Civilian Leave

2010 Federal Employees Week
Agenda

- Leave Categories and Accrual
  - Annual
  - Sick - Family Related and the Family Medical Leave Act (FMLA)
  - Leave Without Pay (LWOP)
- Advanced
- Impact of leave on Service Computation Dates (SCD), Within Grade Increases (WIGI), and Health benefits
- Leave Programs
  - Donated Leave, Voluntary Leave Transfer Program (VLTP)
Leave Accrual (Annual)

- Accrues automatically to permanent employees and temporary employees
  - serving under appointments that exceed 90 days
  - temporary employees must be employed \textit{continuously} for 90 days
- Less than 3 years of service earn 13 days each year
- Between 3 years and 15 years of service earn 20 days each year
- 15 or more years of service earn 26 days each year
Part-time employees
  - earn leave on a pro-rated basis

Less than 3 years of service, 1 hour of leave is earned for every 20 hours in a pay status.

Between 3 years and 15 years of service, 1 hour of leave is earned for every 13 hours in a pay status.

15 or more years of service, 1 hour of leave is earned for every 10 hours in a pay status.
Leave Accrual (Sick)

- **All** full-time employees, regardless of their length of service, earn 4 hours each full biweekly pay period.
- Part-time employees earn 1 hour for every 20 hours in a pay status.
- Intermittent employees **do not** earn sick leave.
- Not accrued if leave without pay or absence without leave reaches 80 hours in a pay period.
Annual Leave

May be used for:

- vacations
- rest and relaxation
- personal business or emergencies
Sick Leave

- Types of Sick Leave
  - Personal sick leave
  - Sick leave to care for a family member
  - Sick leave to care for a family member with a serious health condition
Personal Sick Leave

- Incapacitated to perform duties by:
  - Physical or mental illness
  - Injury
  - Pregnancy or childbirth

- Receives treatment for:
  - Dental
  - Medical
  - Optical

- Jeopardizes health of others because of exposure to a communicable disease
Sick Leave to Care for a Family Member

- Allowed up to 13 days of sick leave each leave year to:
  - Care for a family member
  - Attend the funeral of a family member
Family Member Definition

- spouse and his or her parents
- sons and daughters, and their spouses
- parents, and their spouses
- brothers and sisters, and their spouses
- grandparents and grandchildren, and their spouses
- domestic partner and his or her parents, including domestic partners of any of the individuals listed above
- any individuals related by blood or affinity whose close association with the employee is equivalent of a family relationship.
Sick Leave to Care for a Family Member with a Serious Health Condition

- “Serious health condition” is not intended to cover short-term conditions
- May use up to a total of 12 workweeks of leave each leave year
- Previously used sick leave for general family care in a leave year, must be subtracted
Family Medical Leave Act (FMLA) Employee Eligibility

- **Covered employees**
  - Employees covered by Title 5
  - Non Appropriated Funds (NAF)

- **Excluded employees**
  - Temporary (NTE 1 Year)
  - Intermittent
FMLA Leave Entitlement

- Care of spouse/child/parent with serious health condition
- Birth & care of newborn child
- Placement of a child with employee for adoption/foster care
- Serious health condition of employee that makes employee unable to perform the essential duties of his or her position
- Military Family Leave Entitlements
Leave Without Pay (LWOP)

- Authorized absence from duty
- Insufficient annual or sick leave, or compensatory time
- Do not have to exhaust annual or sick leave before requesting LWOP
- Is at the supervisor's discretion
- Should be approved only when the interests of the government are best served
Leave Without Pay (LWOP)

- Based on mission requirements and workload.
- LWOP for any reason cannot go beyond a 2 year period.
- RPA and request to CPAC for LWOP after 30 days absence.
- Can impact your SCD and WIGI.
Advanced Leave

- This is not an entitlement

- Maximum amount that can be advanced
  - What would be accrued for the remainder of the leave year

- What’s being considered when an advanced annual leave request is submitted?
  - Will the employee be in a duty status long enough to repay
  - Organization’s mission and work situation
  - Employee’s needs and personal convenience
Impact of Leave on Service Computation Dates (SCD) and Within Grade Increases (WIGI)

- SCD must be adjusted by the amount of nonpay time in excess of 6 months in one calendar year.

- Affect of nonpay time on WIGI for GS employees

<table>
<thead>
<tr>
<th>Waiting Period for step</th>
<th>Nonpay Time Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-3-4</td>
<td>2 workweeks</td>
</tr>
<tr>
<td>5-6-7</td>
<td>4 workweeks</td>
</tr>
<tr>
<td>8-9-10</td>
<td>6 workweeks</td>
</tr>
</tbody>
</table>
Impact of Leave on Within Grade Increases (WIGI)

- Affect of nonpay time on WIGI for Federal Wage System employees

<table>
<thead>
<tr>
<th>Waiting Period for step</th>
<th>Nonpay Time Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1 workweek</td>
</tr>
<tr>
<td>3</td>
<td>3 workweeks</td>
</tr>
<tr>
<td>4-5</td>
<td>4 workweeks</td>
</tr>
</tbody>
</table>
Impact of Leave on Health Benefits

- Employees are responsible for their share of premium costs

- If going out on LWOP employee should one of the following
  - Suspend their coverage while out
  - Submit payment for premiums while out
  - Pay upon return

- Life insurance- Coverage will continue for 12 months while on LWOP
Leave Programs

- Voluntary Leave Transfer Program (VLTP)
  - Allows an employee with a medical emergency to receive transferred annual leave directly from other employees

- What constitutes a medical emergency?
  - Medical condition of an employee or a family member that is likely to require a prolonged absence (30% of the average hours normally worked in a pay period)
Applying to become a leave recipient

- Submit OPM Form 630 to your supervisor with certifying medical documentation.
- Supervisor must endorse and/or approve application
- Deciding official will approve or disapprove the request.

Soliciting prospective leave donors

- Responsibility resides with the individual leave recipient and with the on-site installation.