



Part-time employees work 16-32 hours per week. Part-time employees under permanent appointments are eligible, on a **prorated basis**, for leave, retirement, and health and life insurance coverage. Visit the Office of Personnel Management's Web site for more information or contact the Human Resources Customer Service Help Desk at [hrcs@cdc.gov](mailto:hrcs@cdc.gov).

[http://www.opm.gov/Employment\\_and\\_Benefits/WorkLife/OfficialDocuments/handbooksguides/PT\\_Employ\\_JobSharing/pt06.asp](http://www.opm.gov/Employment_and_Benefits/WorkLife/OfficialDocuments/handbooksguides/PT_Employ_JobSharing/pt06.asp).

### Incentives and Awards

- Cost of Living Allowances ●
- Employee Recognition ●
- Incentive Awards ●

### Leave and Holidays

- Military Leave ●
- Paid Federal Holidays ●
- Sick Leave ●
- Vacation and Personal Time ●

### Flexible Work Arrangements

- Family Friendly Leave Policies ●
- Alternative Work Schedules ●
- Telecommuting ●

### Health Benefits

- Comprehensive Health Insurance for Self and Family ●
- Flexible Spending Accounts (Dependent Care) ●
- Flexible Spending Accounts (Health Care) ●
- Workers' Compensation ●

### Retirement Systems

- Disability Insurance ●
- Life Insurance ●
- Retirement and Pension Plan ●
- Tax Deferred Retirement Savings Plan ●

### Other Benefits

- Child Care ●
- Commuter Subsidy ●
- Elder-Care Insurance ●
- Long-Term Care Insurance ●
- Short-term Training ●
- Wellness, Fitness, and Other Benefits ●

*This matrix is for informational purposes only and is not a substitute for official federal regulations and policies.*