**How leave times are *really* calculated**

You'll get 15 minutes for each foot of flat mail. White tubs generally hold one foot (or 15 minutes of mail each). If less than a full tub, you'll get 1 minute for every 8 flats.

You'll get 1 minute for each 18 letters of manual letters or the hot case letters.

You'll get 1 minute for every 70 pieces of mail you pull down and rubber band.

You'll may flag any parcel larger than a shoe box.

Casing spurs and handling spurs are treated the same as flats. (8 per minute)

You'll also get whatever time you need to complete your morning duties. (Redbook, mark-ups, COA's, white stickers, replenishing supplies, etc) **or a minimum of 33 minutes.** Included in this is 5 minutes of personal time (visiting your locker, coffee, restroom)\*\*See below

Example:

Three tubs of flats 45 minutes

90 manual letters 5 minutes

16 manual flats 2 minutes

Morning duties 33 minutes (minimum)

Pull down time 2 minutes (estimate)

Total office time 87 minutes

Reminder! Complete 100% of your office duties every day. Do not leave mail at your case for tomorrow without filling out a PS 3971. The leave times given by management are strictly on volumes and do not take in consideration parcel volumes or morning office functions.

\*\*Below are a few office functions to consider daily:

1. Taking care of any court request for information;

2. Endorsing any change of address;

3. List change of address on PS Form 3982;

4. Filling out orange cards for new change of address;

5. Filling out warning cards for hazards on route, such as dogs;

6. Filling out PS FORM 3575-Z(Moved left no address);

7. Updating Red Book for newly vacant or newly occupied house’s.;

8. Filling out PS FORM 3996;

9. Filling out PS FORM 1571;

10. Filling out cards for vacant houses;

11. Filling out orange cards for new vacation holds;

12. Dotting the case for new vacancies or vacation holds;

13. Casing green cards for MSP scans;

14. Restocking supplies such as PS FORM 3982, PS FORM 3849, PS FORM 3575-Z and PS FORM 4245 to name a few;

15. Casing red vacant cards;

16. Casing orange informational cards;

17. Casing cards of flags for large parcels;

18. Attend the daily Plan Five Meeting;

19. Endorse vacant mail;

20. Endorsing No Such Number;

21. Endorsing Unable to forward;

22. Endorsing Attempted Unknown;

23. Returning empty equipment, etc.