HRDG 4630 - Absence and Leave - Section C - Subsection a

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Subchapter 4630 - Absence and Leave
Section C - Sick Leave
Subsection a - Accruing Sick Leave

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Sick Leave Accrual Rates

Full-time employees earn 4 hours of sick leave for each full pay period. Part-time employees earn 1 hour of sick leave for each 20 hours in pay status. The following conditions also apply:

- A maximum of 80 hours in a pay period, excluding overtime, are counted for leave accrual. Hours worked in excess of 80 are not considered for leave accrual purposes and are not carried forward.
- Hours in pay status which total less than the number required for credit of 1 hour of sick leave are considered unapplied hours and will be carried over to the next pay period to accumulate toward future credit.
- If a part-time employee is converted to full-time or intermittent work, any unapplied hours are dropped.
- If a mixed-tour employee is changed to an intermittent work schedule, and is also issued a lump sum payment for annual leave, any part-time unapplied hours are forfeited because the change in work status is equivalent to a separation. If the mixed -tour employee does not receive a lump-sum payment at the time he/she is placed on an intermittent work schedule, the unapplied hours will be held in abeyance until he/she returns to part-time duty.

The disposition of unapplied hours is different than for regular part-time employees because, as a condition of employment, a mixed-tour employee is required to return to a full-time or part-time work schedule after a period of intermittent emp loyment.

Accruing Sick Leave for Fractional Pay Periods

An employee earns sick leave on a pro-rata basis if, during continuous employment, the employee's leave earning status is interrupted for a fraction of a pay period by any one of the following circumstances:

- Employee transfers to a position having different pay periods;
- Employee is on leave without pay (LWOP) for part of the pay period while receiving disability compensation from the Office of Workers' Compensation Programs (OWCP);
- Employee is restored after service in the military or with a public international organization; or
- Employee is restored to full-time after a period of intermittent service, or vice versa.

Accrual Rates for Fractional Pay Periods

Refer to the following table to determine how much leave will be accrued during fractional pay periods:

PRO-RATA ACCRUAL RATES FOR FULL-TIME EMPLOYEES

Number of Days Paid in Pay Period	Hours Accrued
1	1
2	1
3	1
4	2
5	2
6	2
7	3
8	3
9	3

Effect of Nonpay Status on Accrual	When a full-time employee's absence in nonpay status (e.g., LWOP, absence without leave, suspension) reaches 80 hours, or a multiple of 80 hours during the leave year, the employee does not earn leave in that pay period. The hours of nonpay status are dropped at the end of the leave year for accrual purposes. LWOP while in receipt of OWCP benefits is not counted for reduction of leave accrual. Refer to the chart on "Pro-Rata Accrual Rates for Full-time Employees."

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