

## DACA PAY CODES (Days Assigned Carrier Absent)

DACA codes have become an issue for many rural carriers. This exhibit lists DACA codes utilized in the rural pay system. Most of these codes will be found on the back of the PS Form 1314 (*Regular Rural Carrier Time Certificate*). The following information was obtained from the chapter 5 of the F-21, (*Time and Attendance Handbook*), EL-902-1 (*NRLCA/USPS Collective Bargaining Agreement*), and numerous Postal Bulletins regarding new DACA codes.

DACA CODES	DEFINITION	COMMENTS	
<b>A</b>	Annual Leave	<u>Regular carriers:</u> Granted in 1-day increments. Entire year's annual leave is credited to the carrier at the beginning of the leave year.	<u>Qualified leave replacements (72, 74, 76 &amp; 79):</u> Granted based on actual work hours on qualifying routes. 72 & 74's take in 8-hour increments, 76 & 79's in 1-hour increments.
<b>B</b>	Non-Rural V Day (Holiday work)	Regular carrier working in 204B position on his/her designated holiday.	
<b>C</b>	Continuation of Pay	Used with an on-the-job injury to pay the carrier the route evaluation for up to 45 calendar days.	
<b>D</b>	Donated Leave	Must be incapacitated for available Postal Service duties due to a serious personal health condition, which includes an incapacitating pregnancy.	
<b>E</b>	Limited Duty	Injured on duty and working in a limited duty status.	
<b>H</b>	Holiday leave	Regular carriers (71) receive 10 holidays annually.	
<b>L</b>	Leave without Pay	LWOP granted by management under certain circumstances.	
<b>M</b>	Military Leave	Authorized absence for regular rural carriers (71) from postal duties without loss of pay, time, or performance rating that is granted to employees who are members of the National Guard or Reservists of the Armed Forces under the provisions of ELM 517.	
<b>N</b>	Military LWOP	Any absence beyond the general military leave allowance is charged to annual leave or LWOP if the carrier elects not to use annual leave.	
<b>O</b>	Other leave (Administrative Leave)	When granted by management, an explanation must be given on the back of the PS Form 1314, <i>Regular Rural Carrier Time Certificate</i> .	
<b>P</b>	Work hours other than rural	Regular carrier is paid the evaluation of the route minus EMA for other work such as Academy trainer, Adjustment team member, etc.	
<b>R*</b>	Worked relief day	Carrier entitled to an X day within 12 weeks.	
<b>S</b>	Sick Leave	<u>Regular Carriers:</u> Taken in one-day increments. Carriers earn 13 days per year.	<u>Qualified leave replacements (72, 74, 76 &amp; 79):</u> Granted based on actual work hours on qualifying routes. 72 & 74's take in 8-hour increments, 76 & 79's in 1-hour increments.
<b>T</b>	Training	Granted in one-day increments if carrier attends training session for the entire day.	
<b>U</b>	AWOL	Used when a regular carrier is AWOL instead of DACA code L.	
<b>V</b>	Holiday worked	Regular carrier works designated holiday. Receives regular pay for that day plus holiday pay, does not earn additional day off. (Designated Christmas holiday only: carrier receives pay for the day plus 1½ times holiday pay, no additional day off).	
<b>W</b>	IOD/LWOP (Injured on Duty/Leave without Pay)	Carrier relinquishes route due to an on-the-job injury or illness and is an unassigned regular; has not yet been placed in a permanent modified job assignment and is working a limited duty assignment.	
<b>X</b>	Relief day taken	Carrier receives a paid day off as compensation for working a relief day.	
<b>Y*</b>	Non-rural relief day worked	Carrier works his/her relief day in other than rural delivery. Example: Academy trainer, Adjustment team member, etc. Earns an "X" day, not eligible for additional compensation.	
<b>Z</b>	Steward duty	<u>Regular Carriers:</u> Paid day off after accumulation of 8 hours of authorized local steward time.	<u>Leave Replacements:</u> Does not accumulate time. Actual time paid on 1314A in the same pay period.
<b>3*</b>	Relief day worked with 50% pay	Regular carrier works his/her relief day and receives 50% pay plus an X day (scheduled by management) within 12 weeks. Carriers NOT on the relief day work list MUST be paid by DACA code 3 when required to work their relief day.	
<b>4</b>	Day of Reflection	Regular carrier receives one day of administrative leave (one day of evaluated pay) for the day as a result of the issuance of a 14-day paper suspension.	
<b>5</b>	Relief day worked with 150% pay	Regular carrier works his/her relief day and receives 150% pay. Carrier does not earn a future X day and must be on the Relief Day Work List to select DACA code 5.	
<b>6</b>	Court Leave	Absences for Court-Related Service	
<b>H**</b>	12-day rural route	Carrier works 12 days each pay period with no relief day.	
<b>J**</b>	11-day rural route	Carrier works 11 days with 1 relief day each pay period.	
<b>K**</b>	10-day rural route	Carrier works 10 days with 2 relief days each pay period.	

\* During the period that starts with the beginning of the guarantee period through the end of the designated Christmas period, regular rural carriers must receive an X day in the same pay period in which the relief day is worked. X days earned prior to the beginning of the guarantee period may not be used during this period, however this period extends the twelve weeks for scheduling those X days. When a rural carrier, who is entitled to an X day, does not receive that X day during the same pay period as the relief day worked, the rural carrier is compensated 100% of the daily rate of pay and does not receive the X day. This is in addition to the compensation of 50% of the daily rate of pay received for working the relief day.

\*\* These are Rural route types (classifications) determined by the route evaluation as developed from the national mail count or interim adjustment.