Unavailable Leave Replacement
Prior to Using RDL Decision Tree

Is there a leave replacement to cover the route?

YES → No further action is needed

↓NO

Does management exercise the option to use a PTF where there is a PTF assignment?

YES → **The PTF is scheduled to serve the route**

↓NO

Is the 2nd leave replacement on the Matrix available?

YES → **Schedule the 2nd leave replacement**

↓NO

Is the 3rd leave replacement on the Matrix available?

YES → **Schedule the 3rd leave replacement**

↓NO

Is there another qualified Substitute, RCA, RCR or TRC available in the delivery unit?

YES → **Schedule as appropriate. If there is a choice between an RCA and an RCR, schedule the one with the longest continuous service in the office.**

↓NO

Does management choose to exercise the option of using another leave replacement in the office?

YES → **Schedule available leave replacement**

↓NO

Go to RDL