

**LEAVE**

**REPLACEMENT**

**MATRIX**

## LEAVE REPLACEMENT MATRIX

In the 1995-1999 National Agreement between the United States Postal Service and the National Rural Letter Carriers' Association, new language was added which provided for a leave replacement assignment list. This list has commonly been referred to as the "matrix". The matrix was introduced in an effort to clarify the proper scheduling of leave replacement assignments beyond the primary assignment and allow for utilization of leave replacements assigned to a specific delivery unit, once the office matrix is exhausted.

With the initial filling of the matrix the carriers that are qualified on more than one route must make their selection of the two (2) **routes** to which they want to be assigned. (Note: Qualified is defined as having received training on or been utilized on the route.) Management must then begin filling **available** secondary and tertiary positions. The filling of these positions must be based on two factors: 1) the seniority of the carriers; 2) the routes selected by the individual carriers. It is important to note that each substitute, RCA or RCR will appear no more than **three** times on the matrix. Management will continue to designate assignments until the matrix is complete or there are no additional qualified employees to designate.

**EXAMPLE:** If RCA Adams selects route 1 and both the second and tertiary positions are unfilled, management must place Adams in the secondary position on route 1.

The contract calls for a matrix to be established for each office. The following is an example to help you better understand the matrix and the proper way it should be established.

### INITIAL FILLING OF MATRIX

The first step in the process of filling an office matrix is to establish a leave replacement seniority list based on the longest period of continuous service in that office. This list should also contain the routes on which the leave replacements are qualified to work.

### LEAVE REPLACEMENT SENIORITY LIST

NAME	SENIORITY DATE	RTS. QUALIFIED ON
GRAY (RCA)	10/88	*
ADAMS (RCA)	10/89	1, 4, 5 AND 6
BATES (RCA)	10/90	1, 2, 3, AND 4
COLE (RCA)	10/91	1, 3 AND 5
DUKE (RCA)	10/92	2, 4, 5, AND 6
EVANS (RCA)	10/93	2 AND 3
FORD (TRC)	10/96	

\* Gray assigned to auxiliary route 007 and has chosen a six day assignment.

The second step in the process of filling the matrix would require the postmaster/supervisor to contact the leave replacements and allow those who are qualified on multiple routes to choose, by seniority, two routes they are qualified to work, in addition to their primary assignment. The selecting of the two routes and the filling of the matrix should be done simultaneously.

The supervisor begins contacting leave replacements by seniority. Management would begin to complete the matrix by assigning the leave replacements to the routes they have chosen starting with the secondary position if available, if that position is not available then the name will be placed in the tertiary position on the matrix. This process will continue until the matrix is completed or there are no additional qualified employees to make a selection.

### **EXAMPLES**

**ADAMS PLACED ON MATRIX:** Since the senior leave replacement (Gray) has the six day auxiliary route assignment and would not appear on the matrix, the supervisor would go to the next senior leave replacement (Adams). Adams selects routes 1 and 4. The supervisor must place Adams' name on the matrix in the second position if available.

<b>ROUTE #</b>	<b>PRIME</b>	<b>SECOND</b>	<b>THIRD</b>
K001	BATES	ADAMS	
K002	EVANS		
K003	COLE		
J004	DUKE	ADAMS	
J005	FORD (TRC)		
K006	ADAMS		

**BATES PLACED ON MATRIX:** The supervisor would then contact the next senior leave replacement (Bates). Bates' selects routes 2 and 3, the supervisor must place Bates on the matrix in the second position if available.

ROUTE #	PRIME	SECOND	THIRD
K001	BATES	ADAMS	
K002	EVANS	BATES	
K003	COLE	BATES	
J004	DUKE	ADAMS	
J005	FORD (TRC)		
K006	ADAMS		

**COLE PLACED ON MATRIX:** The supervisor would then contact the next senior leave replacement (Cole). Cole selects routes 1 and 5, the supervisor must place Cole on the matrix in the second position if available. As shown below, this results in Cole being placed in the second position on route 5 and the third position on route 1.

ROUTE #	PRIME	SECOND	THIRD
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	
K003	COLE	BATES	
J004	DUKE	ADAMS	
J005	FORD (TRC)	COLE	
K006	ADAMS		

**DUKE PLACED ON MATRIX:** The supervisor would then contact the next senior leave replacement (Duke). Duke selects routes 2 and 6, the supervisor must place Duke on the matrix in the second position if available.

ROUTE #	PRIME	SECOND	THIRD
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	
J004	DUKE	ADAMS	
J005	FORD (TRC)	COLE	
K006	ADAMS	DUKE	

**EVANS PLACED ON MATRIX:** The supervisor would then contact the next senior leave replacement (Evans). Since Evans is qualified only on route 3 and the second position on route 3 has been filled, Evans would be placed in the third position.

**NOTE:** Management would have the option of training and utilizing Evans on one additional route. The USPS and the NRLCA agree that Article 30.2.C of the 1995 National Agreement provide the following:

1. Management is not required to train and utilize a replacement employee on more than one route.
2. Management cannot require a replacement employee to be trained and utilized on more than three regular routes.
3. Management must train the replacement employee who has been trained on less than three routes before training and utilizing a replacement employee on more than three routes. (Step 4 G95R-4G-C 97105440 Prairieville, LA)

ROUTE #	PRIME	SECOND	THIRD
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	
J005	FORD (TRC)	COLE	
K006	ADAMS	DUKE	

The assignment of Evans to route 3 completes the filling of the matrix for the office.

## MATRIX IN OFFICE WITH STATIONS OR BRANCHES

The establishment of a leave replacement matrix in an office with stations or branches follows the exact same procedures that were explained in pages 1-4. A common mistake made by management is to establish a separate matrix for each station or branch. This is not correct. One matrix should be established for an entire office which will include all stations and branches, and will list all regular routes along with the assigned leave replacement and those substitutes, RCAs and RCRs designated as the second and third leave replacements for each route.

**EXAMPLE:** The Birmingham office has three stations, Centerpoint, Meadowbrook and Irondale with a total of 16 routes. One matrix covering Centerpoint, Meadowbrook and Irondale must be established. It is incorrect to establish a separate matrix for each station.

### UTILIZING THE MATRIX

ROUTE #	PRIME	SECOND	THIRD
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	
J005	FORD (TRC)	COLE	
K006	ADAMS	DUKE	

Whenever the primary leave replacement assigned to serve a route is temporarily unavailable or there is no assigned leave replacement, management must refer to the leave replacement assignment list and offer the assignment to the leave replacement designated as second replacement for the route. If this employee is unavailable or there is no second replacement, then the employee designated as the third replacement will be offered the assignment.

**EXAMPLE:** Utilizing the office matrix listed above, if the regular carrier for route 1 calls in sick and primary leave replacement Bates is unavailable, the manager would reference the leave replacement matrix and see that the second leave replacement is Adams. Management will contact Adams to determine availability. In this case Adams is available and is scheduled to work route 1.

If Adams had not been available, management would reference the leave replacement matrix and see that the third leave replacement is Cole. Management will contact Cole to determine availability. In this case Cole is available and is scheduled to work route 1.

**NOTE:** By contacting the second and third leave replacement to determine availability management has met the requirements of Article 30.2.D.2.

### **UTILIZING DELIVERY UNIT SENIORITY AND SEPARATE DELIVERY UNIT CALL IN LISTS**

If both the second and third leave replacements are unavailable, management shall then offer the assignment to other qualified leave replacements assigned to that delivery unit in the order of the longest period of continuous service in the office. Qualified is defined as having received training on or been utilized on the route.

Delivery unit, for this purpose, is defined as a physical location containing one or more five digit zip codes under the control of one postmaster or station/branch manager.

Management may wish to establish a **separate** seniority list for each individual delivery unit. In developing a specific delivery unit seniority list only the substitutes, RCAs and RCRs assigned to that delivery unit as primary leave replacements will be considered.

It is suggested that a "separate delivery unit call in list" be established for each individual delivery unit. This delivery unit call in list would give a quick reference for management to use to fill a position when the primary, secondary and tertiary leave replacements are not available. This would be accomplished in five steps, 1) establish an office wide leave replacement seniority list identifying the routes on which leave replacements are qualified; \* 2) establish a leave replacement list and the two routes selected by the leave replacement determined by seniority and being qualified on the route; \* 3) complete an **office wide** leave replacement assignment list (matrix); 4) establish an individual delivery unit seniority list; 5) establish a call in list for each individual delivery unit . This list is to be utilized only after the office wide matrix has been exhausted. This will assist management when offering assignments within the delivery unit.

\* Steps 2 and 3 should be done simultaneously.

**EXAMPLE:** By using the Birmingham office which has 3 stations, the following are five suggested steps in order to establish and maintain an effective matrix within a local office.

- 1) The leave replacement seniority list and the routes carriers are qualified on.

**BIRMINGHAM OFFICE WIDE SENIORITY LIST**

<b>NAME</b>	<b>SENIORITY DATE</b>	<b>ROUTES QUALIFIED ON</b>
GRAY	10/88	*
ADAMS	10/89	1, 2, 3, 4, 5, and 15
BATES	10/90	2, 3, 4, 5, 6, and 14
COLE	10/91	1,2, 3, 4, 6, and 12
DUKE	10/92	1, 2, 3, 4, 5, 6, 8, 9, 10, 11 and 12
EVANS	10/93	1, 3 and 10
HENRY	11/93	6, 9, 10, 11, 12, and 13
IRVIN	12/93	1, 2, 10, 13, 15, and 16
JONES	1/94	2, 3, 9 and 11
KARR	2/94	7, 9, 10, 12 and 15
LONG	3/94	1, 2, 3, 4, 5, 6, 8, 9, 10, 11,12, 13, 14, 15 and 16
MANN	4/94	1,,6, 12 and 14
NEWTON	5/94	12, 15 and 16
OTTIS	6/94	3, 5, 13, 14 and 16
PYLE	7/94	1, 6, 12, 14 and 15
FORD (TRC)		

\* Gray assigned to auxiliary route 007 and has chosen a six day assignment.

**NOTE:** Although shown below as two separate examples, the selecting of the two routes and the filling of the matrix should be done simultaneously.

2) The leave replacement list and the two routes selected by the leave replacement determined by seniority and being qualified on the route.

<b>LEAVE REPLACEMENT</b>	<b>ROUTES SELECTED</b>
GRAY	*
ADAMS	1 and 4
BATES	2 and 3
COLE	1 and 5
DUKE	2 and 6
EVANS	3 and 10
HENRY	9 and 12
IRVIN	10 and 13
JONES	9 and 11
KARR	12 and 15
LONG	4 and 8
MANN	6 and 14
NEWTON	12 and 15
OTTIS	3 and 5
PYLE	14 and 15

\* Gray assigned to auxiliary route 007 and has chosen a six day assignment.

3) The completed **office wide** leave replacement assignment list (matrix).

**BIRMINGHAM OFFICE WIDE  
LEAVE REPLACEMENT ASSIGNMENT LIST (MATRIX)**

<b>ROUTE #</b>	<b>PRIMARY</b>	<b>SECOND</b>	<b>THIRD</b>
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	LONG
J005	FORD (TRC)	COLE	OTTIS
K006	ADAMS	DUKE	MANN
H008	HENRY	LONG	
K009	IRVIN	HENRY	JONES
K010	JONES	EVANS	IRVIN
J011	KARR	JONES	
J012	LONG	HENRY	KARR
K013	MANN	IRVIN	
K014	NEWTON	MANN	PYLE
K015	OTTIS	KARR	NEWTON
K016	PYLE	** NEWTON	***OTTIS

\*\* Newton selected routes 12 and 15 as the routes to be assigned to on the matrix. All positions were filled on the matrix for route 12. Newton was also qualified on route 16. The postmaster chose to utilize Newton in the secondary position on route 16.

\*\*\* Ottis selected routes 3 and 5 as the routes to be assigned to on the matrix. All positions were filled on the matrix for route 3. Ottis was also qualified on route 16. The postmaster chose to utilize Ottis in the third position on route 16.

Note: Route 7 is an auxiliary route in the Meadowbrook station and would not be shown on the matrix.

4) The individual delivery unit seniority list showing the leave replacements seniority and the routes on which they are qualified.

**MEADOWBROOK DELIVERY UNIT SENIORITY LIST**

<b>NAME</b>	<b>SENIORITY DATE</b>	<b>ROUTES QUALIFIED ON</b>
ADAMS	10/89	1, 2, 3, 4, 5, and 15
DUKE	10/92	1, 2, 3, 4, 5, 6, 8, 9, 10, 11 and 12
HENRY	11/93	6, 9, 10, 11, 12, and 13
IRVIN	12/93	1, 2, 10, 13, 15, and 16
JONES	1/94	2, 3, 9 and 11
KARR	2/94	7, 9, 10, 12 and 15
LONG	3/94	1, 2, 3, 4, 5, 6, 8, 9, 10, 11,12, 13, 14, 15 and 16
FORD (TRC)	*	

\* Ford, as a TRC, has no seniority and would not be utilized until all other efforts to fill the position have failed.

5) The individual delivery unit call in list has been developed to illustrate a quick reference for management to utilize to fill a vacancy when the matrix has been exhausted.

**MEADOWBROOK  
SEPARATE DELIVERY UNIT CALL IN LIST**

[This call in list should be used only after the office wide leave replacement assignment list (matrix) has been exhausted]

<b>SEPARATE DELIVERY UNIT CALL IN LIST</b>					
<b>ROUTE #</b>	<b>FOURTH</b>	<b>FIFTH</b>	<b>SIXTH</b>	<b>SEVENTH</b>	<b>EIGHTH</b>
J004					
J005	ADAMS	DUKE	LONG		
K006	HENRY	LONG			
H008	DUKE				
K009	DUKE	KARR	LONG		
K010	DUKE	HENRY	KARR	LONG	
K011	DUKE	HENRY	LONG		
K012	DUKE				

**NOTE:** In the development of this call in list only the substitute, RCA or RCR assigned to this specific delivery unit as the primary leave replacement in this delivery unit were considered.

This list is intended to assist the manager in determining which leave replacement should be offered the assignment after the office wide matrix has been exhausted.

If management is unsuccessful in its efforts to provide coverage for the route after utilizing the leave replacement assignment list and offering to qualified leave replacements within the delivery unit, it may designate another qualified employee in the delivery unit. If TRCs are available, management may utilize them at this time. In this illustration **after** the delivery unit call in list is exhausted, then TRC Ford may be utilized on any route.

In emergencies, when the services of a substitute, rural carrier associate, or rural carrier relief employee are not available, another qualified employee may be designated by the Employer. (Article 30.2.D.4)

## FILLING BLANKS ON LEAVE REPLACEMENT ASSIGNMENT LIST (MATRIX)

Should a blank occur in the assignment list and another qualified substitute, RCA, or RCR is not currently designated for three routes on the assignment list, this employee may be designated to serve as the second or third leave replacement where there is none listed.

**EXAMPLE:** Below is the matrix for the Linn office.

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	
J005	FORD (TRC)	COLE	
K006	ADAMS	DUKE	

**RCA ADAMS APPOINTED REGULAR:** When RCA Adams is appointed to a regular carrier position, the office matrix would be affected in the following manner; the primary assignment on route 6 would become vacant and would be filled in accordance with the provisions of Article 30.2.E. The back-up assignments held by Adams become blanks on the matrix.

**NOTE:** Care should be taken in this vacancy or any subsequent vacancies to be sure that substitutes, RCAs or RCRs who previously elected to serve an auxiliary route six days are offered the opportunity to accept the new assignment and relinquish the six day assignment. (Article 30.2.G.2.c)

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES		COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE		
J005	FORD (TRC)	COLE	
K006		DUKE	

When circumstances create a large number of blanks on the list due to conversions, auxiliary route assignments, etc., management should review the list to determine if some movement of qualified leave replacements or additional cross training is needed. If management chooses to fill secondary positions, management must ask the tertiary leave replacement if they wish to move before filling with another leave replacement.

**COLE SELECTS SECONDARY POSITION:** Cole decided to move to the secondary position on route 1. Evans was qualified on route 1 and was not being utilized on 3 routes. Management designated Evans to fill the third position on route 1.

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	COLE	EVANS
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE		
J005	FORD (TRC)	COLE	
K006		DUKE	

**COLE DECLINES SECONDARY POSITION:** Cole chose not to move to the secondary position on route 1. Evans was qualified on route 1 and was not being utilized on 3 routes. Management designated Evans to fill the secondary position on route 1.

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	EVANS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE		
J005	FORD (TRC)	COLE	
K006		DUKE	

**HOW HIRING A NEW LEAVE REPLACEMENT AFFECTS THE  
(MATRIX)**

**NOTE:** The following scenarios represent different situations that could apply to leave replacements and how they could be placed on the matrix.

**EXAMPLE:** Below is the matrix for the Linn office.

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	
J005	FORD (TRC)	COLE	
K006	ADAMS	DUKE	

**RCA ADAMS APPOINTED REGULAR:** When RCA Adams is appointed to a regular carrier position, the office matrix would be affected in the following manner; the primary assignment on route 6 would become vacant and would be filled in accordance with the provisions of Article 30.2.E. The back-up assignments held by Adams become blanks on the matrix.

**NOTE:** Care should be taken in this vacancy or any subsequent vacancies to be sure that substitutes, RCAs or RCRs who previously elected to serve an auxiliary route six days are offered the opportunity to accept the new assignment and relinquish the six day assignment. (Article 30.2.G.2.c)

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES		COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE		
J005	FORD (TRC)	COLE	
K006		DUKE	

**RCA HENRY HIRED:** Vacant route 6 was offered to all the leave replacements in the office as required by Article 30.2.E. None of the leave replacements chose to accept the route 6 assignment. A new leave replacement, Henry, was hired to fill the primary leave replacement assignment on route 6.

**NOTE:** Care should be taken in this vacancy or any subsequent vacancies to be sure that substitutes, RCAs or RCRs who previously elected to serve an auxiliary route six days are offered the opportunity to accept the new assignment and relinquish the six day assignment.

**COLE SELECTS SECONDARY POSITION:** Cole decided to move to the secondary position on route 1. Management places Henry in primary position on route 6. Management trains and places Henry in third position on route 1 and secondary position on route 4.

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	COLE	HENRY
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	HENRY	
J005	FORD (TRC)	COLE	
K006	HENRY	DUKE	

**COLE DECLINES SECONDARY POSITION:** Management places Henry in primary position on route 6. Cole declined the offer to move to the secondary position on route 1. Management trains and places Henry in secondary positions on routes 1 and 4.

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	HENRY	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	HENRY	
J005	FORD (TRC)	COLE	
K006	HENRY	DUKE	

**HOW A TRC TAKING THE MANDATORY SIX DAY BREAK IN SERVICE AFFECTS THE (MATRIX)**

**EXAMPLE:** Below is the matrix for the Pikeville office.

<b>ROUTE #</b>	<b>PRIMARY</b>	<b>SECOND</b>	<b>THIRD</b>
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	
J005	FORD (TRC)	COLE	
K006	ADAMS	DUKE	

**TRC FORD IS REQUIRED TO TAKE A SIX DAY BREAK IN SERVICE:**  
Pursuant to Article 7.D.2 TRCs are hired for terms not to exceed 359 calendar days and will have a break in service of at least six days between appointments. Article 7.D.3 further states in part, TRCs hired from the annuitant ranks will be hired for terms not to exceed 359 days, with a break in service of at least six days between appointments, and will further be limited to 180 work days within each calendar year.

The required six day break in service for TRC Ford would create a leave replacement vacancy in the office. This vacancy would be filled in accordance with the provisions of Article 30.2.E.

**NOTE:** Care should be taken in this vacancy or any subsequent vacancies to be sure that substitutes, RCAs or RCRs who previously elected to serve an auxiliary route six days are offered the opportunity to accept the new assignment and relinquish the six day assignment. (Article 30.2.G.2.c)

<b>ROUTE #</b>	<b>PRIMARY</b>	<b>SECOND</b>	<b>THIRD</b>
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	
J005		COLE	
K006	ADAMS	DUKE	

**HOW THE MATRIX IS AFFECTED WHEN THE LEAVE REPLACEMENT RELINQUISHES A SIX DAY ASSIGNMENT**

Primary leave replacement vacancies may occur due to resignations, appointment to regular carrier, transfers to other offices, when TRCs take a mandatory six day break in service and creating new regular routes.

A substitute, RCA or RCR who previously elected to serve on an auxiliary route six days may later accept a subsequent leave replacement vacancy under Article 30.2.G.2.c.

**NOTE:** Once a carrier has relinquished the six day assignment on an auxiliary route there is no contractual provision that allows the carrier to again elect the six day assignment on that same auxiliary route. This is not to say the carrier would not be allowed to elect a six day assignment for any other vacant or newly created auxiliary route.

**RCA GRAY ELECTS TO RELINQUISH THE SIX DAY AUXILIARY ASSIGNMENT:** RCA Gray who has the six day auxiliary route assignment elects to accept the vacant leave replacement position that was created on route 5 when TRC Ford was required to have a six day break in service.

<b>ROUTE #</b>	<b>PRIMARY</b>	<b>SECOND</b>	<b>THIRD</b>
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	
J005	GRAY	COLE	
K006	ADAMS	DUKE	

Gray could then be utilized on two additional positions on the matrix, provided those positions are available or become available in the future. If there are no positions available, Gray would only be utilized in the primary position on route 5. There is **no "bumping"** on the leave replacement assignment list designations **under any circumstances**. As an example, when the substitute, RCA, or RCR who previously elected to serve an auxiliary route six days, accepts a subsequent leave replacement vacancy, the employee may not bump a leave replacement with less service in the office from a second or third designated assignment. This employee would be placed in a blank second or third assignment.

In the Pikeville office example there are vacancies on the matrix in the third position for routes 4, 5 and 6. Gray is qualified on the routes where the vacancies exists and therefore could be placed on route 4 and route 6 in the third position. If Gray were not qualified on routes 4 and 6, it would be at management's discretion whether to train and place Gray on those routes.

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	GRAY
J005	GRAY	COLE	
K006	ADAMS	DUKE	GRAY

When circumstances create a large number of blanks on the matrix due to conversions, auxiliary route assignments, etc., management should review the list to determine if some movement of qualified leave replacements or additional cross training is needed. Should management decide that some movement amongst assignments is necessary, only those qualified leave replacements desiring to change assignments will be affected.

**ASSIGNED AUXILIARY CARRIER PROVIDING RELIEF TO A  
VACANT ROUTE IN EXCESS OF 90 DAYS**

Article 30.2.G.6 indicates what will occur should the regular route, which is the employee's primary assignment, becomes available due to a vacancy or extended absence of the regular carrier. In this instance, the replacement carrier must elect either to continue the assignment on the auxiliary route or accept the full-time assignment on the regular route. If the employee elects to serve full-time on the assigned regular route, the assignment will be effective on the 91st day. This will allow the employee to cover the vacancy for a period shorter than 90 days.

Should this same employee elect not to accept the full-time assignment on the regular route or revoke the election to serve on the regular route prior to the 91st day, the employee will relinquish the leave replacement assignment on the primary route at the end of the next pay period. The employee will continue to serve on the auxiliary route and the relinquished regular route assignment will be offered to other substitutes, RCAs, and RCRs in that office in the order of the longest period of continuous service in the office. This same employee will then accept another leave replacement vacancy in the office when the leave replacement assignments are offered. However, if no other vacancy is available in the leave replacement ranks, the employee must work the auxiliary route full-time in accordance with the provisions set forth in Article 30.2.G.2

**EXAMPLE:** Below is the matrix for the Bristol office.

<b>ROUTE #</b>	<b>PRIMARY</b>	<b>SECOND</b>	<b>THIRD</b>
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	GRAY
J005	GRAY	COLE	
K006	ADAMS	DUKE	GRAY

**REGULAR CARRIER ON ROUTE 5 GOES ON EXTENDED LEAVE:** When a leave replacement is assigned to an auxiliary route and the employee's assigned regular route becomes vacant or the regular carrier is on extended leave, Article 30.2.G.6 explains the employee must elect either the auxiliary route assignment or the assignment on the regular route. If the employee elects to serve full-time on the assigned regular route, the election shall not be effective until (and may be revoked by the employee prior to) the 91st day of the employee's full-time regular route assignment, at which time the auxiliary route assignment shall be relinquished and then offered to other employees in accordance with Article 30.2.G.1.

If the employee elects to continue to serve on the auxiliary route rather than serve full-time on the regular route, (or revokes an election to serve full-time on the regular route prior to the effective date), the employee shall relinquish the leave replacement assignment at the end of the next full pay period, and the leave replacement vacancy shall be offered to other employees in accordance with Article 30.2.E. Upon relinquishing the leave replacement assignment, the employee shall accept another leave replacement vacancy in accordance with Article 30.2.E. or if none is available, shall work the auxiliary route full-time in accordance with Article 30.2.G.2.

In the following scenarios, RCA Gray, on the 90th day, elected to relinquish his primary position on route 5 and continued to work the auxiliary route five days per week. The table below illustrates the matrix as a result of Gray's decision to remain on the auxiliary route.

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	GRAY
J005		COLE	
K006	ADAMS	DUKE	GRAY

This now creates a leave replacement vacancy in the primary position. This vacancy would be filled in accordance with Article 30.2.E.

## SCENARIO 1

**BATES ACCEPTS VACANCY ON RURAL ROUTE 5:** As outlined in Article 30.2.E. the vacant primary position on route 5 was offered to senior leave replacement Adams. Adams declined the position. The primary position was then offered to the next senior leave replacement, Bates, who accepted the assignment. Bates would now appear as the primary leave replacement on route 5 and Gray would accept another leave replacement vacancy. In this case route 1 would be available, therefore by virtue of seniority Gray would appear as the primary leave replacement on route 1.

The table below illustrates the matrix as a result of Gray's decision to remain on the auxiliary route.

ROUTE #	PRIMARY	SECOND	THIRD
K001	GRAY	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	GRAY
J005	BATES	COLE	
K006	ADAMS	DUKE	GRAY

**NOTE:** The second and third positions on the matrix held by Gray and Bates would not be affected by this change.

## SCENARIO 2

**ALL OF THE LEAVE REPLACEMENTS DECLINE THE VACANCY ON RURAL ROUTE 5:** As outlined in Article 30.2.E. the vacant primary position on route 5 was offered to all the leave replacements by seniority. None of the leave replacements accepted the route 5 assignment. Since no other primary assignment was available, Gray would be required to serve the auxiliary route full-time and is not entitled to serve as a leave replacement on other regular routes or appear on the office matrix. Gray may accept a subsequent leave replacement vacancy in accordance with Article 30.2.E. However, upon accepting another leave replacement assignment, the employee may no longer serve the auxiliary route full-time, and Article 30.2.C. and D. will apply.

The table below illustrates the matrix as a result of Gray's decision to remain on the auxiliary route.

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	
J005		COLE	
K006	ADAMS	DUKE	

**NOTE:** The residual leave replacement vacancy on route 5 shall be filled by a TRC as outlined in Article 30.2.G.2.a

ROUTE #	PRIMARY	SECOND	THIRD
K001	BATES	ADAMS	COLE
K002	EVANS	BATES	DUKE
K003	COLE	BATES	EVANS
J004	DUKE	ADAMS	
J005	IRVEN (TRC)	COLE	
K006	ADAMS	DUKE	