

CSRS

**Civil Service
Retirement
System**

Retirement Facts 8



Credit for Unused Sick Leave Under the Civil Service Retirement System



**United States
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**Retirement and
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Additional retirement information and all publications of the U.S. Office of Personnel Management listed in this pamphlet are available on the Internet.

OPM Website — *<http://www.opm.gov/asd>*

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Introduction

This pamphlet has general information about how sick leave is credited in an annuity under the Civil Service Retirement System. For more detailed information on credit for unused sick leave at the time of retirement, you should contact your current employing or personnel office.

Credit for Unused Sick Leave

As an employee under the Civil Service Retirement System (CSRS), if you (1) retire on an immediate annuity or (2) die leaving a widow, widower, or former spouse entitled to a survivor annuity, your service will be increased by the days of unused sick leave to your credit under a formal leave system. The days of unused sick leave that are added are used only in counting your number of years and months of service for annuity computation purposes. The sick leave cannot be used in computing your "high-3" average salary or for meeting the minimum length of service for retirement eligibility.

In general, if your leave system charges 8 hours of sick leave for 1 day's absence, 8 hours of unused sick leave constitutes 1 day of credit. Days are converted to months and years on the basis of a 2087 hour work year. To compute the additional credit for sick leave at retirement, add the months and days of sick leave to the months and days of all periods of actual service.

For example:

Actual service	30 years, 4 months, 16 days
*Sick leave at retirement:	4 months, 24 days
Total credit:	30 years, 9 months, 10 days

Only years and full months of service are used in the annuity computation. Odd days are dropped. In the example, the 10 days would be dropped. You can use the conversion table to find the additional service time credit provided by unused sick leave. If your regular tour of duty is other than an average of 8 hours per day, you cannot use this table; you should check with your personnel or payroll office on how to convert unused sick leave into additional service.

* Using the table, 835 hours of sick leave converts to 4 months and 24 days of credit.

Table for Converting Unused Sick Leave Into Additional Service						
<i>Months</i>	<i>0</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
0	0	174	348	522	696	870
1	6	180	354	528	702	875
2	12	186	360	533	707	881
3	17	191	365	539	713	887
4	23	197	371	545	719	893
5	29	203	377	551	725	899
6	35	209	383	557	731	904
7	41	215	388	562	736	910
8	46	220	394	568	742	916
9	52	226	400	574	748	922
10	58	232	406	580	754	928
11	64	238	412	586	760	933
12	70	244	417	591	765	939
13	75	249	423	597	771	945
14	81	255	429	603	777	951
15	87	261	435	609	783	957
16	93	267	441	615	789	962
17	99	273	446	620	794	968
18	104	278	452	626	800	974
19	110	284	458	632	806	980
20	116	290	464	638	812	986
21	122	296	470	644	817	991
22	128	302	475	649	823	997
23	133	307	481	655	829	1003
24	139	313	487	661	835	1009
25	146	319	493	667	841	1015
26	151	325	499	673	846	1020
27	157	331	504	678	852	1026
28	162	336	510	684	858	1032
29	168	342	516	690	864	1038

How to Use This Table

Find the number in the table closest to the number of hours of your unused sick leave. In the horizontal column you will find the number of months and in the vertical column the remaining number of days.

Table for Converting Unused Sick Leave Into Additional Service					
6	7	8	9	10	11
1044	1217	1391	1565	1739	1913
1049	1223	1397	1571	1745	1919
1055	1229	1403	1577	1751	1925
1061	1235	1409	1583	1757	1931
1067	1241	1415	1589	1762	1936
1073	1246	1420	1594	1768	1942
1078	1252	1426	1600	1774	1948
1084	1258	1432	1606	1780	1954
1090	1264	1438	1612	1786	1960
1096	1270	1444	1618	1791	1965
1102	1275	1449	1623	1797	1971
1107	1281	1455	1629	1803	1977
1113	1287	1461	1635	1809	1983
1119	1293	1467	1641	1815	1989
1125	1299	1473	1646	1820	1994
1131	1304	1478	1652	1826	2000
1136	1310	1484	1658	1832	2006
1142	1316	1490	1664	1838	2012
1148	1322	1496	1670	1844	2018
1154	1328	1502	1675	1849	2023
1160	1333	1507	1681	1855	2029
1165	1339	1513	1687	1861	2035
1171	1345	1519	1693	1867	2041
1177	1351	1525	1699	1873	2047
1183	1357	1531	1704	1878	2052
1189	1362	1536	1710	1884	2058
1194	1368	1542	1716	1890	2064
1200	1374	1548	1722	1896	2070
1206	1380	1554	1728	1902	2075
1212	1386	1560	1733	1907	2081

For example: 441 hours equals 2 months and 16 days.
 Another example: 1452 hours equals 8 months and 11 days.
(If the number of hours falls between two figures shown on the table, use the next higher figure.)

Additional Information

You may obtain copies of the pamphlets listed below from your personnel office, from OPM's Website (<http://www.opm.gov/asd>), or from OPM ONLINE (OPM's electronic bulletin board) at (202) 606-4800. To access OPM ONLINE, your communications software should be set to the following:

Baud: Up to 28,800
Parity: None
Data bits: 8
Stop bit: 1

The pamphlets in the Retirement Facts Series, which provide more detailed information about the Civil Service Retirement System (CSRS), are:

- ***Retirement Facts #1*** - The Civil Service Retirement System (RI 83-1)
- ***Retirement Facts #2*** - Military Service Credit Under the Civil Service Retirement System (RI 83-2)
- ***Retirement Facts #3*** - Deposits and Redeposits Under the Civil Service Retirement System (RI 83-3)
- ***Retirement Facts #4*** - Disability Retirement Under the Civil Service Retirement System (RI 83-4)
- ***Retirement Facts #5*** - Survivor Benefits Under the Civil Service Retirement System (RI 83-5)
- ***Retirement Facts #6*** - Early Retirement Under the Civil Service Retirement System (RI 83-6)
- ***Retirement Facts #7*** - Computing Retirement Benefits Under the Civil Service Retirement System (RI 83-7)
- ***Retirement Facts #8*** - Credit for Unused Sick Leave Under the Civil Service Retirement System (RI 83-8)
- ***Retirement Facts #9*** - Refunds Under the Civil Service Retirement System (RI 83-9)
- ***Retirement Facts #10*** - Voluntary Contributions Under the Civil Service Retirement System (RI 83-10)

- **Retirement Facts #11** - Information for Separating CSRS Employees Who Are Not Eligible for an Immediate Annuity (RI 83-13)
- **Retirement Facts #12** - Information About Reemployment for CSRS Annuitants (RI 83-18)
- **Retirement Facts #13** - CSRS Offset Retirement (RI 83-19)
- **Retirement Facts #14** - Law Enforcement and Firefighter Civil Service Retirement System Retirement (RI 83-20)

Pamphlets applicable to employees in both the Civil Service Retirement System and Federal Employees Retirement System are:

- Court-Ordered Benefits for Former Spouses (RI 84-1)
- Work-Related Injuries and Fatalities — What You and Your Family Need to Know About Your Benefits (RI 84-2)
- Life Events and Your Retirement and Insurance Benefits (*For Employees*) RI 84-3)
- Thinking About Retirement? (RI 83-11)

Publications for employees who are under the Federal Employees Retirement System (FERS) are:

- FERS Brochure (*An Overview of Your Benefits*) (RI 90-1)
- **FERS Facts #1** - Information for Separating FERS Employees Who Are Not Eligible for an Immediate Annuity (RI 90-11)
- **FERS Facts #2** - Information About Reemployment for FERS Annuitants (RI 90-18)

For employees who are eligible to transfer to the Federal Employee Retirement System:

- FERS Transfer Handbook (*A Guide to Making Your Decision*) (RI 90-3)

Pamphlets on the Federal Employees Health and Life Insurance Programs are:

- Federal Employees Health Benefits Guide (RI 70-1)
- Temporary Continuation of Coverage (TCC) under the Federal Employees Health Benefits Program (RI 79-27)
- Federal Employees Group Life Insurance Booklet (RI 76-21)

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