

## CONDITIONS OF TEMPORARY EMPLOYMENT

You have been appointed to a position which is temporary and which has a Not-to-Exceed (NTE) date. Listed below are important facts concerning temporary appointments.

1. A temporary appointment is made for the period of time considered necessary to get a particular job done. However, there is no guarantee that the job will last the indicated period of time. Authority also exists to extend temporary appointments, but there is no guarantee that your temporary appointment will be extended. Temporary employees can be terminated at any time, with little or no prior notification.
2. If your appointment is for less than 90 days you will not accrue any annual leave. However, if your appointment is extended and continues without a break in service for more than 90 days, you will accrue annual leave based on your Service Computation Date (SCD). Your SCD gives you credit for prior creditable civilian and military service. If you have less than 3 years creditable service, you will accrue 4 hours of annual leave per pay period; 3 through 14 years – 6 hours of annual leave per pay period; 15 years or more – 8 hours of annual leave per pay period. You will accrue 4 hours of sick leave per pay period regardless of your length of service. If your appointment is intermittent-on-call, you will not accrue any annual or sick leave, regardless of the length of appointment.
3. You are eligible for Federal Employee Health Benefits (FEHB) if your appointment is full time temporary, seasonal or intermittent and expected to work 30 or more hours per week for at least 90 days. You are not eligible for extended Federal Employees Dental Vision Program (FEDVIP). However, you are eligible for Federal Long Term Care Insurance and Healthcare Flexible Spending Account.
4. Regardless of the duration of your temporary appointment, you are not eligible for life insurance while serving on a temporary appointment.
5. You are eligible for Within-Grade-Increases (WGI's) if you are employed in a Wage Grade (WG) position. You are not eligible for WGI's while you are employed in a temporary General Schedule (GS) position. WG intermittent-on-call employee's eligibility for WGI is based on days actually worked.
6. WG intermittent-on-call employees do not receive night shift differential or holiday pay.
7. This temporary appointment does not confer Civilian Service eligibility for appointment to permanent positions and there are no provisions under existing regulations for conversion to permanent positions. As a temporary employee, you cannot apply for permanent positions advertised under Merit Promotion Announcements unless you have a particular status specified in the announcement.

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SIGNATURE

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DATE