

Leave Replacement Hours

We have a large amount of Leave Replacements holding a down a vacant regular route or an auxiliary route due to FSS (DPS Flats). That being the case, here are some issues regarding Leave Replacements and the hours they are entitled to.

- Only when the assigned RCA/RCR to the regular route works up to the evaluated hours of their assigned route may then be replaced to avoid additional overtime. (Article 30.2.O)
Remember, this is not “Standard” hours but “Evaluated” hours. The Standard hours of the route may be 55 hours, but the Evaluation is a 46K. This means that the leave replacement would be entitled to work up to 46 hours or 5 days whichever comes first, not 55 hours. Management may grant the RCA/RCR a relief day of management’s choice, since this is a K route.
- When a leave replacement serves a regular route for a week or more, a relief day shall be granted, in the case of a J (if week for J-day to be given) or a K route, if requested by the employee and if a leave replacement is available OR if required by local management. (Article 30.2.H)
- A leave replacement assigned to an auxiliary route six days a week or assigned to an auxiliary route and as the primary leave replacement on any other regular route will not serve on any other auxiliary route or as a leave replacement on any other regular route. (Article 30.2.G.2.c and 30.2.G.5)
- A leave replacement assigned to an auxiliary route is entitled to work up to the evaluation of the route before being replaced to avoid additional overtime. (Article 30.2.O)
- An auxiliary route evaluated at 42 hours would have a daily evaluation of 7 hours. If you are assigned to an auxiliary route and as the primary leave replacement on a regular route (5 & 1), your priority is to the regular route. You may be required to carry the regular route and not the auxiliary route. In the case of the 42 hour auxiliary route, you could work 9 hours on the regular route and still be entitled to 5 days on the auxiliary route. (5 days x 7 hours = 35 hours. 35 + 9 = 44 hours total)

Working off the Clock and Lunch Breaks

Question: If I report to work earlier than my scheduled reporting time on the PS Form 4240 (timesheet) and then during the day I only take 15 minutes of Lunch Break, but I record 30 minutes of Lunch Break to compensate for the early reporting time, is that proper?

Answer: NO. All entries on the PS Form 4240 must be made accurately in ink as they occur. NO CARRIER (RELIEF OR REGULAR) SHOULD EVER BEGIN WORK BEFORE THEIR SCHEDULED REPORTING TIME, unless management authorizes them to do so. Management may allow you to report earlier, but the actual time must be recorded on the PS Form 4240.

Question: Do rural carriers receive two ten minute breaks each day that are not recorded on the PS Form 4240?

Answer: NO. Rural carriers must record any breaks in the Lunch column on the PS Form 4240. Total time for lunch and any breaks must not exceed 30 minutes per day.