United States Postal Service

Late Leaving and Returning Report - First Carrier Delivery Trip

Post Office, Delivery Unit, & ZIP Code	Date

Complete daily on a foot carrier leaving more than 10 minutes before or after scheduled leaving time, or returns more than 15 minutes before or after scheduled returning time. Also, complete daily when any motorized carrier who is not required to deliver relays leaves more than 20 minutes before or after scheduled leaving time or returns more than 15 minutes before or after scheduled returning time. In any case, even if early or late leaving or returning is approved in advance, the scheduled leaving and returning times entered on this form must be those shown on the most recently approved PS Form 1564-A, *Delivery Instructions,* not the temporarily approved leaving or returning times. *(See 126.4 and 127.e, Handbook M-39, Management of Delivery Services.)*

Route No.	Leaving Time		Time in Excess of 10-minute Leeway or 20 Minute Leeway	Reason	Author -ized Street time	Street Auxiliary + Provided - Recevived	Returning Time			Time in Excess of 15-minute Leeway	Reason
	Sched-uled	Actual					Author -ized	Adjusted Return	Actual		

Were all First-Class, daily papers, "news", and second-class mail on hand due to connect with first delivery taken out by carriers? *(If "NO", attach a statement explaining failure)* ☐ Yes ☐ No

Unit Manager Signature

PS Form **1813,** November 1997