

FY21 - Employee Availability

Employee Availability Rate					Targets and Thresholds				
1	2	3	4	5	6	7	8	9	10
90.74	91.76	92.78	93.80	94.82	95.63	96.44	97.26	98.07	98.88

Employee Availability Imp					Targets and Thresholds				
1	2	3	4	5	6	7	8	9	10
0.00	0.21	0.46	0.75	1.12	1.60	1.77	2.00	2.30	2.70

Description

The Employee Availability indicator compares actual Straight Time Work Hours (excludes overtime and special exempt EAS additional straight time hours) of career employees only to the work hours which would have been accumulated if employees had not used sick leave, LWOP, or AWOL. The sum of career straight time work hours, LWOP hours (excluding LWOP for OWCP, Military, Union Official, FMLA), Sick Leave hours (excluding FMLA), and AWOL hours are used to determine the work hours which would have been recorded if all employees reported to work as scheduled. The Employee Availability indicator is a dual indicator measuring both the rate and improvement. **Improvement will be applied only if it helps the overall score.**

Employee Availability is one portion (40%) of the Employee Utilization indicator.

Measurement Period

This indicator is measured across each month cumulatively for the fiscal year. Employee Availability scores are reported Monthly as Year to Date results

Data Source and Calculation

Source – The measurement is derived from actual career straight time work hours and leave hours as reported within eFlash

Indicator Value – When improvement helps, average of Employee Availability rate and improvement cells, otherwise, Employee Availability rate cell

Business Rule –
$$\text{Employee Availability Rate} = \frac{\text{Straight Time Work Hours}}{\text{Potential Straight Time Hours}}$$

Where Potential Straight Time Hours = Straight Time Hours + (Sick Leave - FMLA SL) + (LWOP - FMLA LWOP)
 (LWOP does not include OWCP LWOP, Military LWOP, or Union LWOP) + AWOL
 --Includes Career Employee hours only --

eFlash Data Source Business Rule: $(V1-V2-V3)/((V1-V2-V3)+(V4-V5-V6)+((V7+V8+V9+V10)-(V11+V12))+V13)$

eFlash Code descriptions (TACS leave codes):

V1 (052, 057, 074) = Work
 V2 (053) = OT
 V3 (035) = AST (Additional Straight Time which is considered EAS OT for reporting purposes)
 V4 (056) = SL
 V5 (056-099) = FMLA SL
 V6 (056-098) = FMLA Dependent Care
 V7 (030) = SG PD LWOP (System Generated Part Day LWOP)
 V8 (031) = SG FD LWOP (System Generated Full Day LWOP)
 V9 (059) = PD LWOP (Part Day LWOP)
 V10 (060) = FD LWOP (Full Day LWOP)
 V11 (059-099) = FMLA PD LWOP
 V12 (060-099) = FMLA FD LWOP
 V13 (024) = AWOL

Example:

Career Employees (Craft, Non-Bargaining in Field, HQ, & HQ Related) - Field Summary			
Line Description	2018 YTD	2019 YTD	Improvement
STRAIGHT TIME HOURS	126,285,836	122,951,011	
CTRL SICK LEAVE (w/o FMLA)	4,265,142	4,036,084	
CTRL LWOP (w/o FMLA, MIL, OWCP, UNION)	3,699,243	3,520,103	
AWOL	1,034,638	964,587	
Potential Straight Time Hours	135,284,859	131,471,785	
Employee Availability %	93.35%	93.52%	+0.17%

Improvement Calculation: Current YTD Rate - SPLY YTD Rate
 (variance from SPLY)

Decimal Precision – Two decimals

Data Validation

<https://eflash.usps.gov/eFlash/>

Applicable Positions / Units, Measurement Depth and Weight:

Scorecard Name	Depth	Weight towards Employee Utilization	Total Weight Towards Composite
Area Retail Delivery and Marketing	Area	40.0%	6.0%
District Retail Delivery and Marketing	District	40.0%	6.0%
MPOO	District	40.0%	6.0%
Post Office 22 or above	District	40.0%	6.0%
Post Office 21-20	District	40.0%	6.0%
Post Office 18 or below	District	40.0%	6.0%
Stations or Branch (MCS/SCS) - PCES & 26	District	40.0%	6.0%
Region Logistics	Region	40.0%	6.0%
Region Processing and Maintenance	Region	40.0%	6.0%
Division Logistics	Division	40.0%	6.0%
Division Processing and Maintenance	Division	40.0%	6.0%
ISC	Nation	40.0%	6.0%
REC	Nation	40.0%	6.0%
Plant	Division	40.0%	6.0%
HQ CCBSO	Nation	40.0%	6.0%
HQ CCMO	Nation	40.0%	6.0%
HQ CFO	Nation	40.0%	6.0%
HQ CHRO	Nation	40.0%	6.0%
HQ CIO	Nation	40.0%	6.0%
HQ CTO	Nation	40.0%	6.0%
HQ GC	Nation	40.0%	6.0%