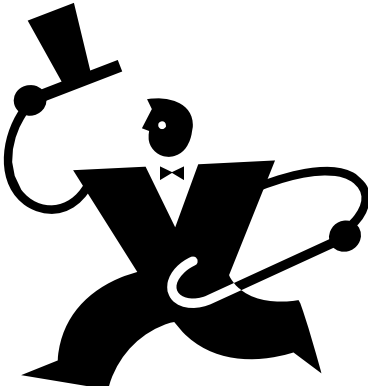


Fort Knox CPAC...



HR Tip of the Week

Things You Should Know about Non-Pay/Non-Duty Status

What is Non-Pay/Non-Duty Status?

As defined by the Office of Personnel Management, non-pay and non-duty status consists of furloughs, placement in leave without pay status and extensions of leave without pay, suspensions, placements of seasonal employees in non-pay and non-duty status at the end of a peak workload period, sabbaticals for employees in the Senior Executive Service, and absent-uniformed service actions (38 U.S. Code, chapter 43).

Non-pay and Non-duty Status Components

1. **Furlough** is the placement of an employee in a temporary non-pay and non-duty status (or absence from duty) because of lack of work or funds, or for other non-disciplinary reasons.
2. **Suspension** is the placement of an employee in a temporary non-pay status and non-duty status (or absence from duty) for disciplinary reasons or other reasons pending an inquiry.
3. **LWOP** (leave without pay) is a temporary non-pay status and non-duty status (or absence from a prescheduled tour duty) granted at the employee's request.
4. **Absent - Uniformed Service** employee is absent (whether in pay or non-pay status) to perform duty with the uniformed services and has reemployment rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA – 38 U.S. Code chapter 43).
5. **Seasonal employee** is one who works on an annual recurring basis and for less than 2,080 hours per year.
6. **Sabbatical** is an absence from duty, without charge to pay or leave, that an agency may grant to a Senior Executive Service career appointee to engage in study or uncompensated work experience.

Non-pay and Non-duty Status Does Not Cover the Following:

1. Changes to service computation dates for leave, when time in a non-pay status exceeds six months during a calendar year.
2. An employee using annual or sick leave. No personnel action is required to document use of annual leave or use of sick leave.
3. Recording of absence without leave, an absence for which the employee did not receive approval. A Standard Form 50, Notification of Personnel Action is not required to document absence without leave.

When to Process an Action

Process a Personnel Action for:

1. Leave without pay of 80 hours or more granted because of an on-the-job illness or an on-the-job injury.
2. Leave without pay for uniformed service that is not subject to the provisions of 38 U.S.C. 4301 et. seq.
3. Leave without pay subject to the Intergovernmental Personnel Act
4. Leave without pay, not described above, that is scheduled for more than 30 days.
5. Suspension that is scheduled for one day or more.
6. Furlough that is scheduled for one day or more.
7. Placement in non-pay status actions for seasonal employees.
8. Placement in Absent - Uniformed Service status
9. Sabbatical

For questions regarding the HR Tip, please contact the Civilian Personnel Advisory Center, Labor/MER at 502-624-3859