



Fact Sheet

Service Credit for Enhanced Leave Accrual

The Service Credit for Enhanced Leave Accrual incentive allows for accrual of annual leave above the minimum rate normally set for new Federal employees. The higher leave accrual rate means that an employee earns more time off each pay period compared with the standard rate of accrual:

Creditable Federal Service	< 3 years	> 3 but < 15 years	15 years and up
Annual Leave Hours per Pay Period	4	6	8
Sick Leave Hours per Pay Period	4	4	4

- Managers/supervisors will recommend the amount of service credit to be granted based on years of the prior Non-Federal or Uniformed service that is relevant to the position.
- Validation of qualifications and job related experience is done by HR Specialists in the Civilian Human Resources Center (CHRC).
- The minimum amount of service that may be credited is 1 year. The amount of service credit may not exceed the actual amount of service during which the current expertise was attained and the directly-related duties were performed.
- Annual leave service credit must be approved before the effective date of initial appointment or reappointment.
- Service credited cannot be used for retirement or Reduction in Force purposes.

Service Requirement

Once an employee completes 1 full year of continuous service with the appointing agency, the period of service for which the employee was granted service credit for non-Federal or active duty uniformed service work experience is creditable for the purpose of determining the employee's annual leave accrual rate for the duration of the employee's career.

References

5 U.S.C. 2101(1)

5 U.S.C. 6303(e)

5 CFR 630.205

NCR-MD Administrative Instruction 1432.01