

## Pay and Leave

The two most common types of leave in the Federal Service are annual leave and sick leave. Annual leave is for personal use, such as a vacation, whereas sick leave is used when illness or injury prevents you from coming to work or for when you have a medical appointment. The amount of annual leave you earn depends upon your years of Federal service, where the amount of sick leave remains constant, regardless of your length of service. As a new employee to the Federal government, you are entitled to both annual and sick leave beginning the first day of your new job.

New full-time employees earn 4 hours of annual leave and 4 hours of sick leave for each biweekly pay period for the first 3 years on the job. After 3 years, you will earn 6 hours of annual leave for each pay period, and after 15 years, you will earn 8 hours of annual leave for each pay period. You are allowed to carry over up to 240 hours of unused annual leave, and an unlimited amount of unused sick leave, at the end of each leave year.

For more information on leave, please review the fact sheets on the various leave programs on the Office of Personnel Management (OPM) website at [www.opm.gov](http://www.opm.gov). You can also review leave information at the DoD Civilian Personnel Management Service website at <http://www.cpms.osd.mil/forms/cpm/cpmlistings.aspx>.

Please see the table below for a summary of annual leave accrual.

Employee Type	Amount of annual leave earned per biweekly pay period		
	Less than 3 years' service	At least 3 years but less than 15 years' service	15 or more years' service
Full-time employees	4 hours per pay period	6 hours per pay period, except 10 hours in last pay period of leave year	8 hours per pay period
Part-time employees	1 hour annual leave for each 20 hours in a pay status	1 hour annual leave for each 13 hours in a pay status	1 hour annual leave for each 10 hours in a pay status

### Pay and Pay Periods

By now you should have been informed of your annual salary. You will be paid by direct deposit every 2 weeks. Please feel free to view the pay period calendar at [http://infolink.dss.mil/organizations/hr/hr\\_payroll.shtml](http://infolink.dss.mil/organizations/hr/hr_payroll.shtml) once on the DSS network. Direct deposit is made on the Friday following the end of the pay period (which always ends on a Saturday).

In addition, Salary and Wage information can be found on the OPM website at <http://www.opm.gov/oca/>