

Name of Assigned Carrier								Finance Number				Social Security Number				Des/Act	Route No.		FLSA	Year	PP
WK	Actual Weekly Hours		Days Assigned Carrier Absent (codes on reverse)					Daily Overtime	Training Hours		COP Hours	Limited Duty Hours		Route Dev.	GT Veh.	Miles Omit	Xmas Assist Work Hours				
			Sat.	Mon.	Tue.	Wed.	Thur.												Fri.		
1	Hours	100s						Hours	100s	Hours	100s	Hours	100s				Hours	100s			
2	Hours	100s						Hours	100s	Hours	100s	Hours	100s				Hours	100s			

Des/Act	Name of Relief Carrier	Social Security Number	Week 1 Information						Week 2 Information									
			Actual Weekly Hours	Tr	No EM	EM	Whole Miles		Actual Weekly Hours	Tr	No EM	EM	Whole Miles					
							Dev +	Omit -					Dev +	Omit -				
			Hours	100s					Hours	100s								
			Hours	100s					Hours	100s								
			Hours	100s					Hours	100s								
			Hours	100s					Hours	100s								
			Hours	100s					Hours	100s								
			Hours	100s					Hours	100s								

This certifies that the above carrier rendered service in compliance with Postal regulations.	Postmaster's Signature	Date	Carrier's Initials
---	------------------------	------	--------------------

**REGULAR RURAL CARRIER TIME CERTIFICATE**

---

Identify all Absences with the following codes:

- |   |  |
|---|--|
| U - Absent W/O Leave                    | O - Other Leave *                            |
| A - Annual Leave                        | F - QWL/EI                                   |
| C - Cont. of Pay                        | G - QWL/EI Relief Day Taken                  |
| D - Donated Leave                       | X - Relief Day Taken (Previous "R") **       |
| H - Holiday Leave                       | R - Relief Day Worked (No Sub)               |
| V - Holiday Work                        | Y - Relief Day Worked - Non-Rural Assignment |
| B - Holiday Work - Non-Rural Assignment | S - Sick Leave                               |
| W - IOD/LWOP                            | Z - Steward Duty                             |
| L - Leave w/o Pay                       | T - Training                                 |
| E - Limited Duty                        | P - Work Hours Other Than Rural              |
| M - Military Leave                      | K - 10-Day Route                             |
| N - Military LWOP                       | J - 11-Day Route                             |

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

\*\* Relief day taken for working previous "R" 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".