

HRAccess



IMPACT OF NON-PAY ACTIONS ON BENEFITS PROGRAMS AND TRIAL PERIODS

	Non-Pay Time for Personal Reasons or Furlough	Non-Pay Time for Suspension	Non-Pay Time for Workers' Compensation	Non-Pay Time for Military Service (For a Contingency Operation)	Non-Pay Time for Military Service (For a Non-Contingency Operation)
Nature of Action (NOA) Code www.opm.gov/feddata/gppa/gppa.asp	<ul style="list-style-type: none"> 460 - LWOP NTE (Date) if non-pay time is scheduled for more than, or extended beyond, 30 calendar days. 471 - Furlough; or 472 - Furlough NTE (Date) 	<ul style="list-style-type: none"> 450 - Suspension NTE (Date), if suspension is for specific number of days; or 452 - Suspension-Indefinite. 	<ul style="list-style-type: none"> 460 - LWOP NTE (Date) if non-pay time is for 80 hours or more and employee is, or is expected to receive Workers' Compensation. 	<ul style="list-style-type: none"> 473/Legal Authority 1 = Q3K / Legal Authority 2 = ZJW LWOP-US if leave of absence is to perform duty with Uniformed Services and non-pay time is scheduled for more than 30 days. Effective date is the first full day employee is both on active military duty and in non-pay status from civilian position. Title 10, section 101(a)(13) defines "contingency operation" as a military operation that (1) is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or (2) results in the call or order to (or retention on) active duty of members of the uniformed services under section 688, 12301(a), 12302, 12304, 12305, or 12406 of Title 10, chapter 15 of Title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress. 	<ul style="list-style-type: none"> 473/Legal Authority 1 = Q3K LWOP-US if leave of absence is to perform duty with Uniformed Services and non-pay time is scheduled for more than 30 days. Effective date is the first full day employee is both on active military duty and in non-pay status from civilian position.
Creditable Service	<ul style="list-style-type: none"> Non-pay time that does not exceed 6 months in a calendar year is creditable, whether documented on an SF 50 or recorded on biweekly T&A Report. 		<ul style="list-style-type: none"> All time is fully creditable. No deposit is required. 	<ul style="list-style-type: none"> All time is fully creditable for leave if the employee does not receive less than Honorable Discharge. Credit for retirement purposes is subject to a deposit. 	
Thrift Savings Plan (TSP) www.tsp.gov	<ul style="list-style-type: none"> If employee is in a non-pay status for an entire Pay Period, both employee and Agency contributions (if applicable) stop. These contributions cannot be made up when employee RTDs. If employee has a TSP loan, he/she may make partial prepayment during periods in non-pay status. Employee is not eligible to receive a TSP loan until RTD. If employee has a TSP loan, payments may be suspended up to 1 year. Interest will continue to accrue during non-pay period and payments resume upon RTD. Employee may be required to pay back the loan up to the maximum period allowed. 			<ul style="list-style-type: none"> If employee is in non-pay status for an entire Pay Period, both employee and Agency contributions (if applicable) stop. These contributions may be made up when employee RTDs, but contributions will be reduced by those made to military TSP account. Employee is not eligible to receive a TSP loan until RTD. If employee has a TSP loan, he/she may make partial prepayment during periods in non-pay status. Otherwise, loan payments may be suspended for entire period of military service. Payments resume upon RTD. Employee may be required to pay back the loan up to the maximum period allowed. However, loan may be reamortize (which will include interest accrued during the period of your military service) and the time frame for repaying your loan (i.e., the original term or, if applicable, the reamortized term) will be extended by your period of military service. 	
Federal Employees Health Benefits (FEHB) www.opm.gov/insure/health/index.asp	<ul style="list-style-type: none"> Enrollment continues for up to 365 days of LWOP, which may be continuous or broken by periods of less than 4 consecutive months in a pay status. After 365 days, FEHB terminates and employee may convert to private, non-group policy. Prior to beginning LWOP, employee may elect to either: <ol style="list-style-type: none"> Cancel coverage. Continue coverage and pay premiums either on a continual basis or after RTD. Per Federal regulation, if employee does not choose either option, FEHB enrollment automatically terminates at the end of the last Pay Period in which premiums were paid. Employee may enroll in FEHB or change existing enrollment within 60 days of RTD. 	<ul style="list-style-type: none"> Enrollment is not affected by suspension of 7 days or less. Enrollment continues for up to 365 days. The non-pay period may be continuous or broken by periods of less than 4 consecutive months in a pay status. After 365 days, FEHB terminates and employee may convert to private, non-group policy. Prior to beginning suspension of more than 7 days, employee may elect to either: <ol style="list-style-type: none"> Cancel coverage. Continue coverage and pay premiums either on a continual basis or after RTD. Per Federal regulation, if employee does not choose either option, FEHB enrollment automatically terminates at the end of the last Pay Period in which premiums were paid. Employee may enroll in FEHB or change existing enrollment within 60 days of RTD. 	<ul style="list-style-type: none"> Coverage continues without change and premiums are deducted from compensation. HRSC is responsible for administering FEHB until either: <ol style="list-style-type: none"> OWCP directs the transfer of FEHB (usually 9-10 months after Workers' Compensation begins). Employee completes 12 months of LWOP, at which time FEHB coverage is transferred to OWCP. OWCP determines eligibility to continue coverage. If coverage continues and employee RTDs, coverage is transferred back to HRSC. If coverage does not continue, employee may elect new coverage within 60 days of RTD as RTD constitutes a QLE. 	<ul style="list-style-type: none"> If LWOP-US is for more than 30 days, options are to: <ol style="list-style-type: none"> Elect termination as of the date preceding start of LWOP-US. Cancel FEHB within 60 days after effective date of LWOP-US. Continue coverage for up to 24 months. Per TSA policy, continued coverage is free; the Agency (not the employee) will pay FEHB premiums for up to 24 months. When coverage terminates after 24 months (not cancelled), employee may convert to private, non-group policy. When employee RTDs, HRSC reinstates coverage that terminated, or, if employee has other group coverage, e.g., Transitional TRICARE (TAMP) or TRICARE Select Reserve (TSR), employee may delay reinstatement until loss of coverage. This constitutes a QLE. Employee may enroll in FEHB or change existing enrollment within 60 days of RTD or less. 	<ul style="list-style-type: none"> If LWOP-US is for more than 30 days, options are to: <ol style="list-style-type: none"> Elect termination as of the date preceding start of LWOP-US. Cancel FEHB within 60 days after effective date of LWOP-US. Continue coverage for up to 24 months, in which employee pays premiums for the first 12 months. For next 12 months, employee pays their share plus Agency's and 2% administrative fee. When coverage terminates after 24 months (not cancelled), employee may convert to private, non-group policy. When the employee RTDs, HRSC will reinstate coverage that terminated, or, if employee has other group coverage, e.g., TAMP or TSR, employee may delay reinstatement until loss of coverage. This constitutes a QLE. Employee may enroll in FEHB or change existing enrollment within 60 days of RTD or less.

HRSC = HRAccess Shared Service Center
 OWCP = Office of Workers' Compensation Programs

RTD = Return to Duty
 US = Uniformed Services

NTE = Not to Exceed
 QLE = Qualifying Life Event

LWOP = Leave Without Pay

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Federal Employees' Group Life Insurance (FEGLI) www.opm.gov/insure/life	<ul style="list-style-type: none"> Coverage continues for up to 12 months without cost to the employee. LWOP status may be continuous, or it may be broken by one or more RTDs of less than 4 consecutive months. When coverage terminates after 12 months, the employee may convert to a private, non-group policy. When the employee RTDs, their terminated coverage is reinstated; the employee may keep any policy acquired by conversion. 	<ul style="list-style-type: none"> Coverage continues and premiums are deducted from compensation. HRSC maintains the responsibility for administering FEGLI for initial 12 months of compensation. Then, coverage either: <ol style="list-style-type: none"> Terminates and employee may convert to a non-group policy. If eligible, policy is transferred to OPM and premiums continue to be deducted from compensation. When employee RTDs, coverage is transferred back to HRSC or reinstated. 	<ul style="list-style-type: none"> If employee has FEGLI, coverage automatically continues free for 12 months. Employee can elect to continue coverage for an additional 12 months, for a total of 24 months—must pay both employee and agency share of premiums for Basic and Optional. If employee previously waived some or all FEGLI coverage, may elect coverage without qualifying life event or medical information. If waived all FEGLI coverage, may elect Basic, Option A-Standard and Option B-Additional. If employee has Basic, may elect Options A and B. Cannot elect Option C-Family. 	<ul style="list-style-type: none"> If employee has FEGLI, coverage automatically continues free for 12 months. Employee can elect to continue coverage for an additional 12 months, for a total of 24 months—must pay both employee and agency share of premiums for Basic and Optional. 	
Federal Flexible Spending Accounts (FSAFEDS) www.fsa.feds.com	<ul style="list-style-type: none"> Authorized allotments do not continue while in a non-pay status. If non-pay status is due to a QLE (e.g., birth or adoption of child, change in marital status, death of a dependent other than spouse, or a change in the number of dependents, eligibility, employment, or military deployment), the employee has 3 options: <ol style="list-style-type: none"> Prepay annual election amount by increasing allotments prior to entering a non-pay status Freeze the account Cancel the election for the remainder of the year and reduce coverage to amount deposited or reimbursed to date If non-pay period is not due to a QLE, only first and second options above are applicable. Upon RTD, allotments are recalculated for remaining pay periods so the annual elected contribution is paid in full by last day of the year. 				
Leave: Annual, Sick, and Military TSA MD 1100.63-1	<ul style="list-style-type: none"> Non-pay time accumulates from one Pay Period to the next. A full-time employee, who accrues 80 hours of LWOP in a Pay Period, will not accrue annual or sick time during that Pay Period. Part-time employees accrue leave hours based on the number of non-overtime hours in a pay status. Annual and Sick: Full-time employee on LWOP for 80 hours in a pay period does not accrue annual or sick leave. Part-time employee accrues less or no annual and sick leave since employee earns leave based on number of non-overtime hours in pay status. Military Leave (Regular): Full-time employee accrues 120 hours (15 days) per fiscal year. Part-time employee accrues prorated number of hours based on official part-time tour of duty. Military Leave (Emergency): Full-time and part-time employees accrue an additional 22 workdays of emergency military leave each calendar year. Members of DC National Guard may receive unlimited military leave for certain types of duty. Members of DC National Guard may receive unlimited military leave for certain types of duty. 				
Trial Periods TSA MD 1100.31-1	<ul style="list-style-type: none"> Non-pay status that exceeds 44 workdays extends a 2 year basic trial period by the number of excess days. Non-pay status that exceeds 22 workdays extends a 1 year basic trial period or a one-year supervisory trial period by the number of excess days. Non-pay status, regardless of the duration, does not extend either a basic or a supervisory trial period. 				