

LEAVE REPLACEMENT MATRIX GUIDELINES

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In the 1995-1999 National Agreement between the USPS and the NRLCA, new language was added which provided for a Leave Replacement Assignment List. This list has commonly been referred to as the "Matrix". The matrix was introduced in an effort to clarify the proper scheduling of leave replacement assignments beyond the primary assignment and allow for utilization of leave replacements assigned to the specific delivery unit, once the matrix is exhausted.

With the initial filling of the matrix the carriers that are qualified on more than one route must make their selection of the two (2) routes to which they want to be assigned. (Note: Qualified is defined as having received training on or been utilized on the route.) Management must then begin filling available secondary and tertiary positions. The filling of these positions must be based on two factors: 1) the seniority of the carriers; 2) the routes selected by the individual carriers. It is important to note that each substitute, RCA or RCR will appear no more than three times on the matrix. Management will continue to designate assignments until the matrix is complete or there are no additional qualified employees to designate. All regular routes in the office are listed. Auxiliary routes are not listed. TRCs may appear on the list only as a primary leave replacement. If a PTF position is established in an office, Management may reassign Substitutes, RCAs or RCRs to another primary assignment with a different relief day to provide an additional assignment for a PTF. [See Analysis of Changes to Extension "Article 30.2.E. (page 24). PTF Rural Carriers will appear on the list only as the primary leave replacement to those "K" routes to which they are assigned. PTFs must be assigned a minimum of two primary positions and a maximum of five. (For more details on PTFs see: [Establishing a PTF Position](#)].)

EXAMPLE: If RCA Adams selects route 1 and both the second and tertiary positions are unfilled, management must place Adams in the secondary position on route 1.

The contract calls for a matrix to be established for each office. The following is an example to help you better understand the matrix and the proper way it should be established.

INITIAL FILLING OF THE MATRIX

The First Step in the process of filling an office matrix is to establish a leave replacement seniority list based on the longest period of continuous service in that office. This list should also contain the routes on which the leave replacements are qualified to work.

LEAVE REPLACEMENT SENIORITY LIST

NAME	SENIORITY DATE	ROUTES QUALIFIED ON
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GRAY (RCA)	10/88	*
ADAMS (RCA)	10/89	1, 4, 5 AND 6
BATES (RCA)	10/90	1, 2, 3 AND 4
COLE (RCA)	10/91	1, 3 AND 5
DUKE (RCA)	10/92	2, 4, 5 AND 6
EVANS (RCA)	10/93	2 AND 3
FORD (TRC)	10/96	

* Gray assigned to auxiliary route 007 and has chosen a six day assignment.

The **Second Step** in the process of filling the matrix would require the postmaster/supervisor to contact the leave replacements and allow those who are qualified on multiple routes to choose, by seniority, two routes they are qualified to work in addition to their primary assignment. The selecting of the two routes and the filling of the matrix should be done simultaneously.

The supervisor begins contacting leave replacements by seniority. Management would begin to complete the matrix by assigning the leave replacements to the routes they have chosen starting with the secondary position if available. If that position is not available then the name will be placed in the tertiary position on the matrix. This process will continue until the matrix is completed or there are no additional qualified employees to make a selection.

EXAMPLES OF INITIAL FILLING OF MATRIX

ADAMS PLACED ON THE MATRIX: Since the senior leave replacement (Gray) has the six day auxiliary route assignment and would not appear on the matrix, the supervisor would go to the next senior leave replacement (Adams). Adams selects routes 1 and 4. The supervisor must place Adams's name on the matrix in the second position if available.

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	ADAMS	
K002	EVANS		
K003	COLE		
J004	DUKE	ADAMS	
J005	FORD (TRC)		

K006	ADAMS		
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BATES PLACED ON MATRIX: The supervisor would then contact the next senior leave replacement (Bates). Bates selects routes 2 and 3, the supervisor must place Bates on the matrix in the second position if available.

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	ADAMS	
K002	EVANS	BATES	
K003	COLE	BATES	
J004	DUKE	ADAMS	
J005	FORD (TRC)		
K006	ADAMS		

COLE PLACED ON THE MATRIX: The Supervisor would then contact the next senior leave replacement (Cole). Cole selects routes 1 and 5, the supervisor must place Cole on the matrix in the second position if available. As shown below, this results in Cole being placed in the second position on route 5 and the third position on route 1.

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	
K003	COLE	BATES	
J004	DUKE	ADAMS	
J005	FORD (TRC)	COLE	
K006	ADAMS		

DUKE PLACED ON THE MATRIX: The supervisor would then contact the next senior replacement (Duke). Duke selects routes 2 and 6, the supervisor must place Duke on the second position if available.

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE

K003	COLE	BATES	
J004	DUKE	ADAMS	
J005	FORD (TRC)	COLE	
K006	ADAMS	DUKE	

EVANS PLACED ON THE MATRIX: The supervisor would then contact the next senior leave replacement (Evans). Since Evans is qualified only on route 3 and the second position on route 3 has been filled, Evans would be placed in the third position.

NOTE: Management would have the option of training and utilizing Evans on one additional route. The USPS and the NRLCA agree that [Article 30.2.C.2.](#) of the 1995 National Agreement provide the following:

1. Management is not required to train and utilize a replacement employee on more than one route.
2. Management cannot require a replacement employee to be trained and utilized on more than three regular routes. **EXCEPTION:** This rule is superceded by language in the Extension to the 95-99 Contract. Whenever a regular carrier is working their scheduled "Relief Day", the assigned leave replacement on that route may be required to work any route in the delivery unit.
3. Management must train the replacement employee who has been trained on less than three routes before training and utilizing a replacement employee on more than three routes. (Step 4 G95R-4G-C97105440 Prairieville, LA)

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	
J005	FORD (TRC)	COLE	
K006	ADAMS	DUKE	

The assignment of Evans to route 3 completes the filling of the matrix for the office.

MATRIX IN OFFICE WITH STATIONS OR BRANCHES

The establishment of a leave replacement matrix in an office with stations or branches follows the exact same procedures that were explained in pages 1-4. A common mistake made by management is to establish a separate matrix for each station or branch. This is not correct. One matrix should be established for an entire office which will include all stations and branches, and will list all regular routes along with the assigned leave replacement and those substitutes, RCAs and RCRs designated as the second and third leave replacements

for each route.

EXAMPLE: The Birmingham office has three stations- Centerpoint, Meadowbrook and Irondale with a total of 16 routes. One matrix covering Centerpoint, Meadowbrook and Irondale must be established. It is incorrect to establish a separate matrix for each station.

UTILIZING THE MATRIX

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	
J005	FORD (TRC)	COLE	
K006	ADAMS	DUKE	

Whenever the primary leave replacement assigned to serve a route is temporarily unavailable or there is no assigned leave replacement, the employer may require a part-time flexible rural carrier to serve the route prior to requiring those substitutes, RCA or RCRs who are second or third leave replacements designated for that route on the leave replacement assignment list. Management must then offer the assignment to the leave replacement designated as the second replacement for the route. If this employee is unavailable or there is no second replacement, then the employee designated as the third replacement will be offered the assignment.

EXAMPLE: Utilizing the office matrix listed above, if the regular carrier for route 1 calls in sick and the primary leave replacement Bates is unavailable, the manager would reference the leave replacement matrix and see that the second leave replacement is Adams. Management will contact Adams to determine availability. In this case Adams is available and is scheduled to work route 1.

If Adams had not been available, management would reference the leave replacement matrix and see that the third leave replacement is Cole. Management will contact Cole to determine availability. In this case Cole is available and is scheduled to work route 1.

NOTE: By contacting the second and third leave replacement to determine availability, management has met the requirements of Article 30.2.D.2.

UTILIZING DELIVERY UNIT SENIORITY AND SEPARATE DELIVERY UNIT CALL IN LISTS

If both the second and third leave replacements are unavailable, and a part-time flexible rural carrier has not been (established and/or) designated to serve the route, management shall then offer the assignment to other qualified leave replacements assigned to that delivery unit in the order of the longest period of continuous service in the office. Qualified is defined as having received training on or been utilized on the route. (Article 30.2.D.3)

Delivery unit, for this purpose, is defined as a physical location containing one or more five digit zip codes under the control of one postmaster or station branch manager. This does not include annexes, stations, or branches under the control of a different postmaster or station/branch manager.

Management may wish to establish a separate seniority list for each individual delivery unit. In developing a specific delivery unit seniority list only the substitutes, RCAs and RCRs assigned to that delivery unit as primary leave replacements will be considered.

It is suggested that a "separate delivery unit call in list" be established for each individual delivery unit. This delivery unit call in list would give a quick reference for management to use to fill a position when the primary, secondary and tertiary leave replacements are not available. This would be accomplished in four steps: 1) Establish an office wide leave replacement seniority list identifying the routes on which the leave replacements are qualified. 2) Complete an office wide leave replacement assignment list (matrix) and the two routes selected by the leave replacement determined by seniority and being qualified on the route. 3) Establish an individual delivery unit seniority list. 4) Establish a separate delivery unit call in list for each individual delivery unit. This list is to be utilized only after the office wide matrix has been exhausted. This will assist management when offering assignments within the delivery unit.

EXAMPLE: By using the Birmingham office which has 3 stations, the following are four suggested steps in order to establish and maintain an effective matrix within a local office.

1) The office wide leave replacement seniority list and the routes carriers are qualified on.

BIRMINGHAM OFFICE WIDE SENIORITY LIST

NAME	SENIORITY DATE	ROUTES QUALIFIED ON
GRAY (RCA)	10/88	*
ADAMS (RCA)	10/89	1, 2, 3, 4, 5 AND 15
BATES (RCA)	10/90	2, 3, 4, 5, 6 AND 14
COLE (RCA)	10/91	1, 2, 3, 4, 6 AND 12
DUKE (RCA)	10/92	1, 2, 3, 4, 5, 6, 8, 9, 10, 11 AND 12
EVANS (RCA)	10/93	1, 3 AND 10
HENRY	11/93	6, 9, 10, 11, 12 AND 13
IRVIN	12/93	1, 2, 10, 13, 15 AND 16
JONES	1/94	2, 3, 9 AND 11
KARR	2/94	7, 9, 10, 12 AND 15
LONG	3/94	1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 14, 15 AND 16
MANN	4/94	1, 6, 12 AND 14
OTTIS	5/94	3, 5, 13, 14 AND 16
PYLE	6/94	1, 6, 12, 14 AND 15

FORD (TRC)		

* Gray assigned to auxiliary route 007 and has chosen a six day assignment.

2) The office wide leave replacement assignment list (matrix).

BIRMINGHAM OFFICE WIDE LEAVE REPLACEMENT ASSIGNMENT LIST (MATRIX)

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	LONG
J005	FORD (TRC)	COLE	OTTIS
K006	ADAMS	DUKE	MANN
H008	HENRY	LONG	
K009	IRVIN	HENRY	JONES
K010	JONES	EVANS	IRVIN
J011	KARR	JONES	
J012	LONG	HENRY	KARR
K013	MANN	IRVIN	
K014	NEWTON	MANN	PYLE
K015	OTTIS	KARR	NEWTON
K016	PYLE	**NEWTON	***OTTIS

** Newton selected routes 12 and 15 as the routes to be assigned to on the matrix. All positions were filled on the matrix for route 12. Newton was also qualified on route 16. The postmaster chose to utilize Newton in the secondary position on route 16.

*** Ottis selected routes 3 and 5 as the routes to be assigned to on the matrix. All positions were filled on the matrix for route 3. Ottis was also qualified on route 16. The postmaster chose to utilize Ottis in the third

position on route 16.

NOTE: Route 7 is an auxiliary route in the Meadowbrook station and would not be shown on the matrix.

3) The individual delivery unit seniority list showing the leave replacements seniority and the routes on which they are qualified.

MEADOWBROOK DELIVERY UNIT SENIORITY LIST

NAME	SENIORITY DATE	ROUTES QUALIFIED ON
ADAMS (RCA)	10/89	1, 2, 3, 4, 5 AND 15
DUKE (RCA)	10/92	1, 2, 3, 4, 5, 6, 8, 9, 10, 11 AND 12
HENRY	11/93	6, 9, 10, 11, 12 AND 13
IRVIN	12/93	1, 2, 10, 13, 15 AND 16
JONES	1/94	2, 3, 9 AND 11
KARR	2/94	7, 9, 10, 12 AND 15
LONG	3/94	1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 14, 15 AND 16
FORD (TRC)		

* Ford, as a TRC, has no seniority and would not be utilized until all other efforts to fill the position have failed.

4) The individual delivery unit call in list has been developed to illustrate a quick reference for management to utilize to fill a vacancy when the matrix has been exhausted.

MEADOWBROOK SEPARATE DELIVERY UNIT CALL IN LIST

[This call in list should be used only after the office wide leave replacement assignment list (matrix) has been exhausted.]

SEPARATE DELIVERY UNIT CALL IN LIST					
ROUTE #	FOURTH	FIFTH	SIXTH	SEVENTH	EIGHTH
J004					
J005	ADAMS	DUKE	LONG		

K006	HENRY	LONG			
H008	DUKE				
K009	DUKE	KARR	LONG		
K010	DUKE	HENRY	KARR	LONG	
K011	DUKE	HENRY	LONG		
K012	DUKE				

NOTE: In the development of this call in list only the substitute, RCA or RCR assigned to this specific delivery unit as a primary leave replacement in this delivery unit were considered.

This list is intended to assist the manager in determining which leave replacement should be offered the assignment after the office wide matrix has been exhausted. If no qualified substitutes, RCAs or RCR employees within the delivery unit are available, the Employer may designate any other leave replacement prior to selecting a regular rural carrier to work in accordance with Article 8.5. (This references regular carriers working their relief days.)

If management is unsuccessful in its efforts to provide coverage for the route after utilizing the leave replacement assignment list and offering to qualified leave replacements within the delivery unit, it may designate another qualified employee in the delivery unit. If TRCs are available, management may utilize them at this time. In this illustration after the delivery unit call in list is exhausted, then TRC Ford may be utilized on any route. (Article 30.2.D.4)

In emergencies, when the services of a substitute, RCA or RCR are not available, another qualified employee may be designated by the employer. (Article 30.2.D.5)

FILLING BLANKS ON LEAVE REPLACEMENT ASSIGNMENT LIST (MATRIX)

Should a blank occur in the assignment list and another qualified substitute, RCA or RCR is not currently designated for three routes on the assignment list, this employee may be designated to serve as the second or third leave replacement where none is listed.

EXAMPLE: Below is the matrix for the Linn office.

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	
J005	FORD (TRC)	COLE	

K006	ADAMS	DUKE	

RCA ADAMS APPOINTED REGULAR: When RCA Adams is appointed to a regular position, the office matrix would be affected in the following manner: the primary assignment on route 6 would become vacant and would be filled in accordance with the provisions of Article 30.2.E. The back-up assignments held by Adams become blanks on the matrix.

NOTE: Care should be taken in this vacancy or any subsequent vacancies to be sure that substitutes, RCAs or RCRs who previously elected to serve an auxiliary route six days are offered the opportunity to accept the new assignment and relinquish the six day assignment. (Article 30.2.G.2.d.)

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES		COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE		
J005	FORD (TRC)	COLE	
K006		DUKE	

When circumstances create a large number of blanks on the list due to conversions, auxiliary route assignments, etc., management should review the list to determine if some movement of qualified leave replacements or additional crosstraining is needed. If management chooses to fill secondary positions, management must ask the tertiary leave replacement if they wish to move before filling with another leave replacement.

COLE SELECTS SECONDARY POSITION: Cole decided to move to the secondary position on route 1. Evans was qualified on route 1 and was not being utilized on 3 routes. Management designated Evans to fill the third position on route 1.

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	COLE	EVANS
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE		
J005	FORD (TRC)	COLE	

K006		DUKE	
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COLE DECLINES SECONDARY POSITION: Cole chose not to move to the secondary position on route 1. Evans was qualified on route 1 and was not being utilized on 3 routes. Management designated Evans to fill the secondary position on route 1.

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	EVANS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE		
J005	FORD (TRC)	COLE	
K006		DUKE	

HOW HIRING A LEAVE REPLACEMENT AFFECTS THE MATRIX

NOTE: The following scenarios represent different situations that could apply to leave replacements and how they could be placed on the matrix.

EXAMPLE: Below is the matrix for the Linn office.

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	
J005	FORD (TRC)	COLE	
K006	ADAMS	DUKE	

RCA ADAMS APPOINTED REGULAR: When RCA Adams is appointed to a regular rural carrier, the office matrix would be affected in the following manner: the primary assignment on route 6 would be come vacant and would be filled in accordance with the provisions of [Article 30.2.E](#). The back-up assignments held by Adams become blanks on the matrix.

NOTE: Care should be taken in this vacancy or any subsequent vacancies to be sure that substitutes, RCAs or RCRs who previously elected to serve an auxiliary route six days are offered the opportunity to accept the new assignment and relinquish the six day assignment. ([Article 30.2.G.2.d.](#))

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES		COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE		
J005	FORD (TRC)	COLE	
K006		DUKE	

RCA HENRY HIRED: The leave replacement vacancy on route 6 was offered to all leave replacements in the office as required by Article 30.2.E. None of the leave replacements chose to accept the route 6 assignment. A new leave replacement, Henry, was hired to fill the primary leave replacement assignment on route 6.

NOTE: Care should be taken in this vacancy or any subsequent vacancies to be sure that substitutes, RCAs or RCRs who previously elected to serve an auxiliary route six days are offered the opportunity to accept the new assignment and relinquish the six day assignment. ([Article 30.2.G.2.d.](#))

COLE SELECTS SECONDARY POSITION: Cole decided to move to the secondary position on route 1. Management places Henry in the primary position on route 6. Management trains and places Henry in the third position on route 1 and the second position on route 4.

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	COLE	HENRY
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	HENRY	
J005	FORD (TRC)	COLE	
K006	HENRY	DUKE	

COLE DECLINES SECONDARY POSITION: Management places Henry in primary position on route 6. Cole declined an offer to move to the secondary position on route 1. Management trains and places Henry in secondary positions on routes 1 and 4.

ROUTE #	PRIMARY	SECOND	THIRD

K001	BATES	HENRY	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	HENRY	
J005	FORD (TRC)	COLE	
K006	HENRY	DUKE	

HOW A TRC TAKING THE MANDATORY SIX DAY BREAK IN SERVICE AFFECTS THE MATRIX

EXAMPLE: Below is the matrix for the Pikeville office:

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	
J005	FORD (TRC)	COLE	
K006	ADAMS	DUKE	

TRC FORD IS REQUIRED TO TAKE A SIX DAY BREAK IN SERVICE: Pursuant to [Article 7.D.2.](#), TRCs are hired for terms not to exceed 359 calendar days and will have a break in service of at least six days between appointments. Article 7.D.3. further states in part, TRCs hired from the annuitant ranks will be hired for terms not to exceed 359 days, with a break in service of at least six days between appointments, and will further be limited to 180 work days within each calendar year.

The required six-day break in service for TRC Ford would create a leave replacement vacancy in the office. This vacancy would be filled in accordance with the provisions of [Article 30.2.E.](#)

NOTE: Care should be taken in this vacancy or any subsequent vacancies to be sure that substitutes, RCAs or RCRs who previously elected to serve an auxiliary route six days are offered the opportunity to accept the new assignment and relinquish the six day assignment. (Article 30.2.G.2.d.)

ROUTE #	PRIMARY	SECOND	THIRD

K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	
J005		COLE	
K006	ADAMS	DUKE	

**HOW THE MATRIX IS AFFECTED WHEN THE LEAVE REPLACEMENT
RELINQUISHES A SIX DAY ASSIGNMENT [In an office that has not changed relief
days of one or more regular routes]**

Primary leave replacement vacancies may occur due to: resignations, appointment to regular carrier, transfers to other offices, when TRCs take a mandatory six day break in service and creating new regular routes.

A substitute, RCA or RCR who previously elected to serve on an auxiliary route six days may later accept subsequent leave replacement vacancy under [Article 30.2.G.2.d.\)](#)

NOTE: Once a carrier has relinquished the six day assignment on an auxiliary route there is no contractual provision that allows the carrier to again elect the six day assignment on that same auxiliary route. This is not to say the carrier would not be allowed to elect a six day assignment for any other vacant or newly created auxiliary route.

RCA GRAY ELECTS TO RELINQUISH THE SIX DAY AUXILIARY ASSIGNMENT: RCA Gray who has the six day auxiliary route assignment elects to accept the vacant leave replacement position that was created on route 5 when TRC Ford was required to have a six day break in service.

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	
J005	GRAY	COLE	
K006	ADAMS	DUKE	

Gray could then be utilized on two additional positions on the matrix, provided those positions are available or become available in the future. If there are no positions available, Gray would only be utilized in the primary

position on route 5. There is "no bumping" on the leave replacement assignment list under any circumstances. As an example, when the substitute, RCA or RCR who previously elected to serve the auxiliary route six days, accepts a subsequent leave replacement vacancy, the employee may not bump a leave replacement with less service in the office from a second or third designated assignment. This employee would be placed in a blank second or third assignment.

In the Pikeville office example there are vacancies on the matrix in the third position for routes 4, 5 and 6. Gray is qualified on the routes where the vacancies exist and therefore could be placed on route 4 and route 6 in the third position. If Gray were not qualified on routes 4 and 6, it would be at management's discretion whether to train and place Gray on those routes.

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	GRAY
J005	GRAY	COLE	
K006	ADAMS	DUKE	GRAY

When circumstances create a large number of blanks on the matrix due to conversions, auxiliary route assignments, etc., management should review the list to determine if some movement of qualified leave replacements or additional crosstraining is needed. Should management decide that some movement amongst assignments is necessary, only those qualified leave replacements desiring to change assignments will be affected.

ASSIGNED AUXILIARY CARRIER PROVIDING RELIEF TO A VACANT ROUTE IN EXCESS OF 90 DAYS [In an office that has not changed relief days of one or more regular routes]

[Article 30.2.G.8.](#) indicates what will occur should the regular route, which is the employee's primary assignment, becomes available due to a vacancy or extended absence of the regular carrier. In this instance, the replacement carrier must elect either to continue the assignment on the auxiliary route or accept the full-time assignment on the regular route. If the employee elects to serve full-time on the assigned regular route, the assignment will be effective on the 91st day. This will allow the employee to cover the vacancy for a period shorter than 90 days.

Should this same employee elect not to accept the full-time assignment on the regular route or revoke the election to serve on the regular route prior to the 91st day, the employee will relinquish the leave replacement assignment on the primary route at the end of the next pay period. The employee will continue to serve on the auxiliary route and the relinquished regular route assignment will be offered to other substitutes, RCAs and RCRs in that office in the order of the longest period of continuous service in the office. This same employee will then accept another leave replacement vacancy in the office when the leave replacement assignments are offered. However, if no other vacancy is available in the leave replacement ranks, the employee must work the auxiliary route full-time in accordance with the provisions set forth in [Article 30.2.G.5.](#)

EXAMPLE: Below is the matrix for the Bristol Office:

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	GRAY
J005	GRAY	COLE	
K006	ADAMS	DUKE	GRAY

Article 30.2.G.5. “ In offices that have not changed relief days of one or more regular routes in accordance with Article 9.2.C.5.b., upon accepting an auxiliary route assignment, the employee must make an election to serve the auxiliary route six days per week or continue to serve the auxiliary route and only on the assigned regular route as the primary leave replacement.

REGULAR CARRIER ON ROUTE 5 GOES ON EXTENDED LEAVE: When a leave replacement is assigned to an auxiliary route and the employee’s assigned regular route becomes vacant or the regular carrier is on extended leave, **Article 30.2.G.8.** explains the employee must elect either the auxiliary route assignment or the assignment on the regular route. If the employee elects to serve full-time on the assigned regular route, the election shall not be effective until (and may be revoked by the employee prior to) the 91st day of the employee’s full-time regular assignment. At that time the auxiliary route assignment shall be relinquished and then offered to other employees in accordance with **Article 30.2.G.3.**

If the employee elects to continue to serve on the auxiliary route rather than serve full-time on the regular route, (or revokes an election to serve full-time on the regular route prior to the effective date), the employee shall relinquish the leave replacement assignment at the end of the next full pay period. The leave replacement vacancy shall be offered to other employees in accordance with **Article 30.2.E.** Upon relinquishing the leave replacement assignment, the employee shall accept another leave replacement vacancy in accordance with **Article 30.2.E.** or if none is available, shall work the auxiliary route full-time in accordance with **Article 30.2.G.5.** (If the office subsequently reassigns relief days in accordance with Article 9.2.C.5.b., the employee will be required to serve the auxiliary route full-time.)

In the following scenarios, RCA Gray, on the 90th day, elected to relinquish his primary position on route 5 and since there are no other primary leave replacement vacancies, must now work the auxiliary route full-time (6 days per week). The table below illustrates the matrix as a result of Gray’s decision to remain on the auxiliary route.

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	
J005		COLE	

K006	ADAMS	DUKE	

SCENARIO 1

BATES ACCEPTS VACANCY ON RURAL ROUTE 5: As outlined in [Article 30.2.E](#), the vacant primary position on route 5 was offered to senior leave replacement Adams. Adams declined the position. The primary position was then offered to the next senior leave replacement, Bates, who accepted the assignment. Bates would now appear as the primary leave replacement on route 5 and Gray may accept another leave replacement vacancy. In this case route 1 would become available as Bates moves to route 5. Therefore, by virtue of seniority, Gray would appear as the primary leave replacement on route 1.

The table below illustrates the matrix as a result of Gray's decision to remain on the auxiliary route.

ROUTE #	PRIMARY	SECOND	THIRD
K001	GRAY	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	
J005	BATES	COLE	
K006	ADAMS	DUKE	

NOTE: The second and third positions on the matrix held by Bates will not be affected. Gray has no option for second or third positions in addition to the auxiliary route assignment.

SCENARIO 2

ALL OF THE LEAVE REPLACEMENTS DECLINE THE VACANCY ON RURAL ROUTE 5: As outlined in [Article 30.2.E](#), the vacant primary position on route 5 was offered to all the leave replacements by seniority. None of the leave replacements accepted the route 5 assignment. Since no other primary assignment was available, Gray would be required to serve the auxiliary route full-time and is not entitled to serve as a leave replacement on other regular routes or appear on the office matrix. Gray may accept a subsequent leave replacement vacancy in accordance with Article 30.2.E. However, upon accepting another leave replacement assignment, the employee will only serve on the assigned auxiliary route and as the primary leave replacement on the assigned regular route.

The table below illustrates the matrix as a result of Gray's decision to remain on the auxiliary route.

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE

K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	
J005		COLE	
K006	ADAMS	DUKE	

NOTE: The residual leave replacement vacancy on route 5 shall be filled by a TRC as outlined in [Article 30.2.G.2.b.](#)

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	
J005	<i>IRVEN (TRC)</i>	COLE	
K006	ADAMS	DUKE	

SEE: ["MATRIX QUESTIONS & ANSWERS"](#)

FORMS

- [Office Wide Seniority List](#)
- [Office Wide Leave replacement Assignment List \(Matrix\)](#)
- [Delivery Unit Seniority List](#)
- [Separate Delivery Unit Call-in List](#)
- [Sunday Work Desired List](#)
- [Relief Day Work List](#)
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RURAL ROUTE LEAVE REPLACEMENT - OFFICE WIDE SENIORITY LIST

LIST





















This call in list should be used only after the office-wide Leave Replacement Assignment List (matrix) has been exhausted

ROUTE #	FOURTH	FIFTH	SIXTH	SEVENTH	EIGHTH

SUNDAY WORK DESIRED LIST

Leave replacements may work on Sunday, if needed. A list must be established on which these employees can indicate their desire to work, so that these employees will be utilized prior to management calling upon other employees who are not on the list. If management is unable to obtain enough leave replacements from the list, then management should use TRCs to avoid requiring substitutes, RCAs, and RCRs not on the list, to work.

NAME	PHONE	ROUTES QUALIFIED ON

 UNITED STATES	UNITED STATES	 UNITED STATES
 POSTAL SERVICE	POSTAL SERVICE	 POSTAL SERVICE
 UNITED STATES	UNITED STATES	 UNITED STATES
 POSTAL SERVICE	POSTAL SERVICE	 POSTAL SERVICE
 UNITED STATES	UNITED STATES	 UNITED STATES
 POSTAL SERVICE	POSTAL SERVICE	 POSTAL SERVICE
 UNITED STATES	UNITED STATES	 UNITED STATES
 POSTAL SERVICE	POSTAL SERVICE	 POSTAL SERVICE
 UNITED STATES	UNITED STATES	 UNITED STATES
 POSTAL SERVICE	POSTAL SERVICE	 POSTAL SERVICE

