

DOT Guidance

Use of Non-Federal Service for Establishing Annual Leave Accrual Rates

The following establishes DOT policy guidance for Operating Administrations to use in developing procedures that allow relevant non-Federal work experience to be used in determining annual leave accrual rates.

- Operating Administrations are delegated the authority to implement these regulations. The authority to grant credit for non-Federal experience resides with the Human Resources Director within each Operating Administration.
- Each Operating Administration must develop procedures to implement this flexibility. Those procedures must identify the process for management officials to request that credit be given to new appointees; and the method to be used by selectees to self-certify that the non-Federal experience is directly related to the posing being filled.
- This flexibility is a recruitment tool. As such, a decision to allow use of non-Federal service in determining annual leave accrual rates must be made prior to the effective date of the appointment. It is recommend that the selectee's offer letter state that credit is being provided for non-Federal service and identify the period of service.
- Operating Administrations may determine that this flexibility is limited to hard to fill positions or other similar types of positions. The position being filled must be critical to the mission of the Operating Administration or a particular performance goal.
- Once a selectee has entered on duty, the employee is no longer eligible to have the non-Federal service credited for annual leave accrual.
- Only new employees or former employees with a break in service of 90 days or more are eligible for this incentive.
- A selectee may receive a recruitment incentive bonus and credit for non-Federal service.
- A new employee who receives credit for non-Federal service must remain employed with DOT for at least 12 continuous months or forfeit credit for the non-Federal service. Employees transferring between DOT Operating Administrations in less than 12-months will retain credit for the non-Federal service.
- If an employee leaves Federal service or transfers to another Federal agency, the losing Operating Administration must process a personnel action to change the employee's SCD-leave to subtract the non-Federal service. The NOA 882/change in SCD action must include remark code B75. If the separation and change in SCD are processed on the same SF-50, NOA 882/Change in SCD must be shown in blocks 5-A and 5-B and the separation action in blocks 6-A and 6-B.