

# **WHERE IS IT IN WRITING ABOUT THE 90-DAY QUALIFYING PERIOD?**

- **F-21 Section 581.22**

Example 4

Jones G		24-1982		589-40-1245		780	A996	96	20
Name of Assigned Carrier		Finance Number		Social Security Number		Des.	Route No.	Year	PP
		Week 1		Week 2				Week 1	
FMLA AL Hours		Hours	100s	Hours	100s	FMLA SL Hours		Hours	100s
FMLA LWOP Hours		Hours	100s	Hours	100s	FMLA SL Dependent Care		Hours	100s
Non-FMLA SL Dependent Care		Hours	100s	Hours	100s	FMLA Replacement Carrier Unavailable		Hours	100s
FMLA COP Hours		Hours	100s	Hours	100s	FMLA IOD/OWCP Hours		Hours	100s
Postmaster's Signature Mike Smith						Date 9/27/96		Carrier's Initials JS	
PS Form 1314-F, August 1996						Rural Carrier FMLA Certificate			

Example 4. Ms. Jones is a replacement carrier. She is scheduled to work every Saturday on route K001. Her husband is undergoing treatment for cancer, and she is unavailable to work for the next 4 weeks. Form 1314-F is completed to indicate that she was unavailable due to an FMLA situation. Record the evaluated hours of the route under FMLA replacement carrier unavailable.

581.2 Substitute Rural Carriers and Rural Carrier Associates

581.21 Description

A substitute rural carrier and rural carrier associate serve either as a leave replacement for a regular rural carrier or serve a vacant rural route, as follows:

Leave replacements (Designations 73, 75, and 78) do not earn annual or sick leave.

A substitute (Designation 72) and rural carrier associate (Designation 74) serving a vacant route or serving during the absence of the regular carrier in excess of 90 calendar days earns annual and sick leave.

A rural carrier associate (Designation 79) serving on an assigned auxiliary route in excess of 90 calendar days earns annual and sick leave based on the actual hours worked. The annual leave category is always 4. Total hours (work and leave combined) for the week cannot exceed 48.

581.22 Qualifying Period

A qualifying period of 90 days of continuous service is required for a regular route. A break in service of 1 or more workdays breaks continuity of employment, and the replacement carrier must begin a new 90-day qualifying period. Normally, a break in service will occur only when the regular carrier returns or the vacant route is filled by the appointment of a new regular carrier. A break in service does not mean absence on the route due to a nonscheduled workday or approved leave, including LWOP, or when management requires the carrier to work on another assignment.

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**581.212** A substitute (Designation 72) and rural carrier associate (Designation 74) serving a vacant route or serving during the absence of the regular carrier in excess of 90 calendar days earns annual and sick leave.

**581.213** A rural carrier associate (Designation 79) serving on an assigned auxiliary route in excess of 90 calendar days earns annual and sick leave based on the actual hours worked. The annual leave category is always 4. Total hours (work and leave combined) for the week cannot exceed 48.

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### 581.23 Appointments

**581.231** Appointment to substitute rural carrier (Designation 72) is limited to employees with a

current position of substitute rural carrier (Designation 73).

**581.232** Appointment to rural carrier associate (Designations 74 and 79) is limited to employees with a current position of rural carrier associate (Designation 78).

**581.24 Change to Leave Earning Status.** When the carrier has completed 90 days of continuous service, a Form 50, *Notification of Personnel Action*, must be prepared using Nature of Action (NOA) code 907, Change to Leave Earning Status, and standard remarks code 515—Rural Carrier has served continuously on route since (date required). The payroll system will credit the employee with accrued annual and sick leave computed from the date supplied in the remarks field. The earliest date a rural carrier associate can be credited with continuous service on a route is January 21, 1988.

**581.25 Change to Nonleave Earning Status.** When the regular carrier returns or the vacant route is filled, a Form 50 must be prepared using NOA code 908, Change to Nonleave Earning Status. The effective date of this action is the day before the regular carrier returns or the route is filled by the appointment of a new regular carrier.

**581.26 Leave Earned.** A lump sum payment will be issued automatically for unused annual leave credited during the leave earning period if a carrier is returning to a nonleave earning position. If the carrier returns to a leave earning position, no lump sum payment is made.