

FREQUENTLY ASKED QUESTIONS

EMA FOR AUXILIARY ROUTES

Paid by the hour or miles whichever is greater, not to exceed the amount paid on the Special Chart for the route stops and miles. (Art. 9.2.J.5)

FAMILY AND MEDICAL LEAVE ACT (FMLA) ENTITLEMENT

Regular carriers or leave replacements must have worked for the USPS for a total of at least 12 months (consecutive or non-consecutive.)

Regular carriers or leave replacements must have worked at least 1,250 hours during the 12 month period before the date the absence begins

The absence is an approved FMLA-covered condition.

(ELM: 515; Publication 71; Dept. of Labor Regulations updated 01/16/09)

LEAVE EARNING RATE FOR RCAs & PTFs

Annual leave and sick leave are earned at the rate of one hour for every 20 hours actually worked, max. of 4 hours per pay period (ELM: 512.312)

Designation 74 RCAs serving the route during the extended absence of a rural carrier in excess of 90 calendar days, leave is credited as earned. Leave shall be granted in minimum units of one (1) day. (Art. 10.5.A)

Designation 79 RCAs assigned to an auxiliary route in excess of 90 calendar days, leave is credited as earned. Leave granted in hourly increments. (Art. 10.5.B)

Designation 76 PTFs earn leave based on hours worked in appropriate leave category, leave is credited as earned and granted in hourly increments. (Art. 10.6.)

RCA TRANSFERS

RCAs who have completed their probationary period may request a transfer in accordance with Art. 30.2.F. If the gaining office accepts the employee's request for transfer, the losing office must release the RCA. The transfer will be effective within 30 days of the notification to the losing office. (Wilson letter, 9/1/00)

FREE SATURDAY PROVISIONS

The approved absence on a Saturday of a regular, substitute or an RCA in leave earning capacity on a regular route when taking a full week including both Saturdays provided the appropriate leave balance to cover six days of leave, the Saturday's leave will not be charged against the carrier. The following DACA codes will NOT break the continuity for a Free Saturday on a J or H route: Annual Leave, Sick Leave, Donated Leave, Court Leave and Holiday Leave. All other DACA codes will NOT qualify for a Free Saturday

(Art. 10.4.A; F-21, Sec. 581.15; ELM Sec. 512.532)

Compliments of **JEANETTE DWYER**

PARTIAL DAY WORKED

The regular carrier is required to use leave, and the relief carrier is paid for the entire day plus EMA. (F-21: 581.4)

When the replacement carrier cannot finish the route, he/she is paid on Form 1314-A for actual hours worked and any EMA. (F-21: 581.5)

If the regular carrier works his/her relief day and fails to complete the entire route, e.g. illness, the carrier will be compensated 150% of the carrier's hourly rate for the actual number of hours worked, regardless of the option selected. PS Form 1314 will be annotated with a "J" or "K" as appropriate, and PS Form 2240R will be submitted for the actual number of hours to be paid at 150%. (Andrea Wilson letter 09/01/00)

SATURDAY RELIEF DAY

J and K routes will have a Saturday relief day unless otherwise agreeable with management. (F-21, Sec 581.141, & POM 651.1)

Not all K routes will be entitled to a Saturday relief day in offices where the formula has been invoked. (Art. 9.2.C.5.d.2 & A. Wilson letter 09/01/00)

RELIEF DAY WORK LIST

The Relief Day Work List (RDWL) is established two weeks prior to the beginning of each guarantee period and again two weeks prior to the beginning of the first full pay period in May at each delivery unit. Regular rural carriers desiring to work their relief day shall place their names on the RDWL. (Art.8.5.A)

Once a regular carrier signs the RDWL they will have only one opportunity to come off the list and may not sign up again until the new list is posted.

Without recourse to Art. 8 Sec. 5, the Postal Service may allow a regular carrier to work on his/her relief day in order to grant his/her leave replacement scheduled to serve the regular's route the day off, provided:

- The leave replacement submits a written request to be non-scheduled
- The regular carrier has signed the request, thereby indicating agreement
- The regular carrier and manager have agreed that compensation will be an X-day to be immediately scheduled by mutual agreement (Art. 9.2.C.5.i)

PARCEL DELIVERY DISTANCE

Carriers are required to travel up to 1/2 mile one way off the line of travel provided a passable road is present. You are required to dismount to effect delivery if there is no customer response or if the customer requests you to do so (PO-603, Sect 331.21)