



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 **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



Leave Accrual (Annual) cont.

- 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 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

Waiting Period for step	Nonpay Time Allowed
2-3-4	2 workweeks
5-6-7	4 workweeks
8-9-10	6 workweeks



Impact of Leave on Within Grade Increases (WIGI)

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

Waiting Period for step	Nonpay Time Allowed
2	1 workweek
3	3 workweeks
4-5	4 workweeks



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)



Voluntary Leave Transfer Program Cont.

- 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.