

ENHANCED ANNUAL LEAVE - EMPLOYEE'S STATEMENT OF UNDERSTANDING

For use of this form see ER 690-1-1217; the proponent agency is CEHR-E.

PURPOSE: To document an employee's understanding of the continuous service requirement for enhanced annual leave. This Statement of Understanding must be signed by the employee prior to entry on duty.

I understand and agree that:

- If I separate or transfer prior to completing one full year of continuous service with the Department of Defense:
 - I am not entitled to retain the service credit granted under the 'Credit for Prior Non-Federal and Certain Military Service to Determine Annual Leave Accrual Rate' provision of Section 6303(e), Title 5, United States Code (5 USC Section 6303(e)).
 - Prior to separating or transferring, a new 'service computation date (SCD) for leave' will be established for me.
 - § My new SCD for leave will be calculated by subtracting the credit that was initially provided under 5 USC Section 6303(e).
 - § All unused annual leave that I accrued and accumulated will remain to my credit.

- My remaining annual leave balance will either be -
 - Transferred to the new Federal agency if I transfer to a position to which annual leave may be transferred
 - OR
 - Paid in a lump sum payment if I separate from Federal service or move into a position to which annual leave cannot be transferred.

- If I am placed in a leave without pay (LWOP) status during the required 1-year period of continuous service, the continuous service requirement is extended by the amount of time I am in an LWOP status. However, if my absence is due to active-duty Military Service or a compensable injury, the period of LWOP is credited as though I had remained in a regular pay and duty status.

- This service credit is not creditable for retirement or reduction-in-force.

My signature below indicates that I have read, fully understand, and agree to all of the information contained herein.

1. Employee's Name

2. Date

3. Employee's Signature