

TITLE: CIB 96-19 - U.S. Personal Services Contract (USPSC) - Leave

July 12, 1996

MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS

FROM: M/OP, Marcus L. Stevenson, Procurement Executive
SUBJECT: U.S. Personal Services Contract (USPSC) - Leave

CONTRACT INFORMATION BULLETIN 96-19

This CIB is a reminder on use of leave under personal services contracts (PSCs) to clarify the intent of General Provision 5, Appendix D, Handbook 14, with regard to lump sum payment for vacation leave and to discuss the transfer of both annual and sick leave from one PSC contract to another.

Vacation Leave

General Provision 5 of Appendix D requires that each PSC in consultation with his/her AID Mission develop a vacation schedule to insure that annual leave will be used during the period of performance of the contract. Every effort should be made to adhere to agreed upon schedules. USAID/W has reason to believe, however, that this is frequently not being done and lump-sum payments for unused leave are being approved on a regular basis. That is not the intent of the clause, and the practice should cease immediately. Lump-sum payments shall not be approved unless it can be demonstrated that despite every effort all leave could not be taken prior to the end of the contract. Further, it should be noted that if circumstances really support a lump-sum payment, the maximum payment for leave not taken may not exceed the number of days which can be earned by the PSC during a twelve month period. It is expected that lump-sum payments for unused leave will be the exception not the rule.

Transfer of Leave

Neither annual or sick leave under a USPSC may be transferred except for an extension of the same contract or the award of a new contract for the same or similar services at the same Mission. Leave may not be transferred from post to post. This is Agency policy.