

## SERVICE AGREEMENT

### CREDITABLE SERVICE FOR ANNUAL LEAVE ACCRUAL

1. Employee's Name: (First, Last)	2. Last 4 digits of Social Security Number:
3. Position Title:	4. Pay Plan/Series/Grade:
5. FSIS Program:	
6. Effective Date of this Agreement: (mm/dd/yyyy)	7. PD/SJ Number:

I understand that as a newly appointed or a reappointed employee with a break in service of at least 90 calendar days from the date of my last period of Federal civilian appointment, I may receive service credit for prior non-Federal service or active duty uniformed service that otherwise would not be creditable for the purpose of determining my annual leave accrual rate. Credit for non-Federal service or active duty uniformed service is granted upon the effective date of my initial appointment or reappointment to Federal Service.

I understand that credit granted for non-Federal service or active duty uniformed service remains to my credit unless I fail to complete 1 full year of continuous service with the U.S. Department of Agriculture (USDA). If I separate from Federal Service or transfer to another Federal agency prior to completing 1 full year of continuous service with USDA, I am not entitled to retain service credit for prior non-Federal service or active duty uniformed service. I also understand the agency must subtract the additional service credit from the Service Computation Date for Leave purposes and a new service computation date for leave must be established before I separate or transfer to a new agency.

8. Employee Signature:	9. Date: (mm/dd/yyyy)
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#### PRIVACY ACT STATEMENT

Section 6311 of Title 5, United States Code, authorizes collection of this information. The following information is being provided in compliance with the Privacy Act of 1974 (Public Law 93-579). The primary use of the requested information by management is to maintain a record of this agreement. This information may also be shared with appropriate Federal, State, local or foreign agencies when relevant to civil, criminal or regulatory investigations, or prosecutions. When the employee identification number is your Social Security Number (SSN), collection of this information is authorized by Executive Order 9397. Furnishing the information on this form, including your SSN, is voluntary, but failure to do so may result in delay or suspension of processing this request.