

**EFFECTS OF NON PAY STATUS
ON CERTAIN PERSONNEL ACTIONS & BENEFITS**

DETERMINATION	NUMBER OF DAYS/HOURS IN NON PAY STATUS ALLOWED WITHOUT PENALTY (SEE NOTE BELOW)	
Initial Appointment Probationary Period	Any non pay time in excess of 22 workdays extends the probationary period by that number of days.	
Supervisory/Managerial Probationary Period		
Career Tenure	Any non pay time in excess of 30 <i>calendar</i> days for each period of absence extends the service date for career tenure by that number of days.	
Leave Earnings	If employee is in non pay status for an entire pay period, no annual or sick leave is earned for that pay period. If non pay time occurs during part of one or more of a full-time employee's pay periods, the employee continues to earn leave until the non pay time totals 80 hours. Then leave is reduced by the amount the employee earns during a pay period.	
Service Computation Dates	6 months of non pay time is creditable. The employee's service computation date must be adjusted by the amount of non pay time in excess of 6 months in one calendar year. (Excess time is added to employee's service computation date.)	
Within-grade Increase General Schedule	Waiting Period for Step	Non Pay Time Allowed
	2-3-4	2 workweeks (80 hours for full-time employee)
	5-6-7	4 workweeks (160 hours for full-time employee)
	8-9-10	6 workweeks (240 hours for full-time employee)
Within-grade Increase Federal Wage System	Waiting Period For Step	Non Pay Time Allowed
	2	1 workweek (40 hours for full-time employee)
	3	3 workweeks (120 hours for full-time employee)
	4 - 5	4 workweeks (160 hours for full-time employees)

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(continued)**

DETERMINATION	NUMBER OF DAYS/HOURS IN NON PAY STATUS ALLOWED WITHOUT PENALTY (SEE NOTE BELOW)
Federal Employees Group Life Insurance	<p>If an employee is in active duty military status while in non pay status, FEGLI coverage continues at no cost to the employee until time in non pay status totals 12 months. The employee may elect to continue FEGLI coverage for an additional 12 months by paying both the employee and agency premiums (Basic coverage) and by paying the entire cost (Optional coverage). Per Section 1102 of Public Law 110-181, such an election must be made before the end of the first 12 months in non pay status.</p> <p>For other employees, coverage continues without cost to the employee for up to 12 months in non pay status. Coverage is terminated after employee has been in non pay status for 12 months. (Previous time in non pay status counts toward the 12 months if employee did not return to duty for at least 4 consecutive months.)</p>
Federal Employees Health Benefits	<p>An employee who begins non pay status will be given an opportunity to elect to either: (1) terminate the enrollment, or (2) continue it and agree to pay the premium or incur a debt.</p> <p>If employee elects to continue the enrollment, it continues for up to 365 days in non pay status. Previous periods in non pay status count toward the 365 days if the employee does not return to duty for at least 4 consecutive months. Employee is responsible for payment of the employee share of the premium.</p> <p>If employee does not make an election to terminate or continue the enrollment, it automatically terminates at the end of the last pay period in which the employee paid premiums.</p>
<p>NOTE: If absence is to perform duty with the uniformed services and employee exercises restoration rights, or because of compensable injury, there is no penalty for the non pay status — the time is credited for length of service purposes just as though the employee had remained in pay and duty status.</p>	