

Attachment A

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
JUSTIFICATION FOR CREDITING PRIOR EXPERIENCE
TOWARDS AN EMPLOYEE'S ANNUAL LEAVE ACCRUAL RATE**

The Office of Personnel Management issued interim regulations on April 28, 2005, to implement Section 202(a) of the Federal Workforce Flexibility Act of 2004. Section 202(a) amends 5 U.S.C. 6303 to provide OPM with the authority to prescribe regulations under which a newly appointed or re-appointed employee who is covered by the Federal annual and sick leave program, may be given service credit for prior experience that otherwise would not be creditable for the purpose of determining the employee's annual leave accrual rate.

OPM has added regulations at 5 CFR 630.205(a) to allow the head of an agency or designee the authority to grant a newly appointed or reappointed employee with service credit for annual leave accrual rate purposes based on prior non-Federal work experience or a period of active duty in a uniformed service.

Employees Name: _____

Position, Pay plan, Series, Grade: _____

Prior to granting such credit, the HR Director must determine that this employee meets both of the following conditions through reviewing justifications from the requesting organization:

1. The skills and experience that this employee possesses are essential to the new position and were acquired through performance in a non-Federal position having duties that directly related to the position to which he or she is being appointed. **Justification:**

2. The use of this authority is necessary to achieve an important agency mission or performance goal. **Justification:**

Note: The vacancy announcement, position description(s), and employee's application package must be attached to this justification. If the service credit is based on a period of active duty in a uniformed service, you must also attach the employees DD-214 documenting this service.

REVIEWS AND APPROVALS

OPDIV/Center Recommending Official's Signature	Title	Date
OPDIV/Center Approving Official's Signature	Title	Date
HR Director's Signature	Title	Date