

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

FSIS NOTICE

69-18

12/18/18

SPECIAL PROVISIONS FOR PAY PERIOD 25

I. PURPOSE

This notice informs employees of the automatic annual leave credit for pay period 25 that full-time employees in the 6-hour leave category receive.

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 9 through 22, 2018), 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. They earn 8 hours of annual leave for pay period 25;
3. Full-time employees in a nonpay status (e.g., leave without pay) for the entire leave year. They will not earn any annual or sick leave that period 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 are to be mindful of the 4 extra hours when scheduling end of the year leave. The maximum annual leave carry over is 240 hours.

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

DISTRIBUTION: Electronic; All Field Employees

NOTICE EXPIRES: 1/1/20

OPI: OPPD

III. QUESTIONS

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

A handwritten signature in black ink that reads "Sabrina J. Wagner". The signature is written in a cursive style with a large initial 'S'.

Assistant Administrator
Office of Policy and Program Development