

**For:** FFAS Offices, Except Kansas City and St. Louis

**Pay Period 25 Annual Leave Accruals**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A**

**Purpose**

This notice provides information on pay period 25 annual leave accruals.

**B**

**Contact**

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

<b>Location</b>	<b>Contact</b>
County Offices using PC-TARE	FSA State Office.
State Offices and APFO	Either of the following at KCAO, Personnel Division: <ul style="list-style-type: none"> <li>• Carolyn Layden at 816-926-6709</li> <li>• Myrna Highlander at 816-926-6184.</li> </ul>
RMA (Kansas City Office)	Patty Gepford 816-926-6259, KCAO, Personnel Division.
National Office and RMA Field Offices	Either of the following at HRD: <ul style="list-style-type: none"> <li>• Linda Watkins at 202-418-9038</li> <li>• Angela Jackson at 202-418-9019.</li> </ul>

<b>Disposal Date</b>	<b>Distribution</b>
February 1, 2002	All FAS, FSA, and RMA Offices, except Kansas City and St. Louis; State Offices relay to County Offices

## Notice PM-2284

### 2 Annual Leave Accrual in Pay Period 25

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#### 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 25, 2001
  - who reach an 80-hour increment of nonpay status during pay period 25, 2001, 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.
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#### B

##### **Other Employees Action**

Accruals for part-time employees in leave category 6, and for all employees in leave categories 4 and 8, will be calculated in the usual manner in pay period 25.

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### 3 Preparing T&A's Using PC-TARE

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#### A

##### **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 25, 2001, or who reaches a multiple of 80 hours of nonpay leave in pay period 25, users of the PC-TARE system shall do the following for pay period:

- 25 T&A processing, change the "Annual Leave Category" field to "0" (zero) in the applicable employee's master record in the PC-TARE system
- 26 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 1 B.

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### 3 Preparing T&A's Using PC-TARE (Continued)

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#### B

#### Other Employees Action

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

- prepare T&A's as usual for all other employees in pay period 25
- update the "first" T&A record for a full-time employee in leave category 6, when the message, "Is This The Last Full Pay Period Of The Calendar Year (Y/N)", is displayed for pay period 25, 2001. 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 25.

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#### C

#### Reminder for Pay Period 26

In pay period 26, PC-TARE will again display the message, "Is This The Last Full Pay Period of the Calendar Year (Y/N)". Enter "N" when this message is displayed in pay period 26.

**Caution:** If the user does not ENTER "N" in pay period 26, the PC-TARE T&A system will calculate another 10-hour annual leave accrual for pay period 26.

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### 4 Preparing T&A's Using FAS's DEC T&A System

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#### A

#### Action

No action is necessary on the part of the timekeeper.

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