

For: FFAS Offices

**Pay Periods 25 and 26 Annual Leave Accruals**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A**

**Purpose**

This notice provides instructions for pay periods 25 and 26, 2000.

**B**

**Contact**

If there are questions about this notice, contact the appropriate office according to the following table.

Location	Contact
County Offices using PC-TARE	FSA State Office.
State Offices and APFO	Carolyn Layden at 816-926-6709 or Myrna Highlander at 816-926-6184, KCAO, Personnel Division.
National Office and RMA Field Offices	Linda Watkins at 202-418-9038 or Angela Jackson at 202-418-9019, FSA, HRD.

<p><b>Disposal Date</b></p> <p>February 1, 2001</p>	<p><b>Distribution</b></p> <p>All FAS, FSA, and RMA Offices; State Offices relay to County Offices</p>
---	--

## Notice PM-2226

### 2 Action

---

#### A

#### Pay Period 25 Action

When the following message is displayed for **pay period 25**, “Is This The Last Full Pay Period Of The Calendar Year (Y/N)”, users of the PC-TARE T&A system shall ENTER “N”.

---

#### B

#### Full-Time Employees in Nonpay Status Action

For each full-time employee in leave category 6, who is in nonpay status for all of pay period 26, 2000, or who reaches a multiple of 80 hours of nonpay leave in pay period 26, users of the PC-TARE system shall do the following for pay period:

- 26 T&A processing, change the “Annual Leave Category” field to “0” (zero) in the applicable employee’s master record in the PC-TARE system
- 27 T&A processing, change the “Annual Leave Category” field back to “6” in the applicable employee’s master record in the PC-TARE system.

If there are any questions, contact the appropriate office according to subparagraph 1B.

---

#### C

#### Pay Period 26 Action

Users of the PC-TARE T&A system shall:

- prepare T&A’s as usual for all other employees in pay period 26
- when the following message is displayed for **pay period 26**, “Is This The Last Full Pay Period Of The Calendar Year (Y/N)”, ENTER “Y”.

**Note:** The PC-TARE T&A system will then calculate the accrual of 10 hours annual leave for each full-time employee in leave category 6 who does not reach an 80-hour increment of nonpay status during pay period 26.

---

#### D

#### FAS’s DEC T&A System Action

There is no action necessary on the part of the timekeeper.

---

**Notice PM-2226**

**3 Annual Leave Accrual in Pay Period 26**

---

**A**

**Full-Time  
Employees in Leave  
Category 6**

Full-time employees in leave category 6:

- will accrue 10 hours of annual leave in pay period 26, 2000
  - who reach an 80-hour increment of nonpay status during pay period 26, 2000, will not accrue either the normal 6 hours of annual leave or the additional 4 hours of annual leave that is earned by leave category 6 employees in pay status.
- 

**B**

**Other Employees**

Accruals for part-time employees in leave category 6, and for all employees in categories 4 and 8, will be calculated in the usual manner in pay period 26.

---