

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

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# FSIS NOTICE

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38-19

10/17/19

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## 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 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 8-21, 2019), 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 non-pay 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 non-pay status in pay period 25. They will not earn any annual or sick leave that pay period.

D. Employees are to be mindful of the 4 extra hours when scheduling end of the year leave. The maximum annual leave carryover is 240 hours.

E. For more information on leave, see [FSIS Directive 4630.2](#), *Leave*.

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**DISTRIBUTION:** Electronic; All  
Field Employees

**NOTICE EXPIRES:** 11/1/20

**OPI:** OPPD

### III. QUESTIONS

Refer questions on the provisions in this notice to the Human Capital Planning and Accountability Branch at [PayAndLeaveGuidance@usda.gov](mailto:PayAndLeaveGuidance@usda.gov).

A handwritten signature in black ink that reads "Jerri Nintemann". The signature is written in a cursive, flowing style.

Assistant Administrator  
Office of Policy and Program Development