SPECIAL PROVISIONS FOR PAY PERIOD 25

I. PURPOSE

This notice informs full-time employees in the 6-hour annual leave earning category of the automatic annual leave accrual of 10 hours for pay period 25.

II. ANNUAL LEAVE CREDIT

A. In accordance with 5 U.S.C. 6303, most full-time employees who earn 6 hours of annual leave per pay period will also accrue a special credit of 4 extra hours during pay period 25 (December 6-19, 2020), for a total of 10 hours of annual leave for this pay period only. The regular 6-hour leave accruals resume in pay period 26.

B. The special leave credit does not apply to:

1. Full-time employees earning either 4 or 8 hours of annual leave per pay period. They earn the regular 4 or 8 hours of annual leave for pay period 25;

2. Full-time employees changing from the 6-hour to the 8-hour leave category in pay period 25;

3. Full-time employees in a nonpay status (e.g., leave without pay) for the entire leave year; or

4. Part-time employees in a 6-hour annual leave category. They earn the amount of leave that their biweekly tour of duty permits and will not accrue the special credit of 4 extra hours during pay period 25.

C. Leave credit is not earned by full-time employees in a 6-hour leave category who reach 80 hours (or a multiple of 80 hours) of nonpay status in pay period 25. They will not earn any annual or sick leave that pay period.

D. Employees should factor in the 4 extra hours when scheduling use-or-lose leave. The maximum annual leave carryover is 240 hours.

E. For more information on leave, see FSIS Directive 4630.2, Leave.
III. QUESTIONS

Refer questions on the provisions in this notice to the Human Capital Planning and Accountability Branch at FSISHR1@usda.gov.

[Signature]

Assistant Administrator
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