

# CHECKLIST FOR EMPLOYEES RETURNING FROM A PERSONAL LEAVE WITHOUT PAY

**Employee Instructions:** This checklist provides important information regarding your benefits. Please do the following:

- Fill in the blanks or initial as appropriate for each item listed below.
- Sign, date, and provide all pages of this document to your Local HR Office.
- Retain a copy of this form for your own records and future reference.

**Employee Full Name:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Telephone contact number:** \_\_\_\_\_

## **LEAVE:**

The accumulation of non-pay status hours during a leave year can affect the accrual of annual leave and sick leave. (See 5 CFR 630.208(a).) For example, when a full-time employee with an 80-hour biweekly tour of duty accumulates a total of 80 hours of non-pay status from the beginning of the leave year (either in one pay period, or over the course of several pay periods), the employee will not earn annual and sick leave in the pay period in which that 80-hour accumulation is reached. If the employee again accumulates 80 hours of non-pay status, he or she will again not earn leave in the pay period in which that new 80-hour total is reached. (This means that a full-time employee who is in the 6-hour annual leave accrual category and who has accumulated 80 hours of non-pay status in the last pay period of the year will forfeit 10 hours of leave accrual in that pay period.) At the end of the leave year, any accumulation of non-pay status hours of less than 80 hours is zeroed out so that the accumulation for the next leave year starts at zero.

## **FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB): (if enrolled)**

Enrollment continues for no more than 365 days in a non-pay status. The non-pay status may be continuous or broken by periods of less than 4 consecutive months in a pay status (5 CFR 890.303(e)). The Government contribution continues while employees are in a non-pay status for the first 12 months. The Government also is responsible for advancing from salary the employee share as well. The employee may choose between paying the agency directly on a current basis or having the premiums accumulate as a debt and be withheld from his or her pay upon returning to duty.

\_\_\_\_\_ The agency to **terminated** my FEHB coverage effective the last day in the pay period premiums are withheld from pay

**OR**

\_\_\_\_\_ I **continued** my FEHB coverage and incurred a debt or paid premiums directly to DFAS

***FLEXIBLE SPENDING ACCOUNTS (FSAs): (if enrolled)***

Incurred eligible health care expenses will not be reimbursed until the employee returns to a pay status and the allotments are successfully restarted (in which case the remaining allotments would be recalculated over the remaining pay periods to match the employee's annual election amount). Eligible dependent care expenses incurred during the non-pay status may be reimbursed up to whatever balance is in the employee's dependent care account, as long as the expenses incurred during the non-pay status allow the employee (or employee's spouse if married) to work, look for work, or attend school full-time. Once dependent care allotments are successfully restarted, remaining allotments would be recalculated over the remaining pay periods to match the employee's annual election amount.

***FEDERAL DENTAL and VISION INSURANCE PROGRAM (FEDVIP): (if enrolled)***

BENEFEDS will generate a direct bill for past due premiums when no premium is paid for 2 consecutive pay periods. Coverage will continue only if the direct bills are paid timely. Employee must contact BENEFEDS directly regarding their Return To Duty. The contact telephone number for BENEFEDS is 877-888-3337.

***FEDERAL LONG TERM CARE (LTC) INSURANCE: (if enrolled)***

Coverage continues for as long as premiums are paid. If Long Term Care Partners receives \$0 in premium for 3 consecutive pay periods, they begin directly billing the enrollee. If they receive \$0 in premium for 2 or fewer pay periods, they will adjust future deductions with a cap of an additional \$50 until the balance is collected. Enrollees can contact Long Term Care Partners at 1-800-582-3337 for a billing change form if they wish to change their premium billing method from payroll deduction to automatic bank withdrawal or direct billing.

***LIFE INSURANCE: (If enrolled)***

Coverage continues for 12 consecutive months in a non-pay status without cost to the employee (5 CFR 870.508(a)) or to the agency (5 CFR 870.404(c)). The non-pay status may be continuous, or it may be broken by a return to duty for periods of less than 4 consecutive months. Please note that premium payments are required if an enrolled employee in non-pay status is receiving workers' compensation (5 CFR 870.508(a)). Coverage premiums will resume upon Returning To Duty.

***THRIFT SAVINGS PLAN (TSP): (if enrolled)***

When you Return To Duty, you become eligible to contribute to your TSP account, you may make up contributions and a new TSP loan can be started.

**THRIFT SAVINGS PLAN LOAN:**

If you go into approved non-pay status, loan payments can be suspended for up to one year of the non-pay period. If your non-pay period exceeds one year, loan payments can no longer be suspended. Your loan will be automatically reamortized at the end of the calendar quarter (March, June, September, or December) following the expiration of your one-year limit. Once you have received confirmation of your reamortization, you must make loan payments directly to TSP from your personal funds to avoid being in default. These loan payments are required even if you are still in non-pay status. **Note:** The TSP will not automatically remove the non-pay hold on your account when your loan is reamortized after you reach the one-year limit. Upon your Return To Duty, payments will resume.

I DO have a TSP Loan. HRO will fax a TSP-41

\_\_\_\_\_

**OR**

I do NOT have a TSP Loan

\_\_\_\_\_

**RETIREMENT:**

An aggregate non-pay status of 6 months in any calendar year is creditable service. Coverage continues at no cost to the employee while in a non-pay status. When employees are in a non-pay status for only a portion of a pay period, their retirement deductions are adjusted in proportion to their basic pay (5 U.S.C. 8332 and 8411).

High-3 average salary computations are based on periods of creditable service. Thus, periods of non-pay status of 6 months or less in a calendar year that fall within an employee's average salary period are included in the calculation of the average salary using the rate of basic pay in effect during the period of non-pay status. For example, if a full-time employee whose annual rate of basic pay is \$85,000 per year is placed in non-pay status for 3 months, that 3-month period would be credited in the average salary calculation using the \$85,000 basic pay rate. (If the rate of basic pay changed to \$86,500 per year after 2 months of the non-pay period, the first 2 months of the non-pay period would be credited in the average salary calculation using the \$85,000 basic pay rate and the last month of the non-pay period would be credited in the average salary calculation using the \$86,500 basic pay rate.)

**SERVICE COMPUTATION DATE:**

For purposes of computing accrual rates for annual leave (i.e., 4, 6, or 8 hours per pay period), an aggregate of 6 months of non-pay status in a calendar year is creditable service (5 U.S.C. 6303(a) and (f) and 8332(f)). The service computation date must be adjusted by the amount of non-pay time in excess of 6 months in a calendar year (i.e., excess time is added to the employee's service computation date).

**WITHIN GRADE INCREASE:**

An aggregate of no more than 2 workweeks in a non-pay status in a waiting period is creditable service for advancement to steps 2, 3, and 4 of the General Schedule; 4 workweeks for advancement to steps 5, 6, and 7; and 6 workweeks for advancement to steps 8, 9, and 10 (5 CFR 531.406(b)). For prevailing rate employees (WG, WL, and WS schedules), an aggregate of 1 workweek non-pay status is creditable service for advancement to step 2, 3 workweeks for advancement to step 3, and 4 workweeks for advancement to steps 4 and 5 (5 CFR 532.417(c)).

**I understand that I must notify my supervisor and HRO of my return to duty.**

Signature: \_\_\_\_\_

Return To Duty Date: \_\_\_\_\_