

**Supplemental Guidance for Sequestration and Administrative Furloughs
(As of February 4, 2013)**

	Civil Service Retirement System (CSRS)	Federal Employees Retirement System (FERS)	Federal Insurance Contributions Act (FICA)	Remarks
Federal Employees Health Benefits Program (FEHB)	X	X	NA	<p>Premiums will be deducted from the employee's salary if the salary is sufficient to pay the premiums. If salary becomes insufficient to pay FEHB premiums due to the furlough, the leave without pay/insufficient pay rules apply.</p> <ul style="list-style-type: none"> • OPM Guidance for Administrative Furloughs (page 6) • http://www.opm.gov/healthcare-insurance/healthcare/reference-materials/reference/leave-without-pay-status-and-insufficient-pay/ • http://www.opm.gov/insure/health/reference/handbook/fehb13.asp
Federal Employees Group Life Insurance Program (FEGLI)	X	X	NA	<p>If there is any pay in a pay period, FEGLI premiums for the whole pay period will be deducted from pay. The premiums are not prorated. The employee's FEGLI coverage continues while in a nonpay status due to furlough for up to 12 months, without cost to the employee or to the agency. Neither the employee nor the agency incurs a debt during this period of furlough.</p> <ul style="list-style-type: none"> • OPM Guidance for Administrative Furloughs (page 6) • http://www.opm.gov/insure/health/reference/handbook/fehb13.asp
Federal Employees Dental and Vision Insurance Program (FEDVIP)	X	X	NA	<p>Claims will continue to be paid. Premiums will be deducted from the employee's salary if the salary is sufficient to pay the premiums. If BENEFEDS is unable to take the necessary premium deduction from an employee's pay, BENEFEDS collects premium up to twice the biweekly amount from the next full pay period to make up for the missed premium deduction. If the furlough continues for more than two consecutive pay periods, BENEFEDS will mail a direct bill to the employee. The enrollee should pay premiums directly billed to him/her on a timely basis to ensure continuation of coverage.</p> <ul style="list-style-type: none"> • OPM Guidance for Administrative Furloughs (page 7) • http://www.opm.gov/faqs/topic/furlough/index.aspx?cid=72eb0955-ba09-4c7c-81d5-6721929bcc7e&page=2
Health Care Federal Flexible Spending Account (FSAFEDS)	X	X	NA	<p>Allotments made by the employee continue if the employee's salary is sufficient to cover the deduction(s). If the employee's</p>

				<p>salary is insufficient to cover his or her allotment(s), the FSAFEDS account is frozen until allotments are successfully restarted (in which case, FSAFEDS would recalculate your allotments based on the number of pay periods remaining in the Benefit Period). You will not be eligible for reimbursement of any health care expenses incurred during that period, even if your employer continues to pay your FEHB premiums for medical coverage.</p> <ul style="list-style-type: none"> • OPM Guidance for Administrative Furloughs (page 6) • https://www.fsafeds.com/fsafeds/SummaryOfBenefits.asp#NopayStatus
Dependent Care Flexible Spending Account (DCFSA)	X	X	X	<p>If you have a DCFSA, dependent care expenses you incur during the periods of leave without pay/furlough that meet IRS guidelines for eligible expenses you may be reimbursed up to your account balance. When you return to pay status, BENEFEDS will recalculate allotments based on the number of pay dates remaining in the Benefit Period.</p> <ul style="list-style-type: none"> • OPM Guidance for Administrative Furloughs (page 6) • https://www.fsafeds.com/fsafeds/SummaryOfBenefits.asp#NopayStatus
Federal Long Term Care Insurance Program (FLTCIP)	X	X	NA	<p>If the contractor does not receive premiums for two or fewer pay periods, they will adjust future premium deductions, increasing by no more than \$50 per pay period to recover the missed premiums. Three consecutive pay periods of no premium will result in the contractor billing the participant directly.</p> <ul style="list-style-type: none"> • OPM Guidance for Administrative Furloughs (page 7) • http://www.opm.gov/faqs/topic/furlough/index.aspx?cid=72eb0955-ba09-4c7c-81d5-6721929bcc7e&page=2
Federal Employees Compensation Act (FECA)	X	X	X	<p>Employees who were disabled and in receipt of COP are to be maintained in COP status during the shutdown unless the agency does not have monies available to pay the salary of that employee. If the agency does not have monies to pay salary during the shutdown but the agency's budget is subsequently restored in such a way as to allow for retroactive payment of salary during the shutdown period, the employee should receive COP for any period of disability that occurs within the shutdown. In the event an agency is legally unable to pay COP to an employee because of a lapse in appropriations, the employee may file a claim for regular FECA wage loss compensation for that period.</p> <p>An employee who is receiving workers' compensation payments will continue to receive workers' compensation payments during a furlough and will continue to be charged LWOP.</p>

				<ul style="list-style-type: none"> • OPM Guidance for Administrative Furloughs (page 9) • http://www.opm.gov/faqs/topic/furlough/index.aspx?page=2
Thrift Savings Plan (TSP) (Traditional and/or Roth Contributions)	X	X	NA	<p>Employees being furloughed for less than an entire pay period will have TSP contributions deducted based on the order of deductions provided there is sufficient pay left to make the entire contribution. If pay is insufficient to collect the entire employee elected contribution amount, no TSP contribution will be held for the pay period.</p> <p>Employees electing to contribute a specific dollar amount will have the entire dollar amount deducted if salary is sufficient. Employees electing to contribute a percentage of pay, the TSP contribution will be adjusted according to the basic pay earned per period. This could result in a lesser employee contribution amount when there are periods of non-pay during a pay period.</p> <p><i>FERS employees will receive the Agency Automatic (1%) contribution based on the amount of basic pay earned during each pay period. Agency Matching Contributions are also calculated based on employee contributions from that basic pay. This could result in a lesser employee contribution amount when there are periods of non-pay during a pay period.</i></p> <ul style="list-style-type: none"> • http://www.chcoc.gov/transmittals/TransmittalDetails.aspx?TransmittalID=1477 • Refer to the TSP Fact Sheet “Impact of a Federal Government Shutdown on the Thrift Savings Plan dated March 4, 2011” at https://www.tsp.gov/PDF/formspubs/oc11-5.pdf. • TSP Fact Sheet “Effect of Nonpay Status on Your TSP Account” at https://www.tsp.gov/PDF/formspubs/oc95-4.pdf
Thrift Savings Plan Catch-Up Contributions (TSP-C)	X	X	NA	<p>In accordance with the order of deductions, employees electing to contribute a specific dollar amount will have the entire dollar amount deducted if salary is sufficient. Employees electing to contribute a percentage of pay, the TSP Catch-up contribution will be adjusted according to the basic pay earned per period. This could result in a lesser employee contribution amount when there are periods of non-pay during a pay period.</p> <p>There are no matching contributions for catch-up contributions that you contribute to the TSP.</p> <ul style="list-style-type: none"> • http://www.chcoc.gov/transmittals/TransmittalDetails.aspx?TransmittalID=1477 • Refer to the TSP Fact Sheet “Impact of a Federal Government Shutdown on the Thrift Savings Plan dated March 4, 2011” at

				<p>https://www.tsp.gov/PDF/formspubs/oc11-5.pdf.</p> <ul style="list-style-type: none"> TSP Fact Sheet “Effect of Nonpay Status on Your TSP Account” at https://www.tsp.gov/PDF/formspubs/oc95-4.pdf
TSP IRS Annual Deferral Limit	X	X	NA	<p>The IRS annual elective deferral limit for the tax year 2013 is \$17,500 in regular contributions (includes traditional and Roth contributions), and \$5,500 in catch-up contributions. Employees are reminded if pay is insufficient to cover the annual contribution they may need to readjust your TSP contribution election in order to assure they reach the IRS Annual Elective Deferral Limit by the end of the tax year. Upon returning to a pay status with sufficient pay to cover their contribution, employees are advised to use the TSP Elective Deferral Calculator on TSP’s website to determine the amount you may need to adjust your contributions for the remaining pay periods in or to ensure the deferral limit is met.</p> <p>https://www.tsp.gov/planningtools/electivecontributions/electiveContributions.shtml.</p>
Thrift Savings Plan (TSP) Loan (General Purpose or Residential)	X	X	NA	<p>If there is insufficient pay to withhold the TSP loan payment, no payment will deducted resulting in a missed payment. Employees can make the missed payment directly from their own funds to the TSP or contact the TSP Service Center regarding steps to follow to reamortize the loan.</p> <ul style="list-style-type: none"> http://www.chcoc.gov/transmittals/TransmittalDetails.aspx?TransmittalID=1477 Refer to the TSP Fact Sheet “Impact of a Federal Government Shutdown on the Thrift Savings Plan dated March 4, 2011” at https://www.tsp.gov/PDF/formspubs/oc11-5.pdf. TSP Fact Sheet “Effect of Nonpay Status on Your TSP Account” at https://www.tsp.gov/PDF/formspubs/oc95-4.pdf.
				<p>By law, a TSP participant may take a TSP loan any time before separation. The TSP has adopted an administrative rule that provides that TSP participants must be in a pay status in order to take a TSP loan. Since shutdowns are rare occurrences and are typically of short duration, the TSP’s Executive Director has determined that it is in the best interest of TSP participants to interpret the requirement that participants be in a pay status to mean that a break in pay due to a Government shutdown does not disqualify one from TSP loan eligibility.</p> <p>For specific guidance refer to TSP Fact Sheet “Impact of a Federal Government Shutdown on the Thrift Savings Plan dated March 4, 2011” at https://www.tsp.gov/PDF/formspubs/oc11-5.pdf.</p>
Retirement Service Credit	X	X	X	<p>A furlough status does not mean the employee is incurring a break in service. The employee is considered to be in a nonpay, nonduty status for those days/hours. Generally, An employee’s service</p>

				<p>computation date is unaffected until the employee exceeds 6 months in a non-pay status in one calendar year. After 6 months in nonpay status in a calendar year, the service computation date is extended by the period in excess of 6 months.</p> <ul style="list-style-type: none"> • OPM Guidance for Administrative Furloughs (page 8) • OPM’s fact sheet on the “Effect of Extended Leave Without Pay (or Other Nonpay Status) on Federal Benefits and Programs” at http://www.opm.gov/oca/leave/HTML/LWOP_eff.asp.
High-3 Average Salary	X	X	NA	<p>The high-3 average pay is the largest annual rate resulting from averaging your rates of basic pay in effect over any period of 3 consecutive years of creditable civilian service, with each rate weighted by the length of time it was in effect. As a result, generally, there will be no effect on the high-3 average pay unless the furlough causes the employee to be in a nonpay status for more than 6 months during the calendar year.</p> <p>http://www.opm.gov/faqs/topic/furlough/index.aspx?cid=acb1d38b-2433-4ee6-8c8f-4421201105c7.</p>
Severance Pay	X	X	X	<p>Furloughed employees are not separated from Federal service; therefore, they are not entitled to severance pay.</p> <p>Detailed guidance on employee benefits during an administrative furlough is found on page 6 of OPM's Guidance on Administrative Furloughs.</p>