

Sources for Leave Balance Discrepancies

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Employees and their respective timekeepers (TKs) may verify leave balances at any time. On occasion, an employee may ask a TK to verify that leave balances shown in the Integrated Time and Attendance System (ITAS) match those on his or her leave and earnings statement (LES) and administrative time and leave record (ATLR).

The following are common causes for leave balance discrepancies:

- Mathematical error
- Overlooked changes in an employee's annual leave (AL) category
- ITAS supplement not processed on the LES
- Leave transfer program (LTP) donation not shown on LES for recipient or donor
- Returned LTP donation not shown on the LES
- LTP recipient erroneously earned AL or sick leave on the LES after LTP set-aside accounts reached the 40-hour maximum
- Full-time employee (FTE) considered in absent without leave (AWOL) or leave without pay (LWOP) status for 80 hours and lost one leave accrual
- FTE considered AWOL/LWOP for multiples of 80 hours within a leave year and lost one leave accrual for every 80 hours
- Leave Category 6 FTEs earned four additional hours of AL (a total of 10) the last full pay period in the calendar year
- Additional regular hours for part-time employee did not create additional earned leave
- Comp time earned not converted to overtime pay after 26 pay periods
- Employee's appointment changed to Senior Executive Service (SES), senior level (SL), or scientific/professional (ST) and began to accrue eight hours of annual leave a pay period regardless of length of service
- SES staff allowed to carry over 720 hours of AL as of October 16, 1994
- Overseas employees may carry over 360 hours of AL or 45 days

- Employees do not accrue annual or sick leave for incomplete pay periods, (i.e., the first or last pay period) if they either begin employment after the first workday of the pay period **OR** end employment before the last workday of the pay period.

- Advanced-leave increases charged to the wrong earned leave category on the LES

Other potential sources for leave balance discrepancies include the following:

Exceptions:

- For leave accrual purposes, employees who enter duty the Tuesday after a Monday holiday are considered to have worked the full pay period. They do accrue leave.
- Employees who transfer from another federal agency during the middle of a pay period **without a break in service** do accrue leave.
- Intermittent employees do not have a regular weekly tour of duty and are not entitled to earn leave.
- Employees with appointments of **fewer** than 90 days may not earn or use annual leave. If an appointment is extended or converted to another appointment of fewer than 90 days, the employee still does not earn annual leave. However, if the appointment is extended or converted to an appointment of **90 days or more**, the employee earns annual leave retroactive to the date of the initial appointment. If employees under appointments of fewer than 90 days use leave without pay and then earn annual leave retroactive to the initial date of the appointments, they **may not** substitute annual leave for the leave without pay already used.
- Sick leave accrual is **not** affected by the type of appointment or the length of service.