

# Leave

Leave balances can be located on your Leave & Earnings Statement. If you have any questions or feel there is an error in the amount of leave shown on your statement you should contact your payroll office.

## Annual Leave

Annual leave can be used for:

- Vacations
- Personal business or emergencies

Use of annual leave (except in cases of emergency) requires management approval and is earned on the basis of years of creditable federal service-including military service.

### *Annual Leave Accrual Rates-Full-Time Employees*

| <b>Accrual Rate</b>                                    | <b>Creditable Service</b> |
|--|---------------------------|
| 4 hours per bi-weekly pay period<br>(13 days per year) | Less than 3 years         |
| 6 hours per bi-weekly pay period<br>(20 days per year) | 3 but less than 15 years  |
| 8 hours per bi-weekly pay period<br>(26 days per year) | 15 or more years          |

### *Annual Leave Accrual Rates-Part-Time Employees*

| <b>Accrual Rate</b>                                       | <b>Creditable Service</b> |
|---|---------------------------|
| 1 hour of annual leave for each 20 hours in a pay status  | Less than 3 years         |
| 1 hours of annual leave for each 13 hours in a pay status | 3 but less than 15 years  |
| 1 hours of annual leave for each 10 hours in a pay status | 15 or more years          |

The Service Computation Date (SCD) for Leave is used to determine the rate at which you will accrue annual leave.

For most employees, a maximum of 240 hours or (30 days) of unused annual leave can be carried over from year to year. Any annual leave in excess of 240 hours will be lost unless used by the end of the leave year. This is also known as "Use or Lose".

At separation from federal service, (including retirement) employees will receive a lump-sum payout for any unused annual leave. This includes any carry-over balance, unused annual leave accrued during the year of separation, and any restored leave. This payout is computed by multiplying the number of hours of annual leave to the employee's credit by their hourly rate of pay.

### **Leave Sharing or Transfer Program**

If you are experiencing a medical or family emergency and have exhausted all of the leave to your credit, you can apply to receive donations of annual leave from fellow employees. This could prevent having to take leave without pay. If you would like to donate leave to a fellow employee, you can apply to do so under the leave bank program.

### **Sick Leave**

Sick leave is generally used for:

- Illness, injury, medical/dental appointments
- Care of a family member

Use of sick leave does require management approval, though because of its nature, approval is typically not obtained in advance. You may be asked to provide documentation or evidence of illness in some cases.

*Sick Leave Accrual Rate*

| <b>Accrual Rate</b>                                       | <b>Work Schedule</b> |
|---|----------------------|
| 4 hours for each bi-weekly pay period. (13 days per year) | Full-Time Employees  |
| 1 hours of sick leave for each 20 hours in a pay a status | Part-Time Employees  |

There is no limit on the amount of sick leave that can be accrued and there is no limit on the amount that can be carried over from year to year.

Unlike annual leave, sick leave is not paid out to you at separation. However, if you were to become reemployed in federal service, the amount of sick leave you had at separation is re-credited to you.

For retirement purposes, sick leave is converted to service credit, and used in the computation of your retirement annuity.

**Family and Medical Leave Act (FMLA)**

Under the Family and Medical Leave Act of 1993 (FMLA), most Federal employees are entitled to a total of up to 12 workweeks of unpaid leave during any 12-month period for the following purposes:

- the birth of a son or daughter of the employee and the care of such son or daughter;
- the placement of a son or daughter with the employee for adoption or foster care;
- the care of spouse, son, daughter, or parent of the employee who has a serious health condition; or
- a serious health condition of the employee that makes the employee unable to perform the essential functions of his or her positions.
- any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered

active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

Under certain conditions, an employee may use the 12 weeks of FMLA leave intermittently. An employee may elect to substitute annual leave and/or sick leave, consistent with current laws and OPM's regulations for using annual and sick leave, for any unpaid leave under the FMLA. The amount of sick leave that may be used to care for a family member is limited. FMLA leave is in addition to other paid time off available to an employee.

Upon return from FMLA leave, an employee must be returned to the same position or to an "equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment."

An employee who takes FMLA leave is entitled to maintain health benefits coverage. An employee on unpaid FMLA leave may pay the employee share of the premiums on a current basis or pay upon return to work.

An employee must provide notice of his or her intent to take family and medical leave not less than 30 days before leave is to begin or, in emergencies, as soon as is practicable.

An agency may request medical certification for FMLA leave taken to care for an employee's spouse, son, daughter, or parent who has a serious health condition or for the serious health condition of the employee.