# **Finance**

# Christmas Pay Procedures for Rural Carriers

The 2023 Christmas period for rural carriers begins Saturday, December 2, 2023 (Week 1, Pay Period (PP) 26-2023), and ends Friday, December 22, 2023 (Week 1, Pay Period 01-2024). During this period, certain time-keeping 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.K., Christmas Allowances and Procedures, of the 2021–2024 USPS/National Rural Letter Carriers' Association (NRLCA) Agreement.

This article describes:

- Types of compensation to which 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 7, 2023) and continue through the end of the Christmas period (December 22, 2023).

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.

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#### **Overtime During the Christmas Period**

Regular Carriers (Des 71) - FLSA B

#### **Types of Overtime**

During the Christmas period, regular rural carriers are eligible for two types of overtime — FLSA overtime and 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, so 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 This 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, he or she did not exceed the weekly evaluation. The weekly evaluation is 45 hours; the carrier worked 44 hours. (See Handbook F-21, part 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.

#### **Auxiliary Route Carriers**

Carriers serving any auxiliary route are compensated at the **hourly rate** for actual hours worked during PP 26-2023 and Week 1 of PP 01-2024. 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.

## **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. (Replacement carrier is listed 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 his or her relief day, and cases and carries his or her regular route.
- A regular carrier works 2 hours beyond the daily evaluation of his or her 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

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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 DACA Code R, 3, or 5 is entered on the PS Form 1314.
- Additional hours worked by the carrier after completing his or her route.

# Christmas Pay Procedures for Rural Carriers (continued)

PS Form 1314-A — Replacement Carriers/Auxiliary Routes

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PS Form 1314-A, August 2009 PSN 7530-01-000-9282 (Page 1 of 2)

United States Postal Service® Auxiliary Rural Carrier Time Certificate

1. Route No. — Use the chart below to determine which route number to enter on the PS Form 1314-A when reporting Christmas assistance by replacement carriers or on auxiliary routes.

Christmas Assistance provided on:	Route No. on PS Form 1314-A
Regular route	Actual route #(e.g., K001, J014)
One or more auxiliary routes (Except for Des 79 providing assistance on assigned auxiliary route)	A997 — Combine all Christmas assistance on auxiliary routes on one PS Form 1314-A
Auxiliary route — assistance provided by Des 79 on assigned route	Use PS Form 1314-A for assigned route

Xmas Assist Work Hours — This block is used whenever a replacement carrier provides Christmas assistance. Do not
include the amount of Xmas Assist Work Hours in the Actual Weekly Hours block.

#### Work on Relief Days and Use of X Days

During the period from the beginning of the Guarantee Year (October 7, 2023), through the last day of the Christmas period (December 22, 2023) — which includes pay periods 22-2023, 23-2023, 24-2023, 25-2023, 26-2023, and 01-2024 (Week 1) — record relief days worked by regular rural carriers on PS Form 1314, as described below:

- 1. Carriers who work a relief day during this period and who are entitled to a future day off (X day) must be given that X day in the same pay period. Record DACA Code R or 3 on PS Form 1314 for the relief day that is worked, and DACA Code X on the day that is taken off. The Rural Time and Attendance Collection System (RTACS) will not accept any PS Form 1314 that contains a DACA Code 3 or DACA Code R without a corresponding DACA Code X.
- Record DACA Code 5 on PS Form 1314 for the relief day that is worked if an X day is not taken in the same pay period that the relief day is worked or if the carrier is on the relief day work list and selects the option for

- 150 percent compensation. When DACA Code 5 is entered, the carrier does not receive an X day.
- Carriers may not use any X days that were earned in previous pay periods during this period. RTACS will not accept any PS Form 1314 that contains a DACA Code X without a corresponding DACA Code 3 or DACA Code R.
- Carriers must have a sufficient balance of X days available in order to use an X day. Carriers with a negative X day balance cannot use any X days until the negative balance is erased.

#### Christmas Period Timekeeping Instructions

A. FLSA B Regular Rural Carriers

- Work on Relief Day Only regular carriers on J or K routes have an assigned relief day. Any work performed by a regular on his or her relief day must be reported in one of the following ways:
  - a. Regular carries entire route If the carrier reports on the relief day and cases and carries

the assigned route (as is done on a scheduled day), enter DACA Code R, 3, or 5 (as appropriate) on PS Form 1314 for that day. If the carrier is due an X day for working the relief day (e.g., DACA Code R or 3 is entered), this X day must be granted in the same pay period. If the X day is not granted within the same pay period, DACA Code 5 must be entered on PS Form 1314.

b. Christmas assistance — If a relief carrier serves the assigned route and the regular carrier provides assistance on the relief day, record the hours worked by the regular as Xmas Assist Work Hours. If additional Equipment Maintenance Allowance (EMA) is due for work performed on the relief day, enter the mileage traveled in whole miles in the Route Deviation block for the appropriate week. Do NOT include these hours in the Actual Weekly Hours block. Enter J or K in the appropriate block on PS Form 1314 if the replacement carrier worked a full day on the route.

#### B. FLSA Code A Regular Carriers

Regular carriers (FLSA Code A) are paid at the regular rate for all hours worked up to 8 per day and 40 per week, and at the overtime rate for all hours worked in excess of 8 per day or 40 per week. FLSA Code A employees are not entitled to any X days as they are paid for working the relief day (R):

- Report total hours worked for the week in the Actual Weekly Hours block.
- If the carrier worked more than 8.00 hours in a day, enter total hours worked in excess of 8 for that day in the Daily Overtime block.
- If the carrier worked on a scheduled relief day, enter R on the day the carrier worked the relief day and include the hours worked in the Actual Weekly Hours block. The employee is **NOT** entitled to a future X Day.

#### C. Auxiliary Route Carriers

Carriers serving any auxiliary route are compensated at the hourly rate for actual hours worked during PP 26-2023 and Week 1 of PP 01-2024. During this period, carriers are not paid the evaluation of the route (this includes newly hired RCAs in the first five pay periods of training). The only changes to standard timekeeping procedures for auxiliary routes are when a Designation (Des) 79 provides Christmas assistance on the assigned auxiliary route. (See section E, item 2).

- D. Replacement Carriers Assigned to Vacant Regular Routes (Designations 72/74)
  - 1. Designation 72
    - a. FLSA B Procedures are the same as for Des 71 (Regular Carrier), FLSA B.
    - b. FLSA A Procedures are the same as for Des 71 (Regular Carrier), FLSA A.
  - 2. Designation 74

Work on relief day

- a. Carrier worked scheduled relief day:
  - Enter R on the day the carrier worked the relief day.
  - (2) Include the hours worked in the Actual Weekly Hours block. The employee is **NOT** entitled to a future X Day.
- b. Carrier provided Christmas assistance on relief day:
  - Enter the Christmas auxiliary assistance time on PS Form 1314 in the Xmas Assist Work Hours block.
  - (2) Do **NOT** include these hours in the Actual Weekly Hours block.
  - (3) Enter J or K in the appropriate block on PS Form 1314 if the replacement carrier worked a full day on the route.
- E. Replacement Rural Carriers Serving as Christmas Auxiliary Assistants

All replacement carriers serving as Christmas auxiliary assistants are compensated at their regular rate for actual hours worked up to 40 per week, and at the FLSA overtime rate for actual hours worked in excess of 40.

- 1. Christmas assistance on a regular route:
  - a. Manually prepare PS Form 1314-A for each carrier that provides Christmas assistance.
  - b. Do **NOT** enter more than one carrier on each PS Form 1314-A.
  - c. Submit a separate certificate for each regular route on which the carrier provides assistance.
  - d. Report the Christmas assistance hours in the appropriate Week 1 and/or Week 2 Xmas Assist Work Hours block.
  - e. Enter EMA hours, trips, and miles in the appropriate Week 1 and/or Week 2 EMA blocks.
- 2. Christmas assistance on an auxiliary route:
  - a. Assigned carrier (Des 79) provided Christmas assistance on assigned auxiliary route:

- Enter N in the appropriate block in the No Service section of the carrier's PS Form 1314-A for the assigned route.
- (2) Record hours worked in the Xmas Assist Work Hours block. Only enter Christmas assistance when the Des 79 assists the replacement carrier working the N day.
- (3) Include EMA hours and miles (not trips) in the total for the appropriate week. Trips may not exceed the number of days worked in the No Service blocks.
- (4) A replacement carrier is required to crossfoot the card.
- b. Replacement carrier (Designations 70, 73, 74, 75, 76, and 78) provided Christmas assistance on auxiliary route:
  - Manually prepare PS Form 1314-A. Enter route number A997. Use this route type and number for overburdened service or Christmas assistance on auxiliary routes only.
  - (2) Report the Christmas assistance hours in the appropriate Week 1 and/or Week 2 Xmas Assist Work Hours block.
  - (3) Enter EMA hours, trips, and miles (if applicable) in the appropriate Week 1 and/or Week 2 EMA blocks.
  - (4) If Christmas assistance is performed on two or more auxiliary routes in the same pay period, combine all work hours and EMA data on one manually prepared PS Form 1314-A.
- F. Postal Employees (Other Than Rural) Serving as Christmas Auxiliary Assistants
  - Postal Service employees (other than Des 7X) who provide Christmas assistance on rural routes are compensated at their regular rate of pay for actual time worked. Include all work hours using their normal Time and Attendance System (manual timecards or TACS).
  - Nonrural employees are entitled to EMA payment if a personal vehicle is used. Prepare PS Form 1314-A as

- follows (Do **NOT** prepare PS Form 1314-A if a government vehicle is provided):
- 1. Report the hours worked on the rural routes on PS Form 1230-C, *Time Card*.
- 2. Manually prepare PS Form 1314-A for EMA compensation. Complete indicative data at the top of the certificate. Use Des/Act 99-0, actual route type and number, FLSA code P, and correct employee and pay period information.
- 3. Enter EMA hours, trips, and miles in the appropriate Week 1 and/or Week 2 EMA blocks.

# Important Items to Remember: Rural Carrier Christmas Pay Procedures

- Hours entered in the Daily Overtime block are always included in Actual Weekly Hours.
- Hours entered in the Xmas Assist Work Hours block are NOT included in the Actual Weekly Hours block.
- Carriers on auxiliary routes are paid for actual hours worked, not the route's evaluation, during the Christmas period.
- During the period from the beginning of the Guarantee Year (October 7, 2023) through the last day of the Christmas period (December 22, 2023), a DACA Code X cannot be entered on a timecard unless there is a corresponding DACA Code R or 3 in the same pay period and the carrier's X day balance is zero or greater:
  - DACA R and 3 require a DACA Code X to be used in the same pay period.
- If Actual Weekly Hours exceed 56 hours in a week, a DACA Code 5 must be used. DACA Code R or 3 are not allowed.
- If a regular carrier works his or her relief day and serves his or her assigned route, this is **NOT** reported as Christmas assistance.
- Second trip is not allowed during the Christmas period.

## Exhibit 1. Regular Carrier Works in Excess of Route's Evaluation

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Name of Ass	igned Carrier							Finan	ce Number	r				EIN		Des	Act	Ro	oute No			FLSA	Year	PP
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- 1. A regular carrier is assigned to a 45-hour evaluated route (daily evaluation = 9.00 hours).
- 2. The carrier works 45.08 hours in Week 1 and 38.08 hours in Week 2 as follows:

	Week 1 (Hours)	Week 2 (Hours)	
Mon	09.00	10.08	
Tue	07.90	08.75	
Wed	10.28	09.50	
Thu	08.90	09.75	
Fri	09.00	Annual Leave	

- 3. Carrier will be paid Christmas overtime for 0.08 hours in Week 1 and 2.08 hours in Week 2 based on hours worked over the route's evaluated hours. A day of paid leave will count as one day's evaluation in calculating Christmas overtime. A day of unpaid leave will count as zero.
- 4. No manual computation for Christmas overtime is necessary. This is automatically computed. No entries are made in the Daily Overtime block.

# 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

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	Weekly Hours	Fri.	'	Dvertime		Hours	:	Hours	D	uty Hours			Т	Trip	Dev.	Veh	Omit	Work	Hours					
1	<b>3565</b> Hours 100s	Α	Hou	rs 100s	s H	lours	100s		Hours	s 100	s H	ours 100s	Min	ı				Hours	100s					
2	<b>4875</b> Hours 100s	5						Hou	rs 100s	s H	lours	100s		Hours	s 100	)s H	0892 ours 100s	Min	ı.				Hours	100s
												Week 1	1 Informa	tion						Week 2	Informat	tion		
Des/Act	Name (	of Relief	Carrier			EI	N		Actual		Tr	No EM	EM	Second	Whole	Miles	Actual		Tr	No EM	EM	Second	Whole	Miles
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- 1. A regular carrier is required to work the second relief day of Pay Period 26. The carrier initially selects the option to receive a future X day (DACA 3). However, the carrier does not get an X day in the same pay period.
- 2. Enter DACA Code 5 on the relief day (Saturday) of Week 2.
- 3. The carrier is paid 150 percent of one day's evaluation for working the relief day and does not receive a future X day.

## **Exhibit 3. Regular Carrier Works Designated Holiday**

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2	Hours	s 100s							Hou	rs 100s	H	ours	100s		Hour	s 10	Os F	lours 1	00s I	Min				Hours	100s
													Week 1	Informa	tion						Week 2	Informa	tion		
Des/Act		Name (	of Relief	Carrier			EI	INI		Actual		Tr	No EM	I FM	Second	Whole	Miles	Actual		Tr	No EM	EM	Second	Whole	Miles
Desir tet		Truine (	or recirci	Oumer				"		Weekly Ho	ours				Trip	Dev +	Omit -	Weekly I	Hours				Trip	Dev +	Omit -
78-0	L	HOKE	NES	SS F	N	X	XXX	xxx	X	082		1													
										Hours	100s	-			Min			Hours	100:	s			Min		
										Hours	100s				Min			Hours	100:	s			Min		
										Hours	100s				Min			Hours	100:	s			Min		
											100s				Min			Hours	100:	s			Min		
This certifie	is certifies that the above carrier rendered service Postmaster														Date	•		Carriers	Initials	3			8127 Tim	ne (Min)	
in complian	ice witl	h Postal S	ervice i	regulatio	ons				$\mathcal{B}_{0}$	ob C. ≠	1nd	ersor	$\boldsymbol{\nu}$		12	2/29/20	23			SN					

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- 1. A regular carrier's relief day is Monday. The carrier works the designated holiday on Saturday, December 23.
- 2. Enter V on Saturday of Week 2.
- 3. Include hours worked on the designated holiday in the Actual Weekly Hours block.
- 4. The carrier is not entitled to an X day for working the holiday.
- 5. Do **NOT** enter Holiday work hours in the Daily Overtime block.
- 6. The carrier will receive 150 percent of one day's evaluation for working the designated Christmas holiday. **Note:** Regular rural carriers cannot work the actual holiday on Monday, December 25.

## **Exhibit 4. Regular Carrier Provides Christmas Assistance**

		FI	SCI	IER	КВ					XX-	XXX	XX		ХХ	XXX	XXX		71-0	0		K014		В	23	26
Name of Ass	igned Carri	er							Finan	ce Number					EIN		Des	Act	Ro	ute No			FLSA	Year	PP
	Actual			Dag	js Assigned	Carrier At	sent			Daily		Trainir	ng	COP		Limited		Relief Hou	rs S	Second	Route	GT	Miles	Xmas	Assist
	Weekly Hours Sat. Mon. Tue. Wed. Thur. Fr									Dvertime		Hours	s	Hours	D	uty Hours				Trip	Dev.	Veh	Omit	Work	Hours
1	4150 K									rs 100:	s H	lours	100s			10000		Xmas		П				Hours	100s
2	4309 Hours	9 100s				K			Hou	rs 100:	s H	Hours	100s					the Ac Iours E			025	5		07 Hours	<b>25</b> 100s
								•					Week 1	Informa	tion					_	Week 2	Informa	tion		
Des/Act												Tr	No EN	I FM	Second	Whole	Miles	Actual		Tr	No EM	EM	Second	Whole	Miles
Desiract		varrie o	n ivelier	Carrier			L	IN		Weekly H	ours		110 2.1	Livi	Trip	Dev +	Omit -	Weekly H	lours		I TO LIN	LIVI	Trip	Dev +	Omit -
78-0		SM	ITH	TL		X	XXX	XXX	X	082 Hours	29 100s	1			Min			08 Hours	10 100s	1			Min		
										Hours	100s	6			Min			Hours	100s				Min		
										Hours	100s	5			Min			Hours	100s				Min		
										Hours	100s				Min			Hours	100s				Min		
This certifie in complian						e	Pos	tmaster		nature ob C. 7	4 nd	lersoi	n		Date 12	2/15/20	23	Carriers	Initials	KF			8127 Tim	ne (Min)	

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- 1. A carrier works 7.25 hours of Christmas assistance on the relief day Wednesday, Week 2, and uses a personal vehicle for 25 miles.
- 2. Enter 0725 hours in Xmas Assist Work Hours. Do **NOT** include these hours in the total work hours for the week on PS Form 1314.
- 3. Enter the 25 miles traveled on the relief day in whole miles in the Route Deviation block.
- 4. No manual computation for Christmas overtime is necessary. This is automatically computed. Do **NOT** enter Christmas assistance in the Daily Overtime block.

# **Exhibit 5. FLSA Code A Regular Carrier**

		LA	WRI	ENC	E LI	_				XX-	XXX	X		ХХ	XXX	(XX		71-0		ı	(015	5	Α	23	26
Name of Ass	igned C	arrier							Finan	ce Number					EIN		De	s/Act	Ro	oute No			FLSA	Year	PP
	Ac Veekl	Carrier Ab	sent Thur.	Fri.	۱,	Daily Overtime		Trainir Hours	- I	COP Hours		Limited uty Hours		Relief Hou	rs	Second Trip	Rout Dev.	-		Xmas Work					
1 2	39 Hours	88	wed.	mar.		_	<b>0032</b> rs 100s		ours	100s	riodis	Hours	s 100		Do <u>no</u> Work Week	_ Hour	ude > s in t	(mas he Ac	Assis ctual	t	Hours  06  Hours	100s			
													Week 1	Informa	ition						Week 2	Informa	tion		
Des/Act											ours	Tr	No EM	EM	Second Trip	Whole Dev +	Miles Omit	Actual - Weekly F	lours	Tr	No EM	EM	Second Trip	Whole Dev +	Miles Omit -
78-0		ОВЕ	RIEN	I JB		X	XXX	XXX	X	Hours	100s				Min			08 Hours	13 100s	1			Min		
										Hours	100s				Min			Hours	100s				Min		
										Hours	100s				Min			Hours	100s				Min		
							Hours	100s				Min			Hours	100s				Min					
This certifie in complian						•	Pos	tmaster		nature Љ. C. ≁	4nd	ersoi	n		Date 12	/15/20	23	Carriers	Initials	LL			8127 Tim	e (Min)	

PS Form **1314**, August 2009 (Page 1 of 2) PSN 7530-01-1-014-6844

- 1. A regular carrier whose FLSA code is A is paid by the hour. Overtime is paid for all hours over 8 in a day or 40 in a week.
- 2. The carrier works 8.32 hours on Tuesday of Week 1. Enter 0032 hours in the Daily Overtime block.
- 3. The carrier works relief day (Saturday) in Week 1. Enter DACA Code R on Saturday, Week 1. Include these hours in the Actual Weekly Hours block. The carrier is paid for these hours, so **no X day is due.**
- 4. The carrier works 39.88 total hours in Week 1.
- 5. The carrier works Christmas assistance (6 hours) on the relief day on the second Saturday. Record the Christmas assistance time in the Xmas Assist Work Hours block. Do **NOT** add these hours to the Actual Weekly Hours block. Overtime will only be paid if the carrier exceeds 40 hours for the week.
- 6. No manual computation for Christmas overtime is necessary. This is automatically computed. The carrier will receive 0.32 hours of overtime in Week 1 and 0.08 hours of overtime (34.08 + 06.00 = 40.08 hours) in Week 2.

# Exhibit 6. Designation 74 Works Designated Holiday

		FL	ETC	HEF	R CA					XX-	XX)	(X		ХХ	XXX	ΚΧΧ		74-0		,	J012		Р	24	01
Name of Ass	igned Ca	rrier							Finan	ce Number					EIN		Des	Act	F	Route No			FLSA	Year	PP
	Act	ual		Day	ıs Assigned	Carrier Ab	sent			Daily		Trainir	ng	COP		Limited		Relief Hou	rs	Second	Route	GT	Miles	Xmas	Assist
	Weekly Hours Sat. Mon. Tue. Wed. Thur. F											Hours	\$	Hours	D	uty Hours				Trip	Dev.	Veh	Omit	Work	Hours
1	4150 1 Hours 100s									rs 100	. Н	ours	100s		Hours	s 10	ne H	ours 10	00s M	Min				Hours	100s
2	43 Hours			J					Hou				100s		Hours					Win		$\top$		Hours	100s
	Hours	1005							Hou	15 100	5   11	ours		Informa		5 10	75   H	T I	JUS   II		Week 2	Informa	tion	riours	1005
	Т									Actual			T		Second	Whole	Miles	Actual					Second	Whole	Miles
Des/Act		Name o	of Relief	Carrier			EI	N		Weekly H	ours	Tr	No EM	EM	Trip	Dev +	Omit -	Weekly H	lours	Tr	No EM	EM	Trip	Dev +	Omit -
										Hours	100s				Min			Hours	100s	6			Min		
										Hours	100s				Min			Hours	100s	6			Min		
										Hours	100s				Min			Hours	100s	5			Min		
											100s				Min			Hours	100s				Min		
This certifie	s that th	e above	carrier r	endered	d service	)	Pos	tmaster	's Sigr	Hours ature	.,,,,,				Date		I	Carriers					8127 Tim	e (Min)	1
in complian	ce with	Postal S	ervice r	egulatio	ons				$\tilde{\mathcal{B}}$	ob C. 1	4nd	erson	$\sim$		12	/29/20	23			CA					

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- 1. A rural carrier associate is assigned to a vacant J route with the relief day on Monday of Week 2.
- 2. The carrier works the designated Christmas holiday on Saturday, December 23.
- 3. Do not enter V or H for working the Christmas holiday. Designation 74s are not entitled to holiday leave pay. Saturday of Week 2 is a regular work day.
- 4. Include hours worked on Saturday of Week 2 in the Actual Weekly Hours block.
- 5. A replacement carrier is not needed to crossfoot the card for Week 2.

# Exhibit 7. Designation 74 Provides Christmas Assistance on Relief Day

	FF	RANI	KLIN	I BH					XX-	XXX	ίX		ХХ	XXX	ΧXX		74-0		ı	<b>K</b> 017	,	Р	23	26
Name of Ass	signed Carrier							Finan	ce Number					EIN		De	s/Act	Ro	ute No			FLSA	Year	PP
	Actual Weekly Hours	Carrier Ab	sent Thur.	Fri.	,	Daily Overtime		Trainin	- I	COP Hours		Limited uty Hours		Relief Hou	rs	Second Trip	Route Dev.	.		Xmas Work	Assist Hours			
1 2	3652 Hours 100s 3392 Hours 100s		11131.		Hou	rs 100:		ours	100s 100s	- 100110	Hours	s 100		Do <u>no</u> Work Week	<u>t</u> incl Hour	ude ) s in t	Kmas he Ad	Assis ctual	t		00 100s			
	I								Actual				Informa	tion Second	Whole	Miles	Actual			Ι	ınıorma	Second	Whole	Miles
Des/Act	Name	of Relief	f Carrier			EI	N		Weekly H	ours	Tr	No EM	EM	Trip	Dev +	Omit -	Weekly F	lours	Tr	No EM	EM	Trip	Dev +	Omit -
76-0	KI	NG	RL		X	XXX	XXX	X	091 Hours	15 100s	1			Min			09 Hours	33 100s	1			Min		
									Hours	100s				Min			Hours	100s				Min		
				Hours	100s				Min			Hours	100s				Min							
						Hours	100s				Min			Hours	100s				Min					
This certifie	s that the above	Pos	tmaster							Date			Carriers	Initials				8127 Tim	e (Min)					
in complian	ice with Postal S	Service	regulation	ons				$\mathcal{B}_{0}$	ob C. ≠	4 nd	ersov	ı		12	2/15/20	23			BF					

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- 1. The RCA is assigned to a vacant regular K route with a relief day of Monday.
- 2. On the first Monday, the Des 74 carrier provides Christmas assistance for 7 hours. The replacement carrier works the route the entire day.
- 3. Enter K for the first Monday.
- 4. Enter 0700 hours in the Xmas Assist Work Hours block. Do **NOT** include these hours in the Actual Weekly Hours block.
- 5. The carrier will be paid 3.52 hours overtime (36.52 + 7.00 = 43.52).
- 6. Enter appropriate information for the relief carrier in the bottom section of the time certificate.

#### Exhibit 8. Replacement Carrier Provides Christmas Assistance on a Regular Route

			TICH	IY P	L				,	XX-X	XX	X		)	XXX	XXX	(		78-	-0	K0	01	Р	23	26
		Na	me of As	signed (	Carrier					Finance	Numb	эг			EI	N			Des/	Act	Route	No.	FLSA	Year	PP
wĸ	Actual		Equ	uiopmer	t Allowar	nce			N - No	Service			Tra	ining	Second			Le	ave - Wh	ole Hours			Work	Xmas	Assist
WIX	Weekly I	Hours	Hours	Tr	Miles	GT	Sat	Mon	Tue	Wed	Thur	Fri	н	ours	Trip	Annua	Sick	Other	COP	Donate	MilLV	Court Lv	Days	Work	Hours
			06	2	080																			10	00
1	1 Hours 100s 06 2 080													100s	Min									Hours	100s
	03 1 040																							04	50
2	Hours	100s	03	'	040								Hours	100s	Min									Hours	100s
														Wee	k 1 Inform	ation					Wee	k 2 Inforn	nation		
Des/Act		Mana	of Relie						IN		P	ctual		E	quipment	Allowanc	е	Second	Actual		E	Equipment	t Allowar	ice	Second
Des/Act		ivame	oi Reile	er Carrie	1				IIN		ν	Veekly F	lours	Hours	Tr	Miles	GT	Trip	Weekly	y Hours	Hours	Tr	Miles	GT	Trip
												Hours	100s					Min	Hours	100s					Min
																				1					
												Hours	100s					Min	Hours	100s				1	Min
																				1					
						-						Hours	100s					Min	Hours	100s					Min
																				1					
											_	Hours	100s					Min	Hours	100s					Min
This certifi	es that t	he above	carrier	rendere	d servic	е		Postma	aster's S	Signature	9								Date			Carrier	s Initials		
in complia	nce with	Postal S	Service r	egulatio	ns							Bob	C. A	nder,	ion				1	12/15/2	023			PT	
PS Form	1314-A	, Augus	t 2009	PSN 7	530-01	-00-92	282 (Pa	ge 1 of	2)							U	Inited S	States P	ostal S	ervice A	uxiliary	Rural Ca	arrier T	ïme Ce	rtificate

- 1. A regular carrier on Route K001 carries his or her route on regularly scheduled day.
- 2. A replacement carrier provides Christmas assistance on Route K001 for 3.25 hours on Tuesday, Week 1; 6.75 hours on Friday, Week 1; and 4.50 hours on Saturday, Week 2.
- 3. On each of these days, the replacement carrier spends 3 hours on the street and travels 40 miles each day (in his or her own vehicle).
- 4. Prepare PS Form 1314-A using the actual route number (K001) on which service was performed.
- 5. Enter 1000 hours in the Xmas Assist Work Hours block for Week 1 and 0450 hours for Week 2. Do **NOT** include these hours in the Actual Weekly Hours block.
- 6. Enter EMA data in the appropriate Equipment Allowance blocks.
- 7. Do not enter any information on the bottom (relief carrier) section of the card.
- 8. If the replacement carrier provides Christmas assistance on more than one regular route, complete a separate PS Form 1314-A for each route on which Christmas assistance is provided.

## Exhibit 9. Replacement Carrier Provides Christmas Assistance on an Auxiliary Route

DUNCAN CC									xx-xxxx					)	XXXX	XXX	(		78-0 A99			97	Р	23	26	
		Nar	me of As:	signed (	Carrier			Finance Number							EIN	١			Dest/A	ıct	Route	No.	FLSA	Year	PP	
wĸ	Actual		Equ	Equiopment Allowance						N - No Service			Train		Second		Lea			ole Hours			Work	Xmas	Assist	
	Weekly H	ours	Hours	Tr	Tr Miles		GT Sat Mo		Tue Wed		Thur	Fri	Fri Ho		s Trip		Sick	Other	COP	Donate	MiLV	Court Lv	Days	Work	Hours	
																							04	25		
1	Hours	100s											Hours	100s	Min									Hours	100s	
			01	1	010																			02	250	
2	Hours	100s	UI	'	010								Hours	100s	Min									Hours	100s	
										Week 1 Information											Wee	k 2 Inform	nation			
Des/Act		Mana	of Relie		_				EIN				Actual Equipme				Allowance Second				E	quipment	Allowar	ice	Second	
Des/Act		Name	or Relie	r Carrie	er		EIIV				١	Veekly I	Hours	Hours	Tr	Miles	GT	Trip	Weekly Hours		Hours	Tr	Miles	GT	Trip	
												Hours	100s					Min	Hours	100s					Min	
												Hours	100s					Min	Hours	100s					Min	
											$\perp$	Hours	100s					Min	Hours	100s					Min	
												Hours	100s					Min	Hours	100s					Min	
This certifi	es that th	e above	carrier r	rendere	d service			Postma	aster's S	Signature	е								Date			Carrier'	arrier's Initials			
in compliance with Postal Service regulations											Bob	C. A	nder,	son				1	2/15/20	023		CD				

PS Form 1314-A, August 2009 PSN 7530-01-00-9282 (Page 1 of 2)

- 1. A replacement carrier provides 3.00 hours of Christmas assistance on Route A003 on Monday, Week 1; 1.25 hours of Christmas assistance on Route A009 on Wednesday, Week 1; and 2.50 hours of Christmas assistance on Route A003 on Saturday, Week 2. All hours are worked in the office, except for one hour on the street on Saturday, Week 2 (10 miles).
- 2. Prepare one PS Form 1314-A using route number A997 for all Christmas assistance hours on auxiliary routes.
- 3. Enter hours worked in the Xmas Assist Work Hours block. Do **NOT** include these hours in the Actual Weekly Hours block.
- 4. Enter EMA data in the appropriate Equipment Allowance blocks.

# Exhibit 10. Nonrural Employee Provides Christmas Assistance on Rural Route (EMA Only)

	ROGERS BA									XX-X	(XX	X		)	(XXX	XXX	X		99-0 J0			J029		23	26
		Na	me of As	signed	Carrier					Finance Number				EIN							Route	No.	D. FLSA		PP
WK	Actual		Eq	Equiopment Allowance						N - No Service			Tra	Training					ave - Wh	ve - Whole Hours			Work	Xmas	Assist
WIX	Weekly Hours		Hours	Tr	Miles	s GT	Sat	Mon	Tue	Wed	Thu	r Fri	н	ours	Trip	Annu	al Sic	k Other	COP	Donate	MiLLV	Court Lv	Days	Work	Hours
1	Hours	Hours 100s		2	036	6							Hours	100s	Min									Hours	100s
2	Hours	100s	06	3	054	l.							Hours	100s	Min									Hours	100s
														Wee	k 1 Informa	ation					Wee	k 2 Inform	nation		
Des/Act		Name of Relief Carrier							IN		A	Actual		Е	quipment	Allowand	се	Second	Actual		E	quipment	Allowar	ice	Second
Desiract		Trains of Francis Guiller										Weekly Hours		Hours	Tr	Miles	GT	Trip	Weekly	y Hours	Hours	Tr	Miles	GT	Trip
												Hours	100s					Min	Hours	100s				_	Min
												Hours	100s					Min	Hours	100s					Min
												Hours	100s					Min	Hours	100s					Min
												Hours	100s					Min	Hours	100s					Min
This certifies that the above carrier rendered service   Postmaster's Signature   in compliance with Postal Service regulations									9	Вов	C. A	nder	son				Date 1	12/15/2	023	Carrier	Carrier's Initials BR				
PS Form	1314-A	, Augus	st 2009	PSN 7	7530-01	-00-92	282 (Pa	ge 1 of	2)								United	States F	ostal S	ervice A	uxiliary	Rural Ca	arrier T	ime Ce	rtificate

- 1. A clerk works as a Christmas auxiliary assistant on Route J029 and provides his or her own vehicle.
- 2. Complete PS Form 1314-A using Des 99-0 and the route number of the regular route. (Use A997 if assistance is provided on an auxiliary route.)
- 3. Enter the hours, trips, and miles in the Equipment Allowance blocks.
- 4. Do **NOT** enter any Actual Weekly Hours or Xmas Assist Work Hours. Work hours for nonrural employees are paid using their regular timekeeping system (e.g., manual timecards, TACS).
- 5. If Christmas assistance is provided on more than one regular route, complete a separate PS Form 1314-A for each employee and for each route on which they provide Christmas assistance.
- 6. If Christmas assistance is provided on more than one auxiliary route, combine the EMA data and enter the totals on one PS Form 1314-A using route number A997.

# Exhibit 11. Designation 79 Provides Christmas Assistance on Assigned Auxiliary Route

	В	ROV	VN (	GF					XX-X	XX	X		)	(XXX	XXX	x		79-	0	A00	5	Р	23	26
		me of Ass						Finance Number						E		_		Des/Act Route N				FLSA	Year	PP
	Actual	ne ne			N - No	N - No Service			Tra	inina	Second				Leave - Whole Hou				Work	40.000	Assist			
WK	Weekly Hours	Hours	iopment Allowani Tr Miles		GT Sat		Mon	Tue Wed		Thu	Fri		Hours		ip Annual Sick									Hours
1	<b>2450</b> Hours 100s	08	6	120								Hours		Min			Do	<u>not</u> in	clude	Xmas <i>i</i>	Assist		Hours	100s
2	1298 Hours 100s 06 4 080 N											Hours	100s	Min	04					the Actours E			01 Hours	<b>50</b> 100s
															ation			_		*****	C IIIIOIII	ution		
Des/Act	Nama	Name of Relief Carrier							EIN				E	quipment	quipment Allowance		Second	Actual		Equipment Allowa			ice	Second
Desiract	Ivallie	Traine of reals salled						LIIV				Weekly Hours		Tr	Miles	GT	Trip	Weekly	Weekly Hours		Tr	Miles	GT	Trip
76-0	MUL	MULLINS SW						XXXXXXX				100s					Min	OS Hours	9 <b>50</b> 100s	03	2	040		Min
											Hours	100s					Min	Hours	100s					Min
												100s					Min	Hours	100s					Min
										Hours	100s					Min	Hours	100s					Min	
	This certifies that the above carrier rendered service Postmaster's Signature in compliance with Postal Service regulations										Bob C. Anderson							Date   Ca				Carrier's Initials GB		
PS Form	1314-A, Augus	t 2009 F	PSN 7	530-01-	00-92	82 (Pa	ge 1 of	2)								United	States F	Postal Se	rvice Au	xiliary R	Rural Ca	arrier T	ime Ce	rtificate

- 1. A Des 79 assigned to route A005 served a regular route on Saturday, Week 2, while another replacement carrier worked on Saturday. Enter an N in the No Service block.
- 2. The Des 79 provided 1.5 hours of Christmas Assistance on route A005 on Saturday, Week 2.
- 3. The Des 79 took 4 hours of annual leave on Monday, Week 2.
- 4. Enter hours worked (0150) in the Xmas Assist Work Hours block. Do **NOT** include these hours in the Actual Weekly Hours block.
- 5. Enter the replacement carrier that served route A005 on Saturday and Monday on the bottom of PS Form 1314-A.

## Exhibit 12. RCA Provides Auxiliary Assistance and Christmas Assistance on an Auxiliary Route

	OBRIEN RP									XX-X	(XX	X		)	XXX	XX	XX			78-0	)	A99	7	Р	23	26
		Na	me of As:	signed C	Carrier				Finance Number						E	N				Des/Ac	t	Route N	lo.	FLSA	Year	PP
WK	Actual		Equ	Equiopment Allowance						N - No Service			Tra	ining	Second				Le	ave - Whole		Work		Xmas	Assist	
WIX	Weekly	Hours	Hours	Hours Tr Mile		GT	GT Sat		Tue Wed Th		Thur	ur Fri		ours	Trip	А	Annual Sick		Other	COP	Donate	MiLLV	Court Lv	Days	Work Hours	
1	O3 Hours	8 <b>00</b> 100s											Hours	100s	Min					<u>not</u> ind rk Hou					02 Hours	2 <b>00</b> 100s
2	Hours 100s									L		Hours		Min				We	Weekly Work Hours Blo					Hours	100s	
														ation							2 Inform					
Des/Act	Name of Relief Carrier							E	EIN			Actual			quipment				Second	l			uipment		_	Second
												Weekly Hours		Hours	Tr	Mile	es	GT	Trip	Weekly I	Hours	Hours	Tr	Miles	GT	Trip
											_	Hours	100s				_		Min	Hours	100s				<u> </u>	Min
													100s						Min	Hours	100s					Min
												Hours	100s						Min	Hours	100s					Min
												Hours	100s						Min	Hours	100s					Min
	This certifies that the above carrier rendered service Postmaster's Signature in compliance with Postal Service regulations									9	Boly	·C 4	nder	KOHA /					Date 12/15/2023			Carrier's Initials				
PS Form						00-92	282 (Pa	ge 1 of	2)			500	O. A	, woor	,010		Ur	nited S	States P	ostal Ser			ural Ca			rtificate

- 1. A replacement carrier provides 3.00 hours of Auxiliary assistance on Route A003 on Monday, Week 1, and 2.00 hours of Christmas assistance on Route A009 on Wednesday, Week 1. All hours are worked in the office.
- 2. Prepare one PS Form 1314-A using route number A997 for all Auxiliary and Christmas assistance hours on auxiliary routes.
- 3. Enter hours worked (3.00) as Auxiliary assistance in the Actual Weekly Hours block.
- 4. Enter hours worked (2.00) as Christmas assistance in the Xmas Assist Work Hours block. Do **NOT** include in the Actual Weekly Hours block.
- 5. This timecard would result in 05.00 hours of pay.

- Payroll, Controller, 10-19-23