
Credit for Unused Sick Leave

As an employee under the Civil Service Retirement System (CSRS), if you (1) retire on an immediate annuity or (2) die leaving a widow, widower, or former spouse entitled to a survivor annuity, your service will be increased by the days of unused sick leave to your credit under a formal leave system. The days of unused sick leave that are added are used only in counting your number of years and months of service for annuity computation purposes. The sick leave cannot be used in computing your "high-3" average salary or for meeting the minimum length of service for retirement eligibility.

In general, if your leave system charges 8 hours of sick leave for 1 day's absence, 8 hours of unused sick leave constitutes 1 day of credit. Days are converted to months and years on the basis of a 2087 hour work year. To compute the additional credit for sick leave at retirement, add the months and days of sick leave to the months and days of actual service.

For example:

Actual service	30 years, 4 months, 16 days
*Sick leave at retirement:	4 months, 24 days
Total credit:	30 years, 9 months, 10 days.

Only years and full months of service are used in the annuity computation. Odd days are dropped. In the example, the 10 days would be dropped. You can use the conversion table to find the additional service time credit provided by unused sick leave. If your regular tour of duty is other than an average of 8 hours per day, you cannot use this table; you should check with your personnel or payroll office on how to convert unused sick leave into additional service.

* Using the table, 835 hours of sick leave converts to 4 months and 24 days of credit.

Retirement Facts 8

Credit for Unused Sick Leave Under the Civil Service Retirement System

This is a non-technical summary of the laws and regulations on the subject. It should not be relied upon as a sole source of information.

**United States
Office of
Personnel
Management**

Retirement and
Insurance
Service

The information in this publication is a non-technical summary of the relevant laws and regulations dealing with this subject. It should not be relied upon as a sole source of information. For further information on credit for unused sick leave at the time of retirement, you should contact your current employing or personnel office.

Other titles in the Retirement Facts Series:

1. The Civil Service Retirement System
2. Military Service Credit Under the Civil Service Retirement System
3. Deposits and Redeposits Under the Civil Service Retirement System
4. Disability Retirement Under the Civil Service Retirement System
5. Survivor Benefits Under the Civil Service Retirement System
6. Early Retirement Under the Civil Service Retirement System
7. Computing Retirement Benefits Under the Civil Service Retirement System
9. Refunds Under the Civil Service Retirement System
10. Voluntary Contributions Under the Civil Service Retirement System
11. Information for Separating CSRS Employees Who Are Not Eligible for an Immediate Annuity
12. Information About Reemployment for CSRS Annuitants

Table for Converting Unused Sick Leave Into Additional Service												
Months	0	1	2	3	4	5	6	7	8	9	10	11
Days												
0	0	174	348	522	696	870	1044	1217	1391	1565	1739	1913
1	6	180	354	528	702	875	1049	1223	1397	1571	1745	1919
2	12	186	360	533	707	881	1055	1229	1403	1577	1751	1925
3	17	191	365	539	713	887	1061	1235	1409	1583	1757	1931
4	23	197	371	545	719	893	1067	1241	1415	1589	1762	1936
5	29	203	377	551	725	899	1073	1246	1420	1594	1768	1942
6	35	209	383	557	731	904	1078	1252	1426	1600	1774	1948
7	41	215	388	562	736	910	1084	1258	1432	1606	1780	1954
8	46	220	394	568	742	916	1090	1264	1438	1612	1786	1960
9	52	226	400	574	748	922	1096	1270	1444	1618	1791	1965
10	58	232	406	580	754	928	1102	1275	1449	1623	1797	1971
11	64	238	412	586	760	933	1107	1281	1455	1629	1803	1977
12	70	244	417	591	765	939	1113	1287	1461	1635	1809	1983
13	75	249	423	597	771	945	1119	1293	1467	1641	1815	1989
14	81	255	429	603	777	951	1125	1299	1473	1646	1820	1994
15	87	261	435	609	783	957	1131	1304	1478	1652	1826	2000
16	93	267	441	615	789	962	1136	1310	1484	1658	1832	2006
17	99	273	446	620	794	968	1142	1316	1490	1664	1838	2012
18	104	278	452	626	800	974	1148	1322	1496	1670	1844	2018
19	110	284	458	632	806	980	1154	1328	1502	1675	1849	2023
20	116	290	464	638	812	986	1160	1333	1507	1681	1855	2029
21	122	296	470	644	817	991	1165	1339	1513	1687	1861	2035
22	128	302	475	649	823	997	1171	1345	1519	1693	1867	2041
23	133	307	481	655	829	1003	1177	1351	1525	1699	1873	2047
24	139	313	487	661	835	1009	1183	1357	1531	1704	1878	2052
25	146	319	493	667	841	1015	1189	1362	1536	1710	1884	2058
26	151	325	499	673	846	1020	1194	1368	1542	1716	1890	2064
27	157	331	504	678	852	1026	1200	1374	1548	1722	1896	2070
28	162	336	510	684	858	1032	1206	1380	1554	1728	1902	2075
29	168	342	516	690	864	1038	1212	1386	1560	1733	1907	2081

If you want information on the Federal Employees Retirement System (FERS), ask your employing office for a copy of "FERS" (RI 90-1). If you are thinking about retirement within the next 5 years, ask your employing office for a copy of "Thinking About Retirement ?" (RI 83-11).

How to Use This Table—Find the number in the table closest to the number of hours of your unused sick leave. In the horizontal column you will find the number of months and in the vertical column the remaining number of days. For example: 441 hours equals 2 months and 16 days. Another example: 1452 hours equals 8 months and 11 days. (If the number of hours falls between two figures shown on the table, use the next higher figure.) See the following explanation.