

YOUR BENEFITS

Annual Leave

Annual Leave is paid leave that is primarily used for vacations, taking care of personal business, and may be used in lieu of sick leave. The accrual rate will depend on an employee's type of appointment and years of Federal service, both civilian and creditable military service.

Full-time employees with over 15 years of service earn 26 days a year (8 hours per pay period); those with three but less than 15 years earn 20 days (6 hours per pay period, plus 4 additional hours on the last pay period); and those with less than three years earn 13 days (4 hours per pay period).

Part-time employees with 15 years or more service earn one hour of annual leave for each 10 hours in a pay status, those with three but less than 15 years earn one hour for each 13 hours in a pay status, and those with less than three years earn one hour for each 20 hours in a pay status.

Employees may accumulate and carry forward a balance of 30 days. Employees overseas may accumulate 45 days. Employees returning from overseas may retain the extra 15 days until their balance is reduced by leave usage. Upon separation, employees are entitled to lump sum payment for all annual leave credited to their account.

Except for emergencies, an employee's immediate supervisor or a designee must authorize annual leave, in advance and before it is started. An employee needing annual leave because of an emergency should make every attempt to notify their supervisor prior to the beginning of the work shift or as soon as possible thereafter.

Sick Leave

Sick leave is used when an employee is incapacitated due to illness; injury; pregnancy and confinement; and for medical, dental or optical examinations or treatment. It may also be used for providing care for family members in accordance with the provisions of the Family Friendly Leave Act, discussed below.

Authorization for sick leave, because of its nature, is not usually obtained in advance unless the employee knows about medical, dental, or optical examinations or treatment or an operation, convalescence, lengthy illness, or something similar. If sick leave is needed due to illness, the employee must contact his/her immediate supervisor, or designee, as early in the day as possible, but not later than 2 hours after the beginning of the official work day (0730 hours) to obtain authorization.

Employees may be required to submit administratively acceptable evidence of illness and incapacitation for periods in excess of three workdays, or for a lesser period when determined necessary. Full-time employees earn 13 days a year (4 hours per pay period). Part-time employees earn one hour for every 20 hours in a

pay status. Sick leave may be used in ¼ hour increments. There is no restriction on the number of hours of sick leave that may be accumulated. No lump sum payment is made when employees separate from the Federal service. However, if an employee returns to work, the sick leave is re-credited to their account.

Advancing Sick Leave

Supervisors may advance sick leave to an employee who has a serious disability or disease not to exceed an amount, which would cause a deficit in excess of 30 days. However, an employee may not be advanced leave when it is known (or reasonably expected) that the employee may not return to duty.

Family Friendly Leave Act

The Family Friendly Leave Act (FFLA) allows employees to use sick leave to provide care for a family member as a result of physical or mental illness; injury; pregnancy, childbirth; or medical, dental, or optical examination or treatment; or to make arrangements necessitated by the death of a family member or attend the funeral of a family member.

Family and Medical Leave Act

To be eligible for Family and Medical Leave Act (FMLA) leave, employees must have completed at least one year of civilian service with the government. Temporary employees, serving under an appointment with a time limitation of one year or less, and intermittent employees are excluded from coverage.

Voluntary Leave Transfer Program

An employee who has been affected by a medical emergency and is facing at least 24 hours without available paid leave may apply to become a leave recipient by submitting a written request through supervisory channels.

Leave Without Pay

Leave without pay is an approved absence without pay. It may be granted at the discretion of the agency for such purposes as covering absences due to insufficient leave balances, attending to parental or other family responsibilities, education which would be of benefit to the agency, recovery from illness or disability, or protection of employee status and benefits pending action on claims for disability

retirement or injury compensation. It may be granted whether or not the employees have annual or sick leave to their credit.

Generally, the effects of leave without pay vary depending on the length of absence. Extended periods of leave without pay will impact an employee's service computation date, waiting period for within-grade increases, and accumulation of annual and sick leave.