

# Reclamation Manual

Directives and Standards

## TEMPORARY RELEASE

(Expires 01/28/2013)

### Creditable Service for Annual Leave Accruals

<b>AMOUNT</b>	<p>All non-Federal work experience (not covered under 5 U.S.C. 6303(a)) in positions having duties that directly relate to the duties of the position to which he/she is being appointed.</p> <p>All experience acquired through the performance in an active duty uniformed service position having duties that directly relate to the duties of the position to which he/she is being appointed which is not otherwise creditable.</p> <p>Double credit is not allowed – meaning service covered under 5 U.S.C.6303(a) which is already creditable may not be counted again. (Example: service in the armed forces during a war, campaign, or expedition.)</p> <p>All service and service determinations must be supported by acceptable documentation as provided in the body of this temporary release.</p>
<b>ELIGIBILITY</b>	<p>Newly appointed or reappointed full time permanent employees with a break of at least 90 calendar days after his/her last period of civilian employment in the civil service.</p> <p>The civil service consists of all appointive position in the executive, judicial, and legislative branches of the Government of the United States except positions in the uniformed service.</p>
<b>AMOUNT OF SERVICE CREDIT</b>	<p>May not exceed the actual amount of service during which the individual performed duties directly related to the position to which he/she is being appointed.</p> <p>Once an employee is permanently credited with a period of non-Federal service or active duty uniformed service (after completion of 1 full continuous year of service) that period of service continues to be part of their service credit if the employee has a future break in service.</p>
<b>DURATION OF SERVICE</b>	<p>1 full continuous year of service. (Placement in a leave without pay status during the 1- year period of continuous service may require completion of additional service! Please see your servicing Human Resources Office for further information.)</p>
<b>OPERATING POLICY</b>	<p>The written determination to approve an employee's qualifying work experience must be made <u>before the employee enters on duty – the determination may not be made retroactively.</u></p>
<b>CRITERIA</b>	<p>Special skills and experience needed in the position to be filled;</p> <p>Skills and experience the individual possesses that are essential to the new position;</p> <p>Skills and experience were acquired through performance in a non-Federal or active duty uniformed service position;</p> <p>Duties performed in the non-Federal or active duty uniform service position were directly related to the position to be filled;</p> <p>The individual's skills and experience are necessary to achieve an important agency mission or performance goal.</p>