62
<b>2</b>	<b>Work and Other Paid Hours .....</b>	<b>63</b>
210	Overview .....	63
211	Purpose .....	63
212	Procedures .....	63
213	Hour Types .....	64
220	Basic Paid Hours .....	65
221	Straight Time .....	65
221.1	Definition .....	65
221.2	Eligibility .....	65
221.3	Authorization and Supporting Forms .....	65
221.4	Timecard Handling .....	65
221.5	Timecard Recording .....	65
222	Guaranteed Time .....	67
222.1	Definition .....	67
222.2	Eligibility .....	67
222.3	Authorization and Supporting Forms .....	67
222.4	Timecard Handling .....	68
222.5	Timecard Recording .....	68
223	PDC-Teletime/Guarantee Teletime/Guarantee Tele Overtime .....	69
223.1	Definition .....	69
223.2	Eligibility .....	70
223.3	Authorization and Supporting Forms .....	70
223.4	Timecard Handling .....	70
223.5	Timecard Recording .....	70
224	Beeper Time .....	72
224.1	Definition .....	72
224.2	Eligibility .....	74

Contents

224.3	Authorization and Supporting Forms .....	74
224.4	Timecard Handling .....	74
224.5	Timecard Recording .....	74
225	Training Time .....	74
230	Overtime and Compensatory Time .....	77
231	Overtime .....	77
231.1	Definition .....	77
231.2	Eligibility .....	77
231.3	Authorization and Supporting Forms .....	78
231.4	Time Card Handling .....	80
231.5	Time Card Recording .....	80
231.6	Entries for Dual Rate Employees .....	81
232	Out of Schedule Premium .....	81
232.1	Definition .....	81
232.2	Eligibility .....	83
232.3	Authorization and Supporting Forms .....	86
232.4	Time Card Handling .....	87
232.5	Time Card Recording .....	87
233	Holiday Scheduling Premium .....	87
233.1	Definition .....	87
233.2	Eligibility .....	87
233.3	Authorization and Supporting Forms .....	88
233.4	Timecard Handling .....	88
233.5	Timecard Recording .....	88
234	Nonbargaining Rescheduling Premium .....	89
234.1	Definition .....	89
234.2	Eligibility .....	89
234.3	Authorization and Supporting Forms .....	89
234.4	Time Card Handling .....	90
234.5	Time Card Recording .....	90
235	Penalty Overtime .....	91
235.1	Definition .....	91
235.2	Eligibility .....	91
235.3	Authorization and Supporting Forms .....	92
235.4	Timecard Handling .....	92
235.5	Timecard Recording .....	92
240	Premium Hours .....	96
241	Night Differential .....	96
241.1	Definition .....	96
241.2	Eligibility .....	96
241.3	Authorization and Supporting Forms .....	96

- 241.4 Timecard Handling ..... 97
- 241.5 Timecard Recording ..... 97
- 242 Sunday Premium ..... 98
  - 242.1 Definition ..... 98
  - 242.2 Eligibility ..... 98
  - 242.3 Authorization and Supporting Forms ..... 99
  - 242.4 Timecard Handling ..... 99
  - 242.5 Timecard Recording ..... 99
- 243 Holiday Worked Pay ..... 100
  - 243.1 Definition ..... 100
  - 243.2 Eligibility ..... 100
  - 243.3 Authorization and Supporting Forms ..... 101
  - 243.4 Time Card Handling ..... 102
  - 243.5 Time Card Recording ..... 102
- 244 Christmas Worked Pay Hours ..... 102
  - 244.1 Definition ..... 102
  - 244.2 Eligibility ..... 102
  - 244.3 Authorization and Supporting Forms ..... 103
  - 244.4 Time Card Handling ..... 103
  - 244.5 Time Card Recording ..... 103
- 250 Work Related, Nonproductive Hours ..... 105
  - 251 Meeting Time ..... 105
    - 251.1 Definition ..... 105
    - 251.2 Eligibility ..... 105
    - 251.3 Authorization and Supporting Forms ..... 107
    - 251.4 Time Card Handling ..... 107
    - 251.5 Time Card Recording ..... 107
  - 252 Steward’s Duty Time ..... 107
    - 252.1 Definition ..... 107
    - 252.2 Eligibility ..... 107
    - 252.3 Authorization and Supporting Forms ..... 109
    - 252.4 Timecard Handling ..... 109
    - 252.5 Timecard Recording ..... 109
- 260 Travel Time ..... 111
  - 261 General ..... 111
    - 261.1 Definition ..... 111
      - 261.15 Commuting to and From Work ..... 111
      - 261.16 Types of Compensable Travel Time ..... 111
        - 261.161 General ..... 111
        - 261.162 Travel From Job Site to Job Site ..... 112
        - 261.163 One-Day Assignment Outside the Local Commuting Area ..... 112

Contents

261.164	Travel Away From Home Overnight .....	112
261.17	Special Travel Provisions .....	113
261.171	Use of Private Automobile for Personal Convenience .....	113
261.172	Required Use of an Automobile .....	113
261.173	Work Performed While Traveling .....	113
261.2	Eligibility .....	113
261.25	Effect on Other Travel Reimbursement .....	114
261.3	Authorization and Supporting Forms .....	114
262	Timecard Procedures .....	114
262.1	Timecard Handling .....	114
262.2	Timecard Recording .....	114
<b>3</b>	<b>Leave Hours .....</b>	<b>119</b>
310	Overview .....	119
311	Purpose .....	119
312	General Procedures .....	119
313	FLSA Exempt Procedures .....	121
314	CAG L Postmaster Procedures .....	121
320	Annual Leave (See ELM 512) .....	123
321	Definition .....	123
322	Eligibility .....	123
322.1	Eligibility Chart .....	123
322.2	New Employees .....	123
322.3	Transfers .....	123
322.4	Rural Carriers .....	123
323	Authorization and Supporting Forms .....	123
323.1	Requests .....	123
323.2	Emergencies .....	124
323.3	Absences of More Than 5 Days .....	124
323.4	Granting Leave .....	124
323.5	Part-Time Regular .....	124
323.6	Part-Time Flexible .....	124
324	Timecard Handling .....	124
325	Timecard Recording .....	125
330	Sick Leave (See ELM 513) .....	127
331	Definition .....	127
332	Eligibility .....	127
332.1	Eligibility Chart .....	127
332.2	Rural Carriers .....	127

333 Authorization and Supporting Forms ..... 127

334 Timecard Handling ..... 129

335 Timecard Recording ..... 129

336 Advance Sick Leave ..... 129

340 Leave Without Pay (See ELM 514) ..... 132

    341 Definition ..... 132

    342 Eligibility ..... 132

        342.1 Eligibility Chart ..... 132

        342.2 Rural Carriers ..... 132

    343 Authorization and Supporting Forms ..... 132

    344 Timecard Handling ..... 133

    345 Timecard Recording ..... 133

350 Court Leave (See ELM 516) ..... 136

    351 Definition ..... 136

    352 Eligibility ..... 136

        352.1 Eligibility Chart ..... 136

        352.2 Noneligibles ..... 136

        352.3 Other Factors ..... 137

        352.4 Rural Carriers ..... 137

    353 Authorization and Supporting Forms ..... 137

        353.3 Form 1224 ..... 138

    354 Timecard Handling ..... 139

    355 Timecard Recording ..... 139

360 Military Leave (See ELM 517) ..... 140

    361 Definition ..... 140

    362 Eligibility ..... 140

        362.1 Eligibility Chart ..... 140

        362.2 Armed Forces Categories ..... 140

        362.3 Other Factors ..... 140

        362.4 Non-work Days ..... 140

        362.5 Reference ..... 141

        362.6 Rural Carriers ..... 141

    363 Authorization and Supporting Forms ..... 141

    364 Timecard Handling ..... 141

    365 Timecard Recording ..... 141

370 Holiday Leave (See ELM 518) ..... 143

    371 Definition ..... 143

    372 Eligibility ..... 144

        372.1 Eligibility Chart ..... 144

        372.2 Other Factors ..... 144

        372.3 Rural Carriers ..... 145



Contents

373	Authorization and Supporting Forms .....	145
374	Timecard Handling .....	145
375	Timecard Recording .....	145
380	Administrative Leave (See ELM 519) .....	147
381	“Acts of God” .....	147
381.1	Definition .....	147
381.2	Eligibility .....	147
381.21	Eligibility Chart .....	147
381.3	Authorization and Supporting Forms .....	148
381.4	Timecard Handling .....	148
381.5	Timecard Recording .....	148
382	Civil Disorders .....	149
382.1	Definition .....	149
382.2	Eligibility .....	149
382.21	Eligibility Chart .....	149
382.23	Rural Carriers .....	150
382.3	Authorization and Supporting Forms .....	150
382.4	Timecard Handling .....	150
382.5	Timecard Recording .....	150
383	Civil Defense .....	150
383.1	Definition .....	150
383.2	Eligibility .....	152
383.21	Eligibility Chart .....	152
383.22	Rural Carriers .....	152
383.3	Authorization and Supporting Forms .....	152
383.4	Timecard Handling .....	152
383.5	Timecard Recording .....	152
384	Voting and Registration .....	153
384.1	Definition .....	153
384.2	Eligibility .....	153
384.21	Eligibility Chart .....	153
384.22	Other Factors .....	153
384.23	Rural Carriers .....	153
384.3	Authorization and Supporting Forms .....	154
384.4	Timecard Handling .....	154
384.5	Timecard Recording .....	154
385	Blood Donations .....	155
385.1	Definition .....	155
385.2	Eligibility .....	155
385.22	Rural Carriers .....	155

- 385.3 Authorization and Supporting Forms ..... 155
- 385.4 Timecard Handling ..... 155
- 385.5 Timecard Recording ..... 155
- 386 Funeral Services ..... 156
  - 386.1 Definitions ..... 156
    - 386.11 Absence of Veterans to Attend Funeral Services ..... 156
    - 386.12 Funerals of Immediate Relatives Who Died in Combat Zone ..... 156
  - 386.2 Eligibility ..... 157
  - 386.3 Authorization and Supporting Forms ..... 157
  - 386.4 Timecard Handling ..... 157
  - 386.5 Timecard Recording ..... 157
- 387 Postmaster Conventions and Organization Business ..... 158
  - 387.1 Definitions ..... 158
    - 387.11 Postmaster Conventions ..... 158
    - 387.12 Postmaster Organization Business ..... 158
  - 387.2 Eligibility ..... 158
  - 387.3 Authorization and Supporting Forms ..... 158
  - 387.4 Timecard Handling ..... 159
  - 387.5 Timecard Recording ..... 159
- 388 Relocation ..... 160
  - 388.1 Definition ..... 160
  - 388.2 Eligibility ..... 160
    - 388.21 Eligibility Chart ..... 160
  - 388.3 Authorization and Supporting Forms ..... 160
  - 388.4 Timecard Handling ..... 160
  - 388.5 Timecard Recording ..... 160
- 389 Other Paid Leave ..... 161
  - 389.1 Definition ..... 161
  - 389.2 Eligibility ..... 161
  - 389.3 Authorization and Supporting Forms ..... 162
  - 389.4 Timecard Handling ..... 162
  - 389.5 Timecard Recording ..... 162
- 390 Other Types of Leave and Absence ..... 163
- 391 Absence for Maternity/Paternity Reasons ..... 163
  - 391.1 Absence for Maternity Reasons ..... 163
  - 391.2 Absence for Paternity Reasons ..... 163
- 392 Continuation of Pay/Injury on Duty ..... 163
  - 392.1 Definition ..... 163
  - 392.2 Eligibility ..... 164
    - 392.21 Eligibility Chart ..... 164

Contents

392.3	Authorization and Supporting Forms .....	164
392.4	Timecard Handling .....	165
392.5	Timecard Recording .....	165
393	Absence Without Leave .....	167
393.1	Definition .....	167
393.2	Eligibility .....	167
393.3	Authorization and Supporting Forms .....	167
393.4	Timecard Handling .....	167
393.5	Timecard Recording .....	167
<b>4</b>	<b>Other Duty Hours .....</b>	<b>169</b>
410	Overview .....	169
411	Purpose .....	169
412	Procedures .....	169
413	Other Duty Card .....	169
413.1	Special Situations .....	169
413.2	Procedures .....	170
413.3	Racking of Timecard .....	170
413.4	Recording of Premium Pay and Leave .....	171
413.5	Marking Forms 1230-A (and 1230-B) .....	171
414	Familiarity with Procedures .....	172
415	Adjustment Procedures .....	172
420	Procedures .....	172
421	Higher Level .....	172
421.1	Definition .....	172
421.2	Eligibility .....	172
421.3	Authorization and Supporting Forms .....	175
421.4	Timecard Handling .....	179
421.5	Timecard Recording .....	181
421.6	Special Situations .....	181
422	Transferred Hours .....	181
422.1	Definition .....	181
422.2	Eligibility .....	182
422.3	Authorization and Supporting Forms .....	182
422.4	Timecard Handling .....	184
422.5	Timecard Recording .....	184
422.6	Special Handling .....	184
423	Loaned Hours .....	185
423.1	Definition .....	185
423.2	Eligibility .....	185

423.3 Authorization and Supporting Forms . . . . . 185

423.4 Timecard Handling . . . . . 188

423.5 Timecard Recording . . . . . 188

423.6 Special Handling . . . . . 188

424 Training . . . . . 189

424.1 Definitions . . . . . 189

424.11 Job Training . . . . . 189

424.12 Developmental Training . . . . . 189

424.13 Senior Bidder Scheme Training . . . . . 189

424.2 Eligibility . . . . . 190

424.3 Compensation for Exempt Employees . . . . . 190

424.4 Compensation for Nonexempt Employees . . . . . 190

424.42 Job Training . . . . . 191

424.43 Developmental Training . . . . . 191

424.5 Authorization and Supporting Forms . . . . . 191

424.6 Timecard Handling . . . . . 195

424.7 Timecard Recording . . . . . 195

424.8 Timecard Recording for Scheme Training . . . . . 196

424.9 Special Handling . . . . . 199

425 Form 1236, Loan, Transfer, and Training Hours . . . . . 200

425.1 Definition . . . . . 200

425.2 Preparation and Submission . . . . . 200

425.3 Recording of Hours . . . . . 201

425.31 Recording Transfer Hours . . . . . 201

425.32 Recording Loaned Hours . . . . . 201

425.33 Recording Training Hours . . . . . 201

425.4 Totaling of Pay Period From Form 1236 . . . . . 202

425.41 Summarizing Entries . . . . . 202

425.42 Special Considerations . . . . . 202

425.5 Adjusting Hours for Prior Pay Periods . . . . . 203

425.51 Adjustment Section . . . . . 203

425.52 Adjusting Transfer Hours . . . . . 203

425.53 Adjusting Loaned Hours . . . . . 203

425.54 Adjusting Training Hours . . . . . 204

425.55 Submitting Adjustments . . . . . 204

426 Postmaster Relief and Leave Replacement . . . . . 204

426.1 Definition . . . . . 204

426.2 Eligibility . . . . . 204

426.3 Authorization and Supporting Forms . . . . . 205

426.4 Timecard Handling . . . . . 211

426.5 Timecard Recording . . . . . 211

Contents

427	New Employees and Replacement Timecard .....	211
427.1	Eligibility .....	211
427.2	Authorization and Supporting Forms .....	211
427.3	Timecard Handling .....	212
427.4	Timecard Recording .....	212
428	Dual Appointment Employee Timecards .....	212
428.1	Definition .....	212
428.2	Eligibility .....	213
428.3	Authorization and Supporting Forms .....	213
428.4	Timecard Handling .....	213
428.5	Timecard Recording .....	213
<b>5</b>	<b>Rural Carrier Procedures .....</b>	<b>215</b>
510	Introduction .....	215
511	Purpose .....	215
511.1	Recording Time and Attendance .....	215
511.2	Instructions .....	215
511.3	System Integrity .....	215
512	System Overview .....	215
520	Forms Used .....	216
530	Designation Codes and Time Certificates .....	228
531	Designation Codes .....	228
531.1	Temporary Relief Carrier .....	229
531.11	Designation/Activity Code 70 – 0 .....	229
531.12	Designation/Activity Code 70 – 1 .....	229
531.2	Regular Rural Carrier (Career) - Designation 71 .....	230
531.3	Substitute Rural Carrier .....	230
531.31	Designation 72 .....	230
531.32	Designation 73 .....	230
531.4	Rural Carrier Relief - Designation 75 .....	231
531.5	Part-Time Flexible Carrier - Designation 76 .....	231
531.6	Auxiliary Rural Carrier - Designation 77 .....	231
531.7	Rural Carrier Associate .....	231
531.71	Designation 78 .....	231
531.72	Designation 74 .....	231
531.8	Designation 79 .....	232
531.9	Miscellaneous .....	232
531.91	Multipositions .....	232
531.92	Dual Employees .....	232
531.93	Nonrural Postal Employee .....	233

532 Time Certificates ..... 233

533 Days Assigned Carrier Absent Codes ..... 236

540 Fair Labor Standards Act ..... 237

541 Application ..... 237

    541.1 Compensation Under FLSA, Section 7(a) ..... 237

    541.2 Compensation Under FLSA, Section 7(b)(2) ..... 237

542 Guarantee — Evaluated Compensation Schedule ..... 238

543 Guarantee — Nonevaluated Compensation — Mileage Schedule ..... 238

544 Maximum Actual Workhours ..... 239

545 Bona Fide Overtime ..... 239

    545.1 Definition ..... 239

    545.2 Recording Overtime in Excess of 12 Hours a Day ..... 239

    545.3 Payment of FLSA Overtime Compensation ..... 240

546 FLSA Codes ..... 240

    546.1 Purpose ..... 240

    546.2 Types of Codes ..... 242

        546.21 FLSA Code B ..... 242

        546.22 Designation 72 FLSA Code B ..... 242

        546.23 FLSA Code A ..... 242

        546.24 Designation 72 FLSA Code A ..... 242

        546.25 FLSA Code N ..... 242

        546.26 FLSA Code L ..... 242

        546.27 FLSA Code P ..... 243

550 Route Types ..... 243

551 Regular Rural Routes ..... 243

    551.1 M — Mileage (Rate Schedule Code - RSC) Route ..... 243

    551.2 H — Evaluated Hour Route ..... 243

    551.3 J — Evaluated Hour Route ..... 243

    551.4 K — Evaluated Hour Route ..... 243

552 Auxiliary Route ..... 243

553 L Route Classification ..... 244

554 Route Classifications/Option ..... 244

    554.1 Determining Classification ..... 244

    554.2 Comparison ..... 244

    554.3 Option Election ..... 248

    554.4 Submission Procedures ..... 248

    554.5 Vacant Mileage Routes ..... 249

    554.6 Vacant Evaluated Routes ..... 249

    554.7 New Route ..... 249

555 Phantom Routes ..... 249

    555.1 Establishment ..... 249

Contents

555.2	Routes 980–989	249
555.3	PS Form 4003, Official Rural Route Description	249
555.4	PS Form 1314, Regular Rural Carrier Time Certificate	249
556	Injured On Duty/Leave Without Pay Routes	250
556.1	Establishment	250
556.2	Routes 960–979	250
556.3	PS Form 4003, Official Rural Route Description	250
556.4	PS Form 1314, Regular Rural Carrier Time Certificate	250
560	Compensation	250
561	Rates of Pay	250
561.1	Basic Rate	250
561.2	Base Rate	250
561.3	Calculating the Rate	251
561.31	Base or Basic Daily and Hourly Rates	251
561.32	Rounding Up	251
562	FLSA Code A Calculation	251
562.1	Regular Rural Carrier	252
562.11	Pay	252
562.12	Leave	252
562.13	Relief Day Worked - X Days	252
562.2	Substitute Rural Carrier (Designation 72)	252
562.21	Pay	252
562.22	Leave	253
562.23	Relief Day Worked - X Days	253
562.24	Combining Service	253
563	FLSA Code B Calculation	253
563.1	Regular Rural Carriers	253
563.11	Compensation	253
563.12	Computation	254
563.13	Calculating the Overtime Rate	255
563.2	Substitute Rural Carriers (Designation 72)	255
563.21	Compensation	255
563.22	Overtime	255
563.23	Holidays	256
563.24	Relief Days	256
563.25	Combined Service	256
563.26	Computation of Overtime Rate	256
564	FLSA Code N Calculation	256
564.1	Description	256
564.2	Compensation	256
564.3	Overtime	257

565 FLSA Code L Calculation ..... 258

    565.1 Description ..... 258

    565.2 Compensation ..... 258

        565.21 Basis for Compensation ..... 258

        565.22 Computing Evaluated Rate ..... 258

    565.3 Overtime ..... 259

    565.4 Combined Service ..... 259

566 FLSA Code P Calculation ..... 259

    566.1 Description ..... 259

    566.2 Compensation ..... 259

        566.21 Auxiliary Rural Carriers and Part Time Flexibles ..... 259

        566.22 Rural Carrier Relief, Rural Carrier Associate ..... 260

    566.3 Auxiliary Rural Carriers (Designation 77) ..... 260

        566.31 Compensation ..... 260

            566.311 Auxiliary Route ..... 260

            566.312 Auxiliary Assistance ..... 260

        566.32 Leave ..... 260

    566.4 Substitute (Designation 73) and Part-Time Flexible (Designation 76)  
        Rural Carriers ..... 260

    566.5 Rural Carrier Relief (Designation 75) and Rural Carrier Associate  
        (Designations 74, 78, and 79) ..... 260

        566.51 Compensation ..... 260

        566.52 Calculation ..... 261

        566.53 Overtime ..... 261

    566.6 Temporary Relief Carrier (Designation 70) ..... 262

        566.61 Compensation ..... 262

        566.62 Calculation ..... 262

567 Christmas Overtime Calculation ..... 262

    567.1 General ..... 262

    567.2 Mileage Carriers ..... 262

        567.21 Routes of Less Than 35 Hours per Week ..... 262

        567.22 Routes of 35 to 39 Hours per Week ..... 262

        567.23 Routes With 40 Hours or More per Week ..... 263

        567.24 Routes With 40 Hours or More per Week - Designation 72 Only ..... 263

    567.3 Evaluated Carriers ..... 265

        567.31 Routes of Less Than 35 Standard Hours ..... 265

        567.32 Routes of 35 to 39 Hours ..... 265

        567.33 Routes of 40 to 48 Hours ..... 266

568 Salary Protection ..... 267

    568.1 Entitlement ..... 267

    568.2 How It Works ..... 267



Contents

569 Protected/Salary Code E ..... 267

    569.1 Entitlement ..... 267

    569.2 How It Works ..... 267

570 Equipment Maintenance Allowance ..... 268

571 PS Form 1314, Regular Rural Carrier Time Certificate ..... 268

    571.1 EMA Code E ..... 269

        571.11 Description ..... 269

        571.12 Compensation ..... 269

        571.13 Government Vehicle Used ..... 270

        571.14 Auxiliary Route ..... 270

    571.2 EMA Code G ..... 270

        571.21 Description ..... 270

        571.22 Employee Vehicle Used ..... 271

        571.23 Auxiliary Route ..... 271

572 Temporary Route Deviation ..... 271

    572.1 Recording Temporary Route Deviation ..... 271

    572.2 Recording Temporary Route Deviation in Excess of 30 Calendar Days ..... 271

573 Government Vehicle Used Block ..... 273

    573.1 EMA Code E ..... 273

    573.2 EMA Code G ..... 273

574 Miles Omitted ..... 274

575 EMA for Nonrural Postal Employee ..... 275

576 Auxiliary Rural Certificate ..... 276

    576.1 Compensation ..... 276

    576.2 Recording EMA ..... 276

    576.3 Overburdened Route ..... 277

580 Leave/Other ..... 278

581 Overview ..... 278

    581.1 Regular Rural Carriers ..... 278

        581.11 Annual Leave ..... 278

        581.12 Sick Leave ..... 278

        581.13 Holiday ..... 279

            581.131 Holiday Leave ..... 279

            581.132 Holiday Worked Pay ..... 279

            581.133 Holiday Falls on Relief Day ..... 280

        581.14 Relief Days ..... 281

            581.141 Provisions of Relief Day ..... 281

            581.142 Working a Relief Day ..... 281

        581.15 Free Saturday ..... 282

            581.151 Free Saturday Combined With Annual/ Sick Leave ..... 282

            581.152 Maximum Free Saturdays Within a Pay Period ..... 283

581.16 Military Leave ..... 283

581.17 Other Paid Leave ..... 284

581.18 Family Medical Leave Act (FMLA)/Sick Leave Dependent Care ..... 285

581.2 Substitute Rural Carriers and Rural Carrier Associates ..... 289

    581.21 Description ..... 289

    581.22 Qualifying Period ..... 289

    581.23 Appointments ..... 290

    581.24 Change to Leave Earning Status ..... 290

    581.25 Change to Nonleave Earning Status ..... 290

    581.26 Leave Earned ..... 290

581.3 Auxiliary Rural Carrier ..... 290

581.4 Part-Time Flexible Rural Carrier ..... 291

    581.41 Regular Rural Carrier - Partial Trip Served ..... 291

581.5 Replacement Carrier - Partial Trip Served ..... 292

582 Administrative Leave ..... 292

    582.1 Definition ..... 292

    582.2 Acts of God ..... 292

        582.21 Definition ..... 292

        582.22 Approval ..... 292

        582.23 Rules ..... 292

            582.231 Situation 1 ..... 292

            582.232 Situation 2 ..... 293

            582.233 Situation 3 ..... 293

            582.234 Situation 4 ..... 294

583 Continuation of Pay ..... 294

    583.1 Determination of Pay ..... 294

    583.2 Regular Carrier (Designation 71), Substitute Carrier (Designation 72),  
        and Rural Carrier Associate (Designation 74) ..... 295

    583.3 Rural Carriers, Other Than Regular ..... 295

584 Limited Duty ..... 296

    584.1 Regular Rural Carrier ..... 296

    584.2 Designations 70, 73, 75, 76, 77, 78, and 79 ..... 298

585 Higher Level Assignments ..... 298

    585.1 PS Form 1723, Assignment Order ..... 298

    585.2 Assignments of 30 Days or More ..... 298

    585.3 Calculation of Pay ..... 298

    585.4 Assignments of Fewer Than 30 Days — Intermittent ..... 298

        585.41 Reporting on PS Form 1314. .... 298

        585.42 Transferring Hours ..... 299

    585.5 Rural Carriers as Trainers ..... 299

586	Quality of Work Life/Employee Involvement .....	299
586.1	FLSA Guidelines .....	299
586.2	Absence Codes .....	299
586.3	Compliance With FLSA Requirements .....	300
586.4	Accumulation of QWL/EI .....	300
586.41	Two Local Records .....	300
586.42	DACA Code .....	300
586.43	Relief Day .....	300
586.44	Overtime .....	300
586.5	Examples of Completion of PS Form 1314 for QWL/EI Situations .....	301
586.51	Situation 1 .....	301
586.52	Situation 2 .....	302
586.53	Situation 3 .....	303
586.54	Situation 4 .....	304
586.55	Situation 5 .....	305
586.56	Situation 6 .....	307
586.57	Situation 7 .....	308
586.6	Equipment Maintenance Allowance While on QWL/EI .....	309
586.7	Replacement Rural Carriers .....	309
587	Training .....	309
587.1	Definition .....	309
587.11	Purpose .....	309
587.12	Time in Attendance .....	309
587.13	Standard Program .....	309
587.2	Regular Carrier .....	309
587.3	Replacement Carrier .....	310
588	Steward Duty .....	311
588.1	Accumulating DACA Code Z time .....	311
588.2	DACA Code Z .....	311
589	Death .....	311
589.1	Notifying the Minneapolis Accounting Service Center .....	311
589.2	Preparing PS Form 1314, Regular Rural Time Certificate .....	312
590	Adjustments .....	315
591	Overview .....	315
591.1	Pay Adjustment Criteria .....	315
591.2	Methods for Pay Adjustments .....	315
592	Preparing and Submitting PS Form 2240-R, Rural Pay or Leave Adjustment Request ..	315
592.1	Preparation .....	315
592.11	Corrected Data .....	315
592.12	Outside the Timekeeping System .....	319
592.13	Signatures Required .....	319

592.2 Submission ..... 319

**6 Totaling Timecards ..... 321**

610 Overview ..... 321

620 Procedures ..... 322

621 Preparing Timecards for Totaling ..... 322

    621.1 Collecting Cards from Racks ..... 322

    621.2 Collecting Form 1234, Utility Cards ..... 323

    621.3 Calculating Daily Clock Rings ..... 323

    621.4 Arranging Timecards ..... 325

622 Totaling Timecards ..... 325

    622.1 Reviewing Daily Totals ..... 325

    622.2 Reviewing Documentation Supporting Timecard Entries ..... 325

    622.3 Totaling the Timecard ..... 325

    622.4 Transferring Totals to Face of Timecard ..... 328

    622.5 Figuring Crossfoot Balances ..... 329

    622.6 Verification of Completed Timecards ..... 331

623 Sending Timecards to the DDE/DR Site or the PDC ..... 334

    623.1 Deadline ..... 334

    623.2 Mailing Labels ..... 334

    623.3 Special Considerations ..... 335

**7 Adjustments ..... 337**

710 Overview ..... 337

    711 General ..... 337

    712 Preparing Form 2240 ..... 338

    713 Sending the Adjustment Request Form to the DDE/DR Site or the Postal Data Center as Designated ..... 341

720 Adjustments ..... 341

    721 Pay Adjustments ..... 341

        721.1 Definition ..... 341

        721.2 Determining and Verifying the Amount of the Adjustment ..... 341

        721.3 Completing the Pay or Leave Adjustment Request Form ..... 342

    722 Leave Adjustments ..... 342

        722.1 Definition ..... 342

        722.2 Determining and Verifying the Amount of the Adjustment ..... 344

        722.3 Completing the Form 2240 ..... 344

    723 Work Hour Adjustments ..... 345

        723.1 Definition ..... 345

        723.2 Determining and Verifying the Amount of the Adjustment ..... 349

        723.3 Completing the Form 2240 ..... 349

Contents

724 Higher Level Adjustment ..... 356

    724.1 Definition ..... 356

    724.2 Determining and Verifying the Amount of the Adjustment ..... 356

    724.3 Completing the Adjustment Request Form ..... 356

725 Death Cases ..... 358

    725.1 Notice to DDE/DR Site or PDC as Designated ..... 358

        725.13 Certification ..... 358

        725.14 Disposition ..... 359

    725.2 Coordination with Postal Data Center ..... 359

**Appendix A — Time Conversion Charts ..... 361**

**Appendix B — Numerical Listing of Timecard Codes ..... 363**

This page intentionally left blank

# 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 .....	6
Exhibit 120n Form 1377, Request for Payment of Postmaster Replacement and/or RSC F Postmaster Changes .....	27
Exhibit 120o 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 .... 40

Exhibit 142.31  
 Form 3971, For Call In ..... 42

Exhibit 142.32  
 Form 3971, For No Call ..... 43

Exhibit 142.4  
 Time Card Entry for Employees Having More Than Four Clock Rings in a Day ..... 6

Exhibit 144.1  
 Total Daily Clock Hours ..... 50

Exhibit 144.32  
 Examples of How to Record Missing Clock Rings ..... 50

Exhibit 144.4  
 Examples of How to Adjust Incorrect Clock Rings ..... 51

Exhibit 146.21  
 Supervisor Approval of Clock Rings ..... 54

Exhibit 146.25  
 Supervisor Disallowance of Clock Time ..... 56

Exhibit 148a  
 Sample Form 1377 — Recording Time for Schedule Code F Postmaster and  
 Leave Replacement ..... 60

Exhibit 148b  
 Rate Schedule L, Leave Replacement Sample Time Card ..... 61

Exhibit 221.5  
 Example of How Straight Time Work Hours Should Be Recorded ..... 65

Exhibit 222.2  
 Employees Who Are Guaranteed Time — Pay Eligibility Table ..... 68

Exhibit 222.51  
 Authorizing and Recording Guaranteed Time ..... 69

Exhibit 223.52b Recording Teletime  
 Form 1234, Utility Card ..... 71

Exhibit 223.53a, Authorizing Teletime  
 Form 1232, PDC Record of Telephone Calls and/or Authorization to Wear Pager ..... 3

Exhibit 224.53a  
 Form 1232, PDC Record of Telephone Calls and/or Authorization to Wear Pager ..... 5

Exhibit 224.53b  
 Form 1230, Recording Beeper Time on Time Card ..... 76

Exhibit 231.21a  
 Employees Eligible for Postal Overtime ..... 77



Contents

Exhibit 231.21b  
 Employees Eligible for FLSA Overtime ..... 78

Exhibit 231.34  
 Example of Properly Completed Form 1377, Request for Payment of Postmaster  
 Replacement and/or Postmaster (CAG L) Overtime ..... 79

Exhibit 231.51  
 Authorizing and Recording Overtime ..... 80

Exhibit 231.52  
 Authorizing and Recording Guaranteed Overtime ..... 81

Exhibit 232.15  
 Out-of-Schedule Overtime Hours ..... 82

Exhibit 232.21  
 Employees Who are Eligible for Out-of-Schedule Premium ..... 83

Exhibit 232.23  
 Form 3189, Request for Temporary Schedule Change for Personal Convenience ..... 5

Exhibit 232.32  
 Authorizing and Recording Out of Schedule Premium ..... 86

Exhibit 233.24  
 Employees Eligible for Holiday Scheduling Premium ..... 88

Exhibit 233.5  
 Authorizing and Recording Holiday Scheduling Premium ..... 89

Exhibit 234.51  
 Authorizing and Recording Nonbargaining Rescheduling Premium ..... 90

Exhibit 235.2  
 Employees Eligible for Penalty Overtime ..... 91

Exhibit 235.51a  
 Example of How Penalty Overtime Is Recorded ..... 93

Exhibit 235.51b  
 Example of Penalty Overtime Paid for Overtime Hours in Excess of 10 Paid Hours ..... 3

Exhibits 235.52a and 235.52b  
 Examples of Penalty Overtime Paid for Overtime Hours Worked Over 6 Days in a  
 Service Week ..... 94

Exhibit 235.53  
 Example of Penalty Overtime Being Paid for Overtime Hours Worked in a Higher Level  
 Nonexempt Position ..... 95

Exhibit 241.21  
 Employees Who Are Eligible for Night Differential ..... 96

Exhibit 241.51  
 Authorizing and Recording Night Differential ..... 97

Exhibit 242.21  
 Employees Who Are Eligible for Sunday Premium ..... 98

Exhibit 242.51  
 Authorizing and Recording Sunday Premium Hours ..... 99

Exhibit 243.22  
 Employees Eligible for Holiday Worked Pay ..... 100

Exhibit 243.32  
 Authorizing and Recording Holiday Worked Pay ..... 101

Exhibit 244.23  
 Employees Eligible for Christmas Worked Pay ..... 103

Exhibit 244.51  
 Authorizing and Recording Christmas Worked Pay ..... 104

Exhibit 251.22  
 Decision Table for Determining How to Record Certain Types of Meetings ..... 106

Exhibit 252.2  
 Steward’s Duty Time ..... 107

Exhibit 251.5  
 Authorizing and Recording Meeting Time ..... 108

Exhibit 252.5  
 Authorizing and Recording Steward’s Duty Time ..... 110

Exhibit 261.2  
 Eligibility for Travel Time ..... 113

Exhibit 262.23  
 Authorizing and Recording Travel Time ..... 115

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 ..... 117

Exhibit 325a Authorizing Annual Leave  
 Form 3971, Request for or Notification of Absence ..... 125

Exhibit 325b  
 Recording Annual Leave on Timecard ..... 126

Exhibit 333.5  
 Form 3971, Authorizing Sick Leave ..... 128

Exhibit 335  
 Recording Sick Leave on Timecard ..... 130

Exhibit 336.2  
 Form 1221 Advanced Sick Leave Authorization ..... 131

Exhibit 345.1  
 Form 3971, Authorizing LWOP—“Union Official” ..... 134

Exhibit 345.3  
 Form 3971, Authorizing and Recording Leave Without Pay ..... 135

Exhibit 345.4  
 Form 3971, Authorizing and Recording Leave Without Pay/IOD-OWCP ..... 136

Exhibit 353.3  
 Form 1224, Court Duty Leave—Statement of Service ..... 138

Exhibit 363.2, Authorizing and Recording Military Leave  
 Form 3971, Request for or Notification of Absence ..... 142

Exhibit 363.3  
 Form 3973, Recording Military Leave ..... 143

Exhibit 375.1  
 Recording Holiday Leave ..... 146

Contents

Exhibit 381.5  
Form 3971, Authorizing Administrative Leave—"Acts of God" ..... 149

Exhibit 382.32  
Form 7020, Authorizing and Recording Administrative Leave Due to Civil Disorder ..... 51

Exhibit 383.5  
Form 3971, Authorizing and Recording Administrative Leave for Civil Defense ..... 153

Exhibit 384.52  
Form 3971, Authorizing and Recording Administrative Leave for Voting and Registration ..... 54

Exhibit 385.51  
Form 3971, Authorizing Administrative Leave for Blood Donations ..... 156

Exhibit 386.52  
Form 3971, Authorizing Administrative Leave for Funeral Services ..... 157

Exhibit 387.5a  
Form 3971, Authorizing Administrative Leave to Attend Postmaster Conventions ..... 59

Exhibit 387.5b  
Form 3971, Authorizing Administrative Leave to Conduct Postmaster Organization Business ..... 159

Exhibit 388.52  
Form 3971, Authorizing Administrative Leave for Relocation Purposes ..... 161

Exhibit 389.5  
Form 3971, Authorizing and Recording Other Paid Leave ..... 162

Exhibit 392.54  
Form 3971, Authorizing Continuation of Pay ..... 166

Exhibit 392.55  
Worker's Compensation—Injury on Duty Report ..... 166

Exhibit 413.5  
Indicating on Form 1230-A That Time Has Been Recorded on Form 1230-C ..... 171

Exhibit 421.21  
Higher Level Pay Eligibility ..... 173

Exhibit 421.31  
Assignment Order Directing Employee to Perform Higher Level Duties ..... 176

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 ..... 177

Exhibit 421.35b  
Example of a Properly Prepared Form 1230-C, Time Card—Other Service, for a Nonbargainng  
Employee Assigned to a Higher Level Position ..... 178

Exhibit 421.43  
Example of a Higher Level Form 1234, Utility Card ..... 180

Exhibit 422.32  
Example of a Properly Completed Form 1234, Utility Card, for an Employee Who Has Been  
Transferred to a Different Craft ..... 183

Exhibit 423.31  
Assignment Order Directing Employee to Report for Duty on a Temporary Basis at a  
Different Installation ..... 186

Exhibit 423.33  
 Example of a Properly Completed Form 1234, Utility Card, for an Employee Who Has Been  
 Loaned During the Week ..... 187

Exhibit 424.5  
 Example of a Properly Completed Form 1234, Utility Card, to Be Used While Receiving  
 Training ..... 192

Exhibit 424.52a  
 Scheme Study, Training, Testing, and Qualifying Memorandum ..... 193

Exhibit 424.52b  
 Scheme Study, Training, Testing, and Qualifying Memorandum ..... 194

Exhibit 424.8a  
 Sample Timecards Used for AL Alternative on STTQ ..... 197

Exhibit 424.8b  
 Sample Timecards Used for TOS Alternative on STTQ ..... 198

Exhibit 426.31a  
 Example of a Properly Completed Form 1377, Request for Payment of Postmaster  
 Replacement and/or Postmaster (CAG L) Overtime ..... 206

Exhibit 426.31b  
 Example of a Properly Completed Form 1377, Request for Payment of Postmaster  
 Replacement and/or Postmaster (CAG L) Overtime ..... 207

Exhibit 426.31c  
 Example of a Properly Completed Form 1377, Request for Payment of Postmaster  
 Replacement and/or Postmaster (CAG L) Overtime ..... 208

Exhibit 426.31d  
 Example of a Properly Completed Form 1377, Request for Payment of Postmaster  
 Replacement and/or Postmaster (CAG L) Overtime ..... 209

Exhibit 426.32  
 Properly Completed Assignment Order for a Postal Operations Administrator ..... 210

Exhibit 426.35  
 Example of Form 1230-C to Be Used by a POA ..... 210

Exhibit 427.3  
 Example of a Properly Prepared Form 1230-C, Time Card—Other Service ..... 212

Exhibit 428.33  
 Example of Properly Completed Timecards for a Dual Appointment Employee ..... 214

Exhibit 520a  
 PS Form 1314, Regular Rural Carrier Time Certificate ..... 217

Exhibit 520b  
 PS Form 1314-A, Auxiliary Rural Carrier Time Certificate ..... 218

Exhibit 520c  
 PS Form 1314-F, Rural Carrier FMLA Certificate ..... 219

Exhibit 520d  
 PS Form 4240, Rural Carrier Trip Report ..... 220

Exhibit 520e  
 PS Form 2240-R, Rural Pay or Leave Adjustment Request ..... 222

Contents

Exhibit 520f	
PS Form 4241, Rural Delivery Statistics Report .....	223
Exhibit 520g	
PS Form 4003, Official Rural Route Description .....	224
Exhibit 520h	
PS Form 4241-A, Rural Route Evaluation .....	225
Exhibit 520i	
PS Form 2847, Rural Carrier Payment Authorization .....	226
Exhibit 520j	
PS Form 8127, Rural Carrier Supplemental Payment .....	227
Exhibit 531.12a	
PS Form 1314, Regular Rural Carrier Time Certificate .....	229
Exhibit 531.12b	
PS Form 1314-A, Auxiliary Rural Carrier Time Certificate .....	230
Exhibit 532a	
PS Form 1314, Regular Rural Carrier Time Certificate .....	234
Exhibit 532b	
PS Form 1314-A, Auxiliary Rural Carrier Time Certificate .....	235
Exhibit 545a	
Recording Daily Overtime .....	239
Exhibit 545b	
PS Form 1314, Regular Rural Carrier Time Certificate .....	240
Exhibit 546	
FLSA Code Guide .....	241
Exhibit 554a	
Classification Chart .....	246
Exhibit 554b	
Auxiliary Classification Chart .....	248
Exhibit 561	
Daily and Hourly Rate .....	251
Exhibit 562	
FLSA Code A .....	252
Exhibit 563	
Rural Carrier Compensation .....	254
Exhibit 564	
FLSA Code N Compensation .....	257
Exhibit 571a	
EMA Code E — Rural Carrier Furnishes Own Vehicle .....	268
Exhibit 571b	
EMA Code G — Rural Carrier Uses a Government Vehicle .....	269
Exhibit 571.1	
PS Form 1314 — Compensation EMA Code E .....	269
Exhibit 571.2	
PS Form 1314 — Compensation EMA Code G .....	270

Exhibit 572a  
 PS Form 1314 — Route Deviation — Under 40 Miles ..... 272

Exhibit 572b  
 PS Form 1314 — Route Deviation — Over 40 Miles ..... 272

Exhibit 573.1  
 PS Form 1314 — Use of Government Vehicle ..... 273

Exhibit 573.2  
 PS Form 1314 — Use of Employee Vehicle ..... 274

Exhibit 575a  
 PS Form 1314 — EMA for Nonrural Employee ..... 275

Exhibit 575b  
 PS Form 1314 — EMA for Nonrural Employee Using Government Vehicle ..... 275

Exhibit 576.2  
 PS Form 1314, Recording EMA ..... 277

Exhibit 576.3  
 Auxiliary Assistance on an Overburdened Route ..... 277

Exhibit 581.12  
 Sick Leave (K Route) ..... 279

Exhibit 581.132  
 Holiday Worked ..... 280

Exhibit 581.133  
 Holiday on Relief Day ..... 281

Exhibit 581.142  
 Relief Day ..... 282

Exhibit 581.152  
 Free Saturdays ..... 283

Exhibit 581.16  
 Military Leave ..... 284

Exhibit 581.17 ..... 285

Exhibit 581.3  
 Auxiliary Rural Carrier Leave ..... 291

Exhibit 582.231  
 Acts of God ..... 293

Exhibit 583.2  
 Continuation of Pay ..... 295

Exhibit 584.1  
 Limited Duty (Examples) ..... 297

Exhibit 586.51a  
 Full Day of QWL/EI Plus Regular Service During Same Workday ..... 301

Exhibit 586.51b  
 Local Record ..... 302

Exhibit 586.52  
 PS Form 1314 — QWL/EI ..... 303

Contents

Exhibit 586.53  
 QWL/EI — Service for Five Full Days ..... 304

Exhibit 586.54  
 QWL/EI — Hours Are More Than Four a Day ..... 305

Exhibit 586.55a  
 QWL/EI — Work and Relief Hours on Same Day ..... 306

Exhibit 586.55b  
 Local Record ..... 306

Exhibit 586.56a  
 QWL/EI Duties on an Assigned Relief Day ..... 307

Exhibit 586.56b  
 Local Record ..... 307

Exhibit 586.57a  
 PS Form 1314 — QWL/EI ..... 308

Exhibit 586.57b  
 Local Record ..... 308

Exhibit 587.2  
 Regular Carrier Training ..... 310

Exhibit 587.3  
 Replacement Carrier Training ..... 311

Exhibit 589.2a  
 Duplicate PS Form 1314 (Deceased Carrier) ..... 312

Exhibit 589.2b  
 Original PS Form 1314 (Deceased Carrier) ..... 313

Exhibit 589.2c  
 Form 2240-R, Rural Pay or Leave Adjustment Request ..... 314

Exhibit 592.11a  
 Original PS Forms 1314 and 1314-A ..... 316

Exhibit 592.11b  
 Preparing PS Form 2240-R to Adjust PS Form 1314 ..... 317

Exhibit 592.11c  
 Preparing PS Form 2240-R to Adjust PS Form 1314-A ..... 318

Exhibit 621.17  
 An Example of How to Reconstruct Missing Timecards ..... 324

Exhibit 622.31  
 Totaling Form 1230-A, Timecard ..... 327

Exhibit 622.41  
 Posting Time on the Front of the Timecard ..... 328

Exhibit 622.51  
 Nonscheduled Crossfoot Worksheet ..... 329

Exhibit 622.52  
 Recording Nonscheduled Crossfoot Hours ..... 330

Exhibit 622.61  
 Verifying Timekeeper Totals ..... 332

Exhibit 622.62  
 Timecard Verification Checklist ..... 333

Exhibit 622.63  
 Properly Totaled Timecard for Employees Who Are Required to Sign the Timecard ..... 35

Exhibit 712.2  
 Preparing Form 2240 to Adjust Form 1230-A (or 1230-B) ..... 339

Exhibit 712.3  
 Preparing Form 2240 to Adjust Form 1230-C ..... 340

Exhibit 721.34  
 Making a “Pay” Adjustment ..... 343

Exhibit 722.31a  
 Making a “Leave” Adjustment from a Form 1230-A or 1230-B ..... 346

Exhibit 722.31b  
 Making a “Leave” Adjustment from a Form 1230-C ..... 347

Exhibit 722.31c  
 Adjusting Annual Leave Hours Used on STTQ ..... 348

Exhibit 723.31a  
 Adjusting a Work Hour Related Entry for a Form 1230-A or 1230-B ..... 350

Exhibit 723.31b  
 Adjusting a Work Hour Related Entry for a Form 1230-C ..... 351

Exhibit 723.31c  
 Adjusting Hours Used Outside Schedule on STTQ ..... 352

Exhibit 723.32  
 Adjusting for Overpayments ..... 353

Exhibit 723.33  
 Adjusting for No Pay ..... 354

Exhibit 724.31  
 Making an Adjustment for Incorrect Higher Level Pay ..... 357