

**What you need to know about**

**Part Time Employees**

**From a Pay and Leave perspective**

## **Leave Accruals**

**0 to 3 years**            **1 hour of annual and sick leave for every 20 hours worked.**

**3 to 15 years**        **1 hour of annual and sick leave for every 13 hours worked.**

**15 or more years**   **1 hour of annual and sick leave for every 10 hours worked.**

**Temporary Appointments of less than 90 days:**        **Sick leave is accrued, but not annual leave.**

**Extension of original appointment of less than 90 days to an appointment lasting for 90 days or more:**

**Employee earns annual leave from the beginning of the original appointment.**

## Leave Accruals (Cont.)

Part-time (PT) carryover hours:

***Carryover hours stay with the employee while still a student when changing from part-time to full-time and back to part-time.*** Carryover hours do not stay with an employee who is not a student when changing from part-time to full-time and back to part-time. NFC database retains all carryover hours until TINQed out.

***It is possible for part-time employees in the 6 hour annual leave category to earn 7 hours in a pay period*** due to factoring in excess carryover hours.

## Leave Accruals, First and Last Pay Periods of Employment

To accrue leave for an **employee's first pay period**, the employee must have entered on duty (started work) on their first scheduled workday of the pay period which is not a holiday, and continued in Federal service to the end of their scheduled tour of duty for that pay period. This is true for full and **part-time employees**.

To accrue leave for an **employee's last pay period**, the employee must have been employed through the end of their tour of duty for that pay period. This includes the last scheduled day being a holiday, employee being on sick leave, taking time-off award hours, comp-time, military leave, court leave, administrative leave, etc. However, an employee who is on LWOP, suspension, AWOL, or annual leave (terminal leave) for their entire last scheduled workday, do not earn leave for that final pay period. This is true for full and **part-time employees**.

## **Credit Hours**

Employees may carry over from one pay period to the next an amount equal to *1/4 of their biweekly work schedule.*

Employees changing from full-time to part-time will keep their full-time credit hour balance. *If this balance is above their new part-time ceiling, they will not be eligible to earn more credit hours until the end of the pay period that the balance drops to or below their part-time limit.*

**Credit hours are worked at the election of the employee and the approval of management** consistent with agency policies; they are distinguished from overtime hours in that they are **not officially ordered** and approved in advance by management.

Credit hours can be worked anytime outside of an employee's basic work requirement, with **the exception of time in transit.**

Credit hours can be used only during the employee's basic work requirement.

## Overtime

All hours in **excess of 8 hours in a day** STAR TC 9 or **40 hours in a week** STAR TC 2 which are officially ordered in advance but does not include credit hours

Hours ordered in advance which do not exceed 8 in a day or 40 in a week are counted as regular work hours.

## **Holidays**

A part-time employee is *entitled to a holiday* when the holiday falls on a day when he or she would otherwise be required to work or take leave. Employees are *excused from duty for the number of hours of their basic work requirement on that day, not to exceed 8 hours.*

In the event the *President* issues an Executive order granting a *half day holiday*, a part-time employee on a flexible schedule is generally *excused from duty for half the number of hours in his or her basic work requirement on that day, not to exceed 4 hours.*

If a *holiday falls on a nonworkday, part-time employees are not entitled to an in lieu of holiday.* If an agency's office or facility is closed due to an in lieu of holiday for full-time employees, the agency may grant paid excused absence to part-time employees who are otherwise scheduled to work that day.

## **Holiday Premium Pay**

Employees under flexible work schedules are entitled to holiday premium pay if they are required to work during the hours of their basic work requirement on that day, not to exceed 8 hours. Part-time employees required to come in to work on an “in lieu of” holiday will not receive holiday premium pay.



## Sick Leave for Family Care and Bereavement (SLFCB)

**Caring for a family member with a *general care medical condition* the part-time employee is entitled to use the *number of hours of sick leave normally accrued by that employee during a leave year*.**

**Caring for a family member with a *serious medical condition* the part-time employee is entitled to use the *number of hours of sick leave equal to 12 times the average number of hours in his or her scheduled tour of duty each week during a leave year*.**

**The part-time employee is entitled to use the *average number of hours in his or her scheduled weekly tour of duty as Family Care sick leave without regard to maintaining a minimum balance of sick leave*. However once the above entitlement is reached the part-time employee must *maintain a sick leave balance equal to twice the average number of hours in his or her scheduled tour of duty each week* before more sick leave can be used for Family Care purposes.**

**Example:** 24 hours is the weekly average number of hours scheduled.  
Employee may use up to 24 hours of SLFCB without needing to maintain a certain SL bal.

**$2 \times 24 = 48$  hours, which becomes the sick leave balance needed to be maintained after the first 24 hours have been used, in order for more SLFCB is to be used.**

**$12 \times 24 = 248$  hours would be maximum yearly # of sick leave hours for SLFCB.**

**Since with employee is in the 4 hour leave category, 48 hours would result in a leave accrual of 2 with a carryover of 8 each pay period. Over 26 pay periods this would come to 62 hours. The 62 hours represents the # of general care sick leave hours that can be used during the leave year.**

## **Family Medical Leave Act (FMLA)**

Employee entitlement to 12 administrative workweeks of leave without pay (LWOP) if criteria is met for FMLA eligibility.

Example: For a part-time employee with a weekly schedule of 24 hours, the employee would be eligible for 288 hours of LWOP.

## Advanced Leave

**Sick Leave:** A maximum of 30 days sick leave (240 hours) with pay may be advanced.

**Annual Leave:** The amount of annual leave that may be advanced may not exceed the amount the employee will accrue in the remainder of the leave year.

Employees do not have an entitlement to advanced annual leave.

# Sunday Premium Pay

Part-time employees are **not** entitled to Sunday premium pay.

# Schedule Changes

Any changes in schedule need to be coordinated with HRD to ensure that the personnel and timekeeping changes become effective for the same pay period. This includes changes in part-time to full-time and vice versa, and changes in the number of scheduled hours for part-time employees.

## **Within-grade increases and Non-pay Status**

A total of two workweeks in a nonpay status in a waiting period is creditable service for advancement to steps 2, 3, and 4 of the General Schedule; four workweeks for advancement to steps 5, 6, and 7; and six workweeks for advancement to steps 8, 9, and 10.

**For prevailing rate employees (WG, WL, and WS schedules), a total of one workweek nonpay status is creditable service for advancement to step 2, three weeks for advancement to step 3, and four weeks for advancement to steps 4 and 5.**

# Military Leave

**Employees on temporary appointments of less than 1 year are not entitled to Military leave.**

A full time employee accrues 120 hours of Regular Military Leave and 22 days of Emergency Military Leave each fiscal year.

Regular and Emergency Military Leave for a part-time career employee is prorated.

**Example:** A part-time employee with a regular biweekly schedule of 40 hours ( $\frac{1}{2}$  of a full-time schedule) would accrue  $\frac{1}{2}$  of the full-time schedule accruals or, 60 hours of regular military leave and 11 days of Emergency Military Leave each fiscal year.

## **Part-time and STAR**

When a change is made from part-time to full time, the annual leave category on the STAR Employee Detail screen defaults to 4 hours. This happens no matter what was previously carried for the employee as their annual leave category.

**When an employee uses an increment of 80 hours of non-pay status, like LWOP, STAR will not let the employee accrue any sick leave for that pay period. This is incorrect and the timekeeper will need to add those accrued sick leave hours to the leave account screen before verifying and transmitting that pay period. STAR will allow the annual leave to be accrued.**



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## *Time-Off Awards*

Part-time employees may be granted Time-off up to the number of hours in the employee's biweekly tour of duty.

The limit for any single contribution is  $\frac{1}{2}$  the maximum that may be granted during the leave year.

**Example: If an employee's scheduled tour of duty is 64 hours biweekly, the employee may be granted up to 64 hours of Time-off during the leave year, and cannot exceed 32 hours for a single achievement.**