

Annual Leave

Annual Leave for Full-Time Career Employees

At the beginning of each leave year, all Full-Time (FT) and Part-Time Regular (PTR) employees are credited with the total amount of annual leave they will earn for the year. The leave is then earned over the course of the year.

Leave Category	Creditable Service	Maximum leave per year
4	Less than three years	13 days (104 hours per leave year or 4 hours per pay period)
6	More than 3 years, but less than 15 years	20 days (160 hours per leave year or 6 hours per pay period, plus 4 hours at the end of the year)
8	15 years or more	26 days (208 hours per leave year or 8 hours per pay period)

Advanced annual leave is leave that is available for use, but has not yet been earned. Advanced leave should not be considered in determining an employee's true annual leave balance. The balance on the earnings statement includes the number of advanced leave hours.

Leave credited at the beginning of the year reflects any change in an employee's leave category for that year. For example, during the leave year, if an employee's leave category will change from a category 6 to a category 8, the advanced annual leave would reflect this change.

If an employee's status changes from Part-Time Flexible (PTF) or Part-Time Regular (PTR) to FT after the start of the leave year, the employee will be credited with the correct number of annual leave hours based on the change to full-time status. When the PS Form 50 is processed, the leave balance will be manually corrected by Accounting Services.

Note: For employees in leave category 6, the accrual for the last pay period of the calendar year may be 10 hours if the employee has the 130 creditable hours or more in a pay status in the leave year.

Annual Leave for Part-Time Employees

Part-time career employees (other than rural carriers) earn annual and sick leave based on leave credit hours (the number of hours in which they are in a pay status).

Part-Time Flexible (PTF) Employees

PTF employees can earn leave credit hours of the following hour types:

1. Straight time
2. Guaranteed Time
3. Overtime
4. Guaranteed Overtime
5. All paid leave/absence hours (other than Donated Leave)
6. Penalty Overtime

PTF employees are able to earn more than 4, 6, or 8 hours annual leave in one pay period if the annual leave hours were short in the prior pay period. The system recomputes the leave credit hours each pay period and divides by the following Leave factors to determine YTD earned hours:

Category 4 = 20 hours

Category 6 = 13 hours

Category 8 = 10 hours

PTF employees cannot earn more annual leave than a FT employee would have earned during the same period.

Leave accrues and is credited in whole hours at the end of each bi-weekly pay period. All excess credit hours that cannot be credited for leave purposes are dropped when:

- The leave year ends

- The employee's status is changed from part-time to full-time

- The employee is removed from the rolls

Exceptions are listed in the [Employee and Labor Relations Manual \(ELM\)](#), Section 512.312c.

Part-Time Regular (PTR) Employees

Leave is advanced when one year of creditable service is reached. Prior to that time, PTR employees earn leave based on leave credit hours as PTF employees. Advanced annual leave is prorated based on Limited Tour Hours and Category.

PTR employees earn annual leave for every 10, 13, or 20 hours they work of their limited tour, depending on their leave category; plus one hour of annual leave for every 10, 13, or 20 hours worked in excess of their limited tour.

The system re-computes the leave credit hours each pay period to determine correct YTD earned figure.

Casual, Temporary, and Non-Leave Earning Employees

These employees do not earn annual leave; however, these employees may be eligible for other types of paid leave.

Maximum Carryover

At the end of the leave year, annual leave hours above the maximum carryover are forfeited. This applies to all employees. The maximum amount of annual leave an employee can carry over from year-to-year is:

- Bargaining Unit Employees - 440 hours

- Executive and Administrative Schedule (EAS) Employees - 560 hours