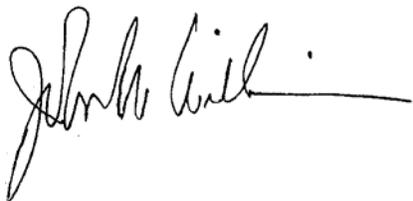


For: FFAS Federal, CO, and Foreign Service Employees

Interim Policy for Creditable Service for Annual Leave Accrual

Approved by: Deputy Administrator, Management



1 Overview

A Purpose

This notice provides interim policy guidance to FFAS, including Civil Service, Foreign Service, and CO employees who are covered by the Federal annual and sick leave program established under chapter 63 of title 5, United States Code.

B Authority

This policy complies with Departmental Notice 4060-001 dated March 13, 2006, Interim Creditable Service for Annual Leave Accrual. Departmental Regulation was issued in accordance with Federal Register, Vol. 70, No. 82, dated April 29, 2005, Section 202(a) of the Federal Workforce Flexibility Act of 2004 (Public Law 108-411, October 30, 2004).

C Eligibility

Effective the date of this notice, FFAS may provide service credit for work experience that otherwise would not be creditable for the purpose of determining the annual leave accrual rate of a newly appointed employee or an employee who is reappointed following a break in service of at least 90 calendar days after his or her last period of Federal employment. This appointment must be one, which is covered by the Federal annual and sick leave program established under 5 U.S.C., Chapter 63.

Disposal Date	Distribution
June 1, 2007	FFAS Federal, CO, and Foreign Service employees, State Offices relay to County Offices

2 Crediting Prior Service

A Conditions for Crediting Prior Service

Director, HRD, designates the authority to make this determination to the Chief, Domestic Operations Branch; Chief, Foreign Operations Branch; and Chief, Kansas City, Human Resources Office for the areas they service. This determination will be made on a case-by-case basis, to grant service credit. An employee does not have an automatic entitlement to receive prior service credit. Determinations by the Director, HRD or designee to grant prior service credit are discretionary and are subject to the employee meeting the following conditions.

Before granting credit work experience in a private sector position or a period of active military service that otherwise would not be credited, the Director, HRD or designee shall determine that the employee meets **both** of the following conditions:

- the skills and experience the employee possesses are essential to the new position and were acquired through performance in a private sector position having duties that directly relate to the position to which he or she is being appointed
- the use of this authority is necessary to achieve an important agency mission or performance goal.

B Creditable Skills and/or Experience

The amount of service credited to an employee must only be for the period of time the employee performed duties directly related to the position to which he/she is being appointed.

Employees may receive service for the following:

- credit may be awarded for all of the time the employee performed the directly related duties (for example, full-time credit for full-time service, part-time credit for part-time service, etc.)

Note: Service credit for less than full-time service should be based on the number of hours and the percentage of time the employee actually performed the duty.

- credit may be granted to a retired member of a uniformed service for any period of active military service during which he or she performed duties directly related to the position to which he or she is being appointed.

Note: Previously, credit was given to a retired member of a uniformed service only for period of active duty served during a campaign or expedition for which a campaign badge was issued.

In no case should an employee be awarded with double credit for the same period of employment or for service that is otherwise creditable under existing leave regulations.

2 Crediting Prior Service (Continued)

C Documentation of Service

HRD will make potential employees aware of this new flexibility before the employee's entrance on duty and ask for supporting written documentation of their service in a private sector position or a period of active military service.

HRD is required to document all awards of service credit in writing and must include appropriate backup documentation sufficient for audit. Backup documentation might include the following:

- position or military occupational specialty (MOS) description
- letters from supervisors indicating duties and time period the employee performed the duties
- resumes
- employment records
- other documentation that HRD deems sufficient to verify the service.

The documentation must be sufficient to document both the duties the employee performed as well as the time period the employee performed them. All written documentation must be approved by the Director, HRD or designee before the effective date of the employee's entry on duty.

Private sector service or active duty uniformed service must be documented on SF-144A. Credit is to be granted in terms of years and months, and the exact number of years and months of credit being granted is recorded in SF-144A, Part I, Column B. Include a reference in SF-144A, "Remarks" section indicating that the service computation date-leave (SCD-Leave) includes creditable private sector service or active duty uniformed service work experience that otherwise would not be credited. HRD must include the period of service being credited in SF-50, Block 31 which effects the appointment of the employee with FFAS.

SF-144A and the supporting documents should be filed on the right side of the official personnel folder. It should be filed directly under the personnel action that reflects SCD-Leave on the form. For example, SF-144A for the initial appointment should be filed directly under SF-50 that documents the appointment.

2 Crediting Prior Service (Continued)

D One-Year Service Requirement to Retain Service Credit

Service credit granted to an employee for work experience in a private sector position or a period of active military service remains creditable for annual leave accrual purposes, unless the employee fails to complete 1 full year of continuous service with USDA (52 calendar weeks).

Once the employee completes 1 full year (52 calendar weeks) of continuous service with USDA, the period of service for which the employee was granted service credit is permanently credited for annual leave accrual purposes for the duration of the employee's career.

Note: This requires **no** action by the employee or the HR specialist.

An employee must not receive dual credit for the same period of service. Once an employee is permanently credited with service on a private sector position or a period of active military service (upon completing 1 full continuous year with USDA), that period of service may not be considered for further credit if the employee has a future break in service.

E Separation Before Completing One Year of Service

If an employee separates from USDA or transfers to another Federal Department before completing 1 full year of continuous service with USDA, the employee is not entitled to retain credit for the service in a private sector position or active military service.

Before transferring or separating the employee, HRD will establish a new SCD-Leave, subtracting the credit that was provided for service in a private sector position or active military service.

Any annual leave earned by an employee remains to the employee's credit, even if the employee fails to complete 1 full year of continuous service with USDA. HRD must transfer the annual leave balance to the new employing Federal Department, or provide a lump-sum payment for unused annual leave if the employee is separating from Federal service or moving to a new position to which annual leave cannot be transferred.

If an employee loses service credit for service in a private sector position or a period of active military service because the employee fails to complete 1 continuous year of service with USDA, HRD may elect to provide credit for that same period of time to the employee in the future, if and when the employee is reappointed to a Federal position. HRD may provide credit for the same period of service in a private sector position or active military service if the employee has had a break in service of at least 90 calendar days and meets all the requirements for receiving credit for this service.