

## Chapter 6. Creditable Service for Leave Accrual

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## Chapter 6. Creditable Service for Leave Accrual

### Subchapter 1. Determining Creditable Service

#### 1-1. Coverage.

a. This subchapter covers procedures for determining creditable service for leave accrual purposes. It explains how to:

- (1) Identify prior service;
- (2) Verify prior service; and
- (3) Determine if prior service is creditable for leave.

b. Subchapter 2 explains how to compute a Service Computation Date for leave. Subchapter 3 explains when and how to process a personnel action to document a change in a Service Computation Date.

c. Information on determining creditable service for other purposes is found in other issuances. These include:

- (1) [The CSRS and FERS Handbook](#) - service credit for retirement;
- (2) the [Restructuring Information Handbook](#) and [title 5, Code of Federal Regulations](#), (CFR) part 351 - service credit for reduction in force;
- (3) the [Code of Federal Regulations](#) (CFR) - creditable service for:
  - (a) within-grade increases in 5 CFR 531 and 532;
  - (b) tenure in 5 CFR 315; and
  - (c) initial and supervisory probationary periods in 5 CFR 315.

#### 1-2. Service Computation Date

A Service Computation Date (SCD) is a date, either actual or constructed, that is used to determine benefits and is generally based on how long the person has been in the Federal Service. The SCD-Leave is used to determine the rate at which an employee accrues annual leave - 4, 6, or 8 hours per pay period - depending on the

amount of service creditable for leave accrual purposes; however, it is not used to determine the accrual rate for employees occupying positions which are subject to sections 5376 or 5383 of title 5, United States Code, or a pay system equivalent to either of the sections referenced as determined by OPM. Such employees accrue 8 hours of annual leave per pay period pursuant to section 6303(f), title 5, United States Code. (See [http://www.opm.gov/oca/leave/html/sesannu\\_al.asp](http://www.opm.gov/oca/leave/html/sesannu_al.asp)). Agencies must establish an SCD-Leave for each employee at appointment, whether or not the employee is eligible to earn leave. To establish the SCD, the agency must identify the employee's prior Federal service, verify such service, determine how much, if any, of the service is creditable for leave accrual purposes, and then compute the SCD.

#### 1-3. Identifying Prior Federal Service.

a. **Application.** Review the employee's application or resume to identify any prior Federal service. Federal service includes civilian and military service.

b. **Standard Form 144.** Ask each appointee to complete the Standard Form 144, Statement of Prior Federal Service. This allows the employee to supplement the Federal service listed on his or her application.

c. **Optional Form 306.** Use information from the Optional Form 306, Declaration for Federal Employment, to determine if the employee is a military retiree.



















































