

TYPES OF LEAVE

There are two basic types of leave – with pay and without pay. There are several types of leave with pay, but the two most commonly taken are annual leave and sick leave. You earn leave for each full biweekly pay period of employment. All time is charge in 15 minute increments.

Annual Leave

Your annual leave is intended to provide for a vacation each year and for shorter periods of leave for personal reasons. Annual leave is based upon length of Federal service. While annual leave is earned as a matter of right, you can take leave only when it is approved by your supervisor. Annual leave earned but not taken is accumulated to your credit and can be forwarded from one leave year to the next. The maximum amount of accumulated annual leave which you can carry over to your credit from one leave year to the next is 30 days (240 hours). Annual leave in excess of the 30-day ceiling and not used during the leave year will be forfeited.

On separation from the Government, you will be paid a lump sum for unused annual leave. This payment will include any regular carry-over balance from the previous leave year, plus any unused leave accrued during the current leave year. If you transfer to another position under the same leave system, your leave balance transfers with you.

Rates of Accrual

Full Time employees:

0-3 years	4 hours per pay period – 13 days per year
3-15 years	6 hours per pay period – 20 days per year
Over 15 years	8 hours per pay period – 26 days per year

Part-time employees:

0-3 years	1 hour for each 20 hours in pay status
3-15 years	1 hour for each 13 hours in pay status
Over 15 years	1 hour for each 10 hours in pay status

Sick Leave

Sick leave may be used for physical or mental illness, pregnancy or childbirth, or medical, dental or optical examination and treatment. It may also be used for purposes relating to the adoption of a child. You will earn four (4) hours for each full pay period of work relating to the length of service. Unlike annual leave, there is no maximum accumulation. You are not paid for your sick leave balance should you leave Federal Service. Your sick leave will be reinstated if you return to federal government.

Sick Leave for Family Care Purposes

This regulation allows the use of sick leave for family care purposes. You may use a total of up to 12 weeks of accrued sick leave each year to care for a family member with a serious medical condition. Employees must maintain a sick leave balance of 80 hours in order to use the full 12 weeks. The serious medical condition must be documented. Sick leave used under the Family Friendly Leave Act (see below) is included in this 12 week total. Also see the policy letter issued by the Bureau of Reclamation.

Family Medical Leave Act

This act provide you with a total of 12 administrative workweeks of unpaid leave during any 12-month period for (a) the birth of a child and care of the newborn; (b) the placement of a child with the employee for adoption or foster care; (c) the care of a spouse, son, daughter, or parent with a serious health condition; or (d) a serious health condition that makes you unable to perform your duties.

Family Friendly Leave Act

This act allows you to take up to 13 days (104 hours) of sick leave each year to care for a family member or to arrange for or attend the funeral of a family member.

Leave Without Pay (LWOP)

Leave without pay is a requested and approved temporary non-pay status from regular duties. LWOP may not be granted for the purpose of private employment. In all cases LWOP must be applied for and approved in advance. You do not accrue sick and annual leave during any pay period in which your LWOP totals 80 hours. You do receive CSRS/FERS retirement credit for periods of up to six months of LWOP taken in any calendar year. Up to six months LWOP per calendar year is also creditable as service completed in computing your annual leave category.

LWOP is also creditable in computing the waiting period for within grade increases, when it does not exceed, in the aggregate year:

Two weeks (80 hours) in the waiting period for steps 2, 3, & 4:

Four weeks (160 hours) in the waiting period for steps 5, 6, & 7:

Six weeks (240 hours) in the waiting period for steps 8, 9, & 10.

Military Leave

Absence with pay for up to 120 hours per year for active duty or training.

Court Leave

Authorized absence without charge to leave or loss of pay of an employee from work status for jury duty, or for judicial proceedings in a non-official capacity as a witness on behalf of a state or local government.