

Annual Leave

The number of hours of annual leave an employee earns in a two-week pay period depends on the number of years of federal employment. Annual leave may be used for general purposes such as vacations, personal time-off, and emergencies. Non-retired service members may receive full credit for their uniformed service performed under honorable conditions.

Annual Leave Accrual Rates

Employee Type	< 3 years of service	3 years but < 15 years of service	15 or more years of service
Full-Time	4 hours for each pay period	6 hours for each pay period, except for 10 hours in last pay-period	8 hours for each pay period
Part-Time	1 hour for each 20 hours in a pay status	1 hour for each 13 hours in a pay status	1 hour for each 10 hours in a pay status

SSP employees earn 8 hours for each pay period regardless of years of service.

Sick Leave

Federal employees earn sick leave at a rate of 4 hours each two-week pay period, regardless of their length of service. Employees may accumulate an unlimited number of sick leave hours. Employees are entitled to use sick leave for personal medical, dental, or optical treatments, when incapacitated due to a physical or mental illness, when injured, or for pregnancy or childbirth and for adoption purposes. Sick leave may also be used when prescribed by health officials or health care providers to avoid jeopardizing the health of others in the workplace because of exposure to a communicable disease.

Sick Leave for Family Care and Bereavement Purposes

Federal employees are entitled to use up to 13 days (104 hours) of their sick leave to care for family members or to make arrangements for or attend the funeral of a family member. Sick leave is authorized to accompany a family member to medical, dental, or optical treatments; when a family member is injured or incapacitated due to a physical or mental illness, pregnancy or childbirth.

Serious Health Condition

Federal employees are entitled to use a total of up to 12 workweeks of sick leave to care for a family member with a serious health condition. Serious health conditions are defined in 5 C.F.R. 630.

Family Medical Leave Act (FMLA)

The Family Medical Leave Act entitles federal employees to use 12 weeks of unpaid leave during any 12-month period for the birth of a son or daughter and care of the newborn; placement of a son or daughter for adoption or foster care; care for a spouse, son, daughter, or parent with a serious health condition, or for a serious health condition that makes the employee unable to perform the duties of the position. Annual leave and/or sick leave may be substituted for unpaid leave and taken intermittently during this time.

Military Family Leave

Federal employees are authorized up to 26 workweeks of unpaid leave during a single 12-month period to care for a spouse, son, daughter, parent or the nearest blood relative of a covered service member with a serious health injury or illness that occurred in the line of duty while on active duty in the Armed Forces. Annual leave and/or sick leave may be substituted and taken intermittently during this time.

During a 12-month period federal employees are entitled to a combined total of 26 weeks of regular FMLA leave and military family leave.

Paid Holidays

Federal employees are paid for the following federal holidays:

- New Year's Day - January 1;
- Martin Luther King Jr.'s Birthday - 3rd Monday in January
- President's Day - 3rd Monday in February
- Memorial Day - Last Monday in May
- Independence Day - July 4
- Labor Day - 1st Monday in September
- Columbus Day - 2nd Monday in October
- Veterans Day - November 11
- Thanksgiving Day - 4th Thursday in November
- Christmas Day - December 25