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  - Southern Areas (i.e., AR-OK, LA, TX 1, TX 2, and TX 3).

— *Environmental Affairs and Corporate Sustainability, Corporate Affairs, 10-31-24*

## Finance

### Christmas Pay Procedures for Rural Carriers

The 2024 Christmas period for rural carriers begins Saturday, December 7, 2024 (Week 2, Pay Period (PP) 26-2024), and ends Friday, December 27, 2024 (Week 2, Pay Period 01-2025). During this period, certain timekeeping and pay rules apply. Timekeepers, including postmasters, supervisors, and other employees responsible for rural carrier time and attendance recording, must become familiar with Article 9.2.H., Christmas Allowances and Procedures, of Handbook EL-902, *Agreement between the United States Postal Service and the National Rural Letter Carriers' Association, 2021–2024*.

This article describes:

- Types of compensation that rural carriers are entitled during the Christmas period.
- Related timekeeping procedures and regulations for the Christmas period.
- Special rules that begin with the start of the Guarantee Year (October 5, 2024) and continue through the end of the Christmas period (December 27, 2024).

The preferred method of timekeeping data entry is through the Rural Management Support System (RMSS) web application. The following information provides USPS® guidelines for Rural Carrier compensation during the designated Christmas period. These instructions are designed for Manual Timekeeping and TACS data entry.

We included exhibits to help you complete the following:

- PS Form 1314, *Regular Rural Carrier Time Certificate*, and
- PS Form 1314-A, *Auxiliary Rural Carrier Time Certificate*.

#### List of Exhibits

The following exhibits are at the end of the article:

- Exhibit 1 — Regular Carrier Works in Excess of Route's Evaluation
- Exhibit 2 — Regular Carrier Not on Relief Day Work List Works Relief Day (Week 2) and Does Not Receive an X Day in the Same Pay Period
- Exhibit 3 — Regular Carrier Works Designated Holiday

- Exhibit 4 — Regular Carrier Provides Christmas Assistance
- Exhibit 5 — FLSA Code A Regular Carrier
- Exhibit 6 — Designation 74 Works Designated Holiday
- Exhibit 7 — Designation 74 Provides Christmas Assistance on Relief Day
- Exhibit 8 — Replacement Carrier Provides Christmas Assistance on a Regular Route
- Exhibit 9 — Replacement Carrier Provides Christmas Assistance on an Auxiliary Route
- Exhibit 10 — Nonrural Employee Provides Christmas Assistance on Rural Route (EMA Only)
- Exhibit 11 — Designation 79 Provides Christmas Assistance on Assigned Auxiliary Route
- Exhibit 12 — Replacement Carrier Splits Auxiliary Route and Provides Christmas Assistance on an Auxiliary Route

### Overtime During the Christmas Period

*Regular Carriers (Des 71) — FLSA B*

#### Types of Overtime

During the Christmas period, regular rural carriers are eligible for the following two types of overtime:

- a. FLSA overtime; and
- b. Christmas overtime.

#### FLSA Overtime

FLSA overtime is paid at all times of the year, not just during the Christmas period. Regular rural carriers are paid FLSA overtime under two circumstances:

- a. Hours worked in excess of 12 hours in a day. If a carrier works more than 12 hours in a day, the amount over 12 is entered in the Daily Overtime block on PS Form 1314.
- b. Hours worked in excess of 56 in a week. These hours are calculated automatically when the total weekly

work hours are greater than 56. No separate entries are required.

### Christmas Overtime

Christmas Overtime is paid only during the designated Christmas period. Regular rural carriers are paid Christmas overtime under two circumstances:

- a. Christmas Assistance — This is assistance provided by the regular carrier on his or her relief day. Christmas assistance work hours are entered in the Xmas Assist Work Hours block on PS Form 1314.
- b. Hours worked in excess of the route's evaluation is based on the total actual work hours for the week, not on individual days. For example, if a route has a daily evaluation of 9 hours and the regular carrier works 10 hours on 2 days, and 8 hours on the other 3 days, no overtime would be paid. Even though the carrier exceeded the daily evaluation on 2 days of the week, they did not exceed the *weekly* evaluation. The weekly evaluation is 45 hours; the carrier worked 44 hours. (See Handbook F-21, Section 567, for overtime calculation when leave days are taken during the week and for routes with an evaluation of less than 40 hours.) These hours are calculated automatically, so no separate entries or calculations are required.

### Overtime Rate

The overtime rate paid to regular (FLSA Code B) carriers is 150 percent of the carrier's regular rate. The regular rate is determined by dividing the total compensation received for hours actually worked by the carrier since the beginning of the Guarantee Year (not including overtime), by the total number of hours worked since the beginning of the Guarantee Year (not including overtime). This overtime rate is used for both FLSA overtime and Christmas overtime.

### Replacement Carriers

Replacement Carriers (Designations 70, 73, 74, 75, 76, 77, 78, and 79) are only entitled to FLSA overtime. For these employees, FLSA overtime is paid for hours worked in excess of 40 in a week.

### Regular Carriers (Des 71) — FLSA A

Regular carriers whose FLSA code is A are paid for actual hours worked, not evaluated hours. They are paid overtime for hours in excess of 8 in a day or 40 in a week. For FLSA Code A carriers, enter hours in excess of 8 in a day to the Daily Overtime block on PS Form 1314. Hours in excess of 40 in a week are calculated automatically by the system.

### Auxiliary Route Carriers

Carriers serving any auxiliary route are compensated at the hourly rate for actual hours worked during week 2 of PP 26-2024 and both weeks of PP 01-2025. During this period, carriers are not paid the evaluation of the route. Overtime is paid only when the carrier exceeds 40 hours for the week.

### Christmas Assistance

Christmas assistance is additional service provided on a rural route during the Christmas period. For regular carriers, Christmas assistance applies only to assistance given by the carrier, on his or her relief day, while a replacement carrier is assigned to work the full route. For replacement carriers, it applies to any assistance provided on a regular or auxiliary route during the Christmas period. Christmas assistance is reported in the Xmas Assist Work Hours block on PS Form 1314 (for regular carriers) or PS Form 1314-A (for replacement carriers).

Regular carriers can perform Christmas assistance only on their relief day. Therefore, only regular carriers assigned to J or K routes may report Christmas assistance. Regular carriers assigned to route types H or M cannot perform Christmas assistance because these route types do not have a relief day. **Note:** In accordance with an Agreement between the parties, regular rural carriers may perform service on Sunday or provide auxiliary assistance on other routes in the office. This is considered FLSA (daily OT), not Christmas assistance.

These **ARE** examples of Christmas assistance:

- A regular carrier comes in on his or her relief day and helps the replacement carrier case the route.
- A regular carrier comes in on his or her relief day and carries part of his or her regular route. (List the replacement carrier on PS Form 1314.)
- A replacement carrier carries part of a regular route due to heavy Christmas volume.

These **ARE NOT** examples of Christmas assistance:

- A regular carrier comes in on their relief day, and cases and carries their regular route.
- A regular carrier works 2 hours beyond the daily evaluation of their regular route.
- A regular carrier performs any work while assigned to an H or M route.

**Time Card Blocks Used During the Christmas Period**

PS Form 1314 – FLSA Code B Regular Carriers

Name of Assigned Carrier		Finance Number		EIN		Des/Act		Route No		FLSA		Year		OP						
Wk	Actual Weekly Hours		Days Assigned Carrier Absent					Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Route Dev.	GT Veh.	Miles Omitted	Xmas Assist Work Hours			
	Hours	100s	Sat.	Mon.	Tue.	Wed.	Thu.											Fri.	Hours	100s
1	Hours	100s						1	Hours	100s	Hours	100s	Hours	100s	Min			2	Hours	100s
2	Hours	100s							Hours	100s	Hours	100s	Hours	100s	Min				Hours	100s

  

Des/Act		Name of Relief Carrier		EIN		Week 1 Information					Week 2 Information										
Des/Act	Name of Relief Carrier	EIN	Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles		Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles						
								Dev +	Omit -						Dev +	Omit -					
			Hours	100s						Hours	100s										
			Hours	100s						Hours	100s										
			Hours	100s						Hours	100s										
			Hours	100s						Hours	100s										

This certifies that the above carrier rendered service in compliance with Postal Service regulations.

Postmaster's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Carrier's Initials: \_\_\_\_\_ 8127 Time (Min)

PS Form 1314, August 2024 (Page 1 of 2) PSN 7530-01-1-014-6844

United States Postal Service **Regular Rural Carrier Time Certificate**

1. Daily Overtime – For FLSA B carriers, this block is used **ONLY** to record when the carrier works more than 12.00 hours in a single day. (See Exhibit 5 for use of this block for FLSA Code A regular carriers. This block is not used for FLSA Code P.) Record the total amount of work hours in excess of 12 per day in this box. *Include the amount of daily overtime in the Actual Weekly Hours block.* For example, if the carrier works 10.00 hours each day, Monday through Wednesday, and works 12.50 on Thursday and 13.00 on Friday, the amount entered into the Daily Overtime block is 1.50 and the amount entered into the Actual Weekly Hours block is 55.50. Do not enter a decimal point when entering work hours.

The Daily Overtime block is **NOT** used to record:

- Hours worked in excess of 56 in a week.
- Hours worked in excess of the route’s evaluation.
- Hours worked when the carrier works his or her relief day.
- Additional hours worked by the carrier after completing his or her route (except for those that are over 12 hours for the day).

2. Xmas Assist Work Hours – For FLSA Code B regular carriers, this block is used **ONLY** when the carrier comes in on his or her relief day to *provide assistance*, not to serve the full route. A relief carrier must be listed on PS Form 1314 as the replacement carrier for that day. Do **NOT** include the amount of Xmas Assist Work Hours in the Actual Weekly Hours block.

The Xmas Assist Work Hours block is **NOT** used to record:

- Hours worked in excess of 56 in a week.
- Hours worked in excess of the route’s evaluation.
- Hours worked when the carrier works his or her relief day and hours code 037, 038, or 064 is entered on the PS Form 1314.
- Additional hours worked by the carrier after completing their route.