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# Provisions for Crediting Prior Service for Determining Annual Leave Accrual Rate

A Mandatory Reference for ADS Chapter 480

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This mandatory reference provides policy guidance on the provision for crediting prior service for annual leave accrual, in accordance with section 202(a) of the [Federal Workforce Flexibility Act of 2004](#) (Public Law 108-411, October 30, 2004) and [5 CFR Part 630](#), Subpart B.

**a. Eligibility:**

This provision applies only to employees receiving their first appointment as a civilian employee of the Federal Government, or reappointment following a break in service of at least 90 calendar days after their last period of federal civilian service at the GS13 (FS-03) level or above.

**b. Coverage**

USAID applies this authority to permanent and term civil service (CS) employees, as well as those who receive temporary appointments that may be noncompetitively converted to permanent employment (e.g. Schedule A appointments).

USAID also applies this authority to candidates selected for career Foreign Service Officer (FSO) appointments, as well as those selected for Foreign Service Limited (FSL) appointments.

Employees may receive service credit for the following:

1. Prior work experience in a non-federal appointment; or
2. Prior work experience in a federal appointment that would normally not be creditable; or
3. A period of active duty in a uniformed service that otherwise would not be credited in determining their annual leave accrual rate, if the conditions for crediting prior service have been met (see **section d. Conditions for Crediting Prior Service**). Previously, employees who were retired members of a uniformed service under [5 USC 3501](#) could be granted credit only for periods of active duty served during a campaign or expedition for which a campaign badge was issued. Under this new authority, employees who are retired members of a uniformed service may be granted credit for any period of active military service, if the conditions for crediting prior service have been met (see **section d. Conditions for Crediting Prior Service**).

**c. Responsibilities**

1. The Office of Human Capital and Talent Management, Human Capital Services Center (HCTM/HCSC) and HCTM's Foreign Service Center (HCTM/FSC) are responsible for administering all processes related to crediting prior service toward the annual leave accrual rate.

2. The servicing Human Resources Specialist (HRS) is responsible for advising hiring officials on the use of crediting prior service toward the annual leave accrual rate. The HRS collects and ensures the completion of supporting documents verifying a candidate's prior service. Candidates who have specific questions about crediting their prior service should likewise consult their servicing HRS.
3. For CS candidates, the hiring official must concur with a request to credit prior service before HCTM/HCSC can make a final determination to approve the candidates' qualifying prior work experience.

#### **d. Conditions for Crediting Prior Service**

HCTM/HCSC and HCTM/FSC Division Chiefs, or their designees, make determinations, on a case-by-case basis, to grant service credit. Candidates do not have an automatic entitlement to receive prior service credit. Determinations by HCTM to grant prior service credit are discretionary and are subject to the candidates meeting all of the following conditions:

- The candidates' skills and experience are essential to the new position and were acquired in a prior position in which their duties directly relate to the position to which they are being appointed;
- The prior position is at or equivalent to no less than one grade level below the position to which they are being appointed; and
- The candidates' skills and experience are necessary to achieve an important Agency mission or performance goal.

The amount of service credited includes only the actual amount of service where the duties performed directly relate to the position to which the candidate will be appointed. In addition, the prior service must meet the following conditions:

1. The duties must be no less than one grade level or equivalent below the position to which the candidate will be appointed; and
2. It must have been either full-time employment or part-time employment of at least 32 hours during a two-week period.

#### **e. Civil Service**

Generally, the series and occupations that will be approved for determining an employee's annual leave accrual rate are those at the GS-13 level and above and where HCTM/PPSM has identified as mission-critical occupations.

Requests for prior service credit for occupations not identified as mission-critical are considered on a case-by-case basis, and only under unusual circumstances.

#### **f. Foreign Service**

HCTM/FSC may approve credit for determining an employee's annual leave accrual rate for mission-critical occupations.

#### **g. Required Documentation**

##### **1. Civil Service Candidates ONLY**

- a.** The hiring official must document each determination to authorize credit of prior service for determining the annual leave accrual rate on the Credit of Prior Service for Determining Annual Leave Accrual Rate Approval Form ([AID Form 480-2](#)).

##### **2. Civil Service and Foreign Service Candidates**

- a.** To have a particular segment of prior service counted towards the annual leave accrual rate, the candidate's résumé or application must clearly document the specific beginning and ending dates (month, day, and year) in the prior position, grade equivalent level, and the duties performed that are directly related to those of the position being filled. If this information is not clearly stated, additional documentation will be necessary. The additional documentation must include either a written official confirmation of work experience from a previous employer on the employer's official letterhead or the candidate's self-certified statement. This additional documentation must clearly define the beginning and ending dates in the prior position, as well as duties performed that are directly related to those of the position being filled. The hiring official must attach this documentation to the [AID Form 480-2](#), if it is for a CS Candidate.

- 3.** HCTM/HCSC must attach proof of creditable service documentation to the [SF-144A, Statement of Prior Federal Service Worksheet](#), or equivalent form, and retain it permanently in the employee's Electronic Official Personnel Folder (e-OPF).

#### **h. Crediting Service from a Prior Position**

The Supervisory HRS, HCTM/HCSC, and HCTM/FSC, or their designees, approve the documentation for crediting service in a prior position. HCTM grants credit to employees on the effective date of their initial appointment or reappointment to a position in the Agency. HCTM must make the determination to approve the candidate's qualifying prior work experience before they begin duty in the new position; the determination cannot be

made retroactively. The Agency grants credit for service in a prior position only for the purpose of determining an employee's annual leave accrual rate.

#### **i. One-Year Service Requirement to Retain Service Credit**

Service credit granted to an employee for prior work experience remains creditable for annual leave accrual purposes, unless the employee fails to complete one full year of continuous service with the Agency.

Once the employee completes one full year of continuous service with the Agency, the period of service for which the employee was granted service credit is permanently credited for annual leave accrual purposes for the duration of the employee's federal career.

An employee may not receive dual credit for the same period of service. Once an employee is permanently credited with service in a prior position or a period of active military service, upon completion of one full continuous year with the Agency, that period of service may not be considered for further credit if the employee has a future break in service.

#### **j. Separation before Completing One Year of Service**

If an employee separates from the Agency or transfers to another federal agency prior to completing one full year of continuous service with the Agency, the employee is not entitled to retain credit for the prior work experience.

Prior to the transfer or separation of the employee, HCTM establishes a new service computation date for leave, subtracting the credit that was provided for prior work experience. Any annual leave earned by an employee remains to their credit, even if the employee fails to complete one full year of continuous service with the Agency. The Bureau for Management, Office of the Chief Financial Officer, Payroll Division (M/CFO/P) must transfer the annual leave balance to the new employing agency, or provide a lump-sum payment for unused annual leave if the employee separates from federal service or moves to a new position to which annual leave cannot be transferred.

If an employee loses service credit for non-Federal or active duty military experience because they failed to serve one full year of continuous service with the appointing agency, but is later reappointed to federal service after a break of at least 90 days, USAID may choose to provide service credit to the employee for that period of time.

#### **k. References**

1. [Section 202\(a\) of the Federal Workforce Flexibility Act of 2004](#)
2. [Title 5, United States Code, Chapter 63, Subchapter I](#)

3. [5 CFR, Part 630](#)
4. [Office of Personnel Management Fact Sheet on Creditable Service for Annual Leave Accrual for Non-Federal Work Experience and Experience in the Uniformed Service](#)

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