

**Glenn Research Center
Leave Program Fact Sheet**

ANNUAL LEAVE

Purpose

Annual leave is provided to allow employees an annual vacation period of extended leave for rest and recreation and to provide period of time off for personal and emergency purposes.

Entitlement

The use of annual leave is the right of the employee subject to the leave being scheduled and approved by supervisors. An employee will receive a lump-sum payment for accumulated and accrued annual leave when he/she separates from Federal service or enters on active duty in the armed forces and elects to receive a lump-sum payment.

The NASA Glenn Research Center advances, at the beginning of each leave year, all annual leave an employee would accrue in a leave year to each employee for use.

Leave Year

The leave year starts with the full bi-weekly pay period in the calendar year and ends with the last day of the last pay period of the year.

Annual Leave Ceilings

The maximum number of hours of annual leave that may be carried over from one leave year to another is 30 days (240 hours for full time employees) for employees stationed in the United States and 90 days (720 hours for full-time employees) for SES employees. Any accrued annual leave in excess of the maximum allowed by law will be forfeited. Forfeited annual leave may be restored in accordance with 5 U.S.C. 6304(d).

Glenn Research Center Leave Program Fact Sheet

Annual Leave

Accrual Rates

Employee Type	Less than 3 years of service	3 years to less than 15 years of service	15 or more years of service
Full-Time Employees	4 hours per pay period of 104 hours per leave year	6 hours per pay period except 10 hours in the last pay period of the year or 160 hours per leave year	8 hours per pay period or 208 hours per leave year
Part-Time Employees *	1 hour of annual leave for each 20 hour in a pay status	1 hour of annual leave for each 13 hour in a pay status	1 hour of annual leave for each 10 hour in a pay status
Uncommon Tours of Duty*	4 hours times the average # of hours per biweekly pay period divided by 80 = biweekly accrual rate**	6 hours times the average # of hours per biweekly pay period divided by 80 = biweekly accrual rate**	8 hours times the average # of hours per biweekly pay period divided by 80 = biweekly accrual rate**

*Leave is pro-rated for part-time & uncommon tours of duty

**In computing leave accrual for uncommon tours of duty, the accrual rate for the last full pay period in a calendar year must be adjusted to ensure the correct amount of leave is accrued.

**Glenn Research Center
Leave Program Fact Sheet**

ANNUAL LEAVE

Requesting Annual Leave

First Line supervisors are delegated the responsibility to approve all annual leave requests. Therefore, annual leave requests should be submitted to your first line supervisor as follows:

Requests for 10 consecutive work days or less:

Employees should request the prior approval of the supervisor and the time and attendance system is annotated accordingly. The Center policy does not require that such requests be done in writing.

Requests for more than 10 consecutive work days:

Employees submit an e-mail to the supervisor that states the number of annual leave requested and the dates on which the leave will be taken.

The supervisor will respond to the e-mail request within 48 hours. If the employee does not receive a response within the 48 hours, he/she may assume the leave is approved.

Office of Human Resources and Workforce Planning

Questions regarding FMLA leave should be directed to the Office of Human Resources and Workforce Planning at 3-2506 or 3-2507.

References:

5 USC Chapter 63

5 CFR Part 630, Subpart C

http://www.access.gpo.gov/nara/cfr/waisidx_03/5cfr630_03.html

NPG 3600.1, Attendance and Leave

GLPG 3630.1, Absence and Leave

OHR-13, Delegations of Authority

Office of Human Resources Web site

<http://www.grc.nasa.gov/WWW/OHR/leave.htm>

Office of Personnel Management Leave Administration Web Site

<http://www.opm.gov/oca/leave/index.htm>

06/2003