

Name of Assigned Carrier								Finance Number		EIN			Des/Act		Route No.			FLSA	Year	PP
1	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 Omit	Xmas Assist Work Hours			
	Hours	100s	Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	Hours	100s	Hours	100s	Hours	100s	Min			Hours	100s	
1	Hours	100s						Hours	100s	Hours	100s	Hours	100s	Min				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						
Actual Weekly Hours		Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit -		Actual Weekly Hours		Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit -						
Hours	100s				Min			Hours	100s				Min							
Hours	100s				Min			Hours	100s				Min							
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 in compliance with postal regulations.								Postmaster's Signature			Date		Carrier's Initials			8127 Time (Min)				

Identify all Absences with the Following Codes:

A - Annual Leave	N - Military LWOP	2 - HQ Authorized Administrative Leave
B - Holiday (Work Hours Other Than Rural)	O - Other Leave *	3 - 50% Relief Day Worked
C - Cont. of Pay	P - Work Hours Other Than Rural	4 - Day of Reflection
D - Donated Leave	R - Relief Day Worked	5 - 150% Relief Day Worked
E - Limited Duty	S - Sick Leave	6 - Court Leave
F - QWL/EI	T - Training	
G - QWL/EI X Day	U- AWOL	
H - Holiday Leave	V - Holiday Work	
J - 11-Day Route	W - IOD/LWOP	
K - 10-Day Route	X - Relief Day Taken (Previous "R" or "3") **	
L - Leave w/o Pay	Y - Relief Day Work Hrs Other Than Rural	
M - Military Leave	Z - Steward Duty	

* When "Other Leave" is recorded, a reason must be given. Explanation:

**Relief day taken for working previous "R" or "3" day. Does not apply to substitute rural carriers (Des 72), or rural carrier associates (Des 74), or newly appointed regular rural carriers with FLSA code of "A".