

**RCA CARRYING AN AUXILIARY ROUTE WITH THE DESIGNATION 79.  
HOW DO I EARN LEAVE?  
HOW CAN I USE IT?  
HOW IS IT SHOWN ON MY EARNING STATEMENT?**

A. Article 10, Section 5.B states: rural carrier associates assigned to an aux. route shall earn leave benefits based on the number of hours worked while serving the auxiliary route in excess of 90 days.

Sick leave shall be earned from the first pay period.

On the 91st day, the RCA shall be credited with annual leave for the first 90 days.”

RCAs assigned to auxiliary routes earn annual and sick leave at the rate of 1 hour for each 20 hours actually worked.

As an example:

If an auxiliary carrier worked 35 hours in a pay period, the carrier would earn 1 hour of sick and annual, 15 hours are held for the next pay period.

The auxiliary carrier works 33 hours the next: pay period. The hours are combined and leave is given based on 48 hours.

See chart below.

Pay period	Actual Work Hours	Leave Earned	Hrs. Accumulated
01-93	35 hours	1 hour	15 hours
02-93	33 hours	2 hours	8 hours
03-93	30 hours	1 hour	18 hours

RCAs can only earn up to 4 hours of annual and sick leave per pay period with a maximum of 13 days of annual and sick leave earned in a leave year. Leave is taken in one hour increments, not to exceed 8 hours in a day.

Total hours (work and leave combined) for the week cannot exceed 48

hours.

When work hours equal or exceed 40.00 in a week, no leave can be used.

In the case of an RCA earning leave on an auxiliary route, the earning statement indicates leave in units of a hundred until 8 hours or 1 day is earned. this is a two digit field so the last digit does not appear on the earning statement.

One hour would show as 12 rather than 125

4 hours as 50

6 hours as 75.

Eight hours is shown as 100.

See chart below.

One **hour** of earned leave would appear as:

	This year	00	12
<i>Earned</i>	<i>Balance</i>	<i>00</i>	<i>12</i>

One **day** of earned leave would appear as:

	This year	01	00
<i>Earned</i>	<i>Balance</i>	<i>01</i>	<i>00</i>

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