

Guide to Processing Personnel Actions (GPPA)

Quick Sheet: Determining Creditable Service for Leave

This quick sheet provides an overview of procedures for determining creditable service for annual leave accrual purposes. It explains how to: identify prior service, verify prior service, determine if prior service is creditable for leave, and how to document the determination.

Service Computation Date (SCD)

An SCD, either actual or constructed, is generally based on how long the person has been in federal service. There are four types:

- 1. Leave**
Determines eligibility for leave benefits.
- 2. Retirement**
Used to calculate retirement benefits. [CSRS and FERS Handbook, Chapter 20](#) and [5 USC 8332](#), contain information on civilian service creditable for retirement purposes.
- 3. Thrift Savings Plan (TSP)**
Affects eligibility for TSP benefits. [TSP Service Computation Date](#)
- 4. Reduction in Force (RIF)**
Determines seniority in cases of workforce restructuring. [Workforce Reshaping Handbook](#), Section K.

SCD-Leave

Is **used** to determine benefits and 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.

Is **not used** to determine the accrual rate for employees occupying positions subject to [5 USC 5376](#) or [5383](#), or a pay system equivalent as determined by OPM.

- Such employees accrue 8 hours of annual leave per pay period pursuant to [5 USC 6303\(f\)](#).
- Get more information in this fact sheet: [Annual Leave Accrual Rates for Senior Executive Service, Senior Level and Scientific or Professional Positions, or Equivalent Pay Systems](#).

Required Computation and Recomputation of SCD-Leave

An employee's SCD-Leave must be computed or recomputed as a result of:

- **Appointment.** An SCD-Leave must be established at the time of appointment.
- **Separation.** When an employee with excess nonpay time leaves the agency, the losing agency must recompute the SCD-Leave. The adjustment must account for all non-creditable periods of nonpay. The adjusted SCD-Leave is shown on the separation.
- **Additional service.** The current agency must recompute the SCD-Leave when the employee claims additional creditable service, or when additional service is made creditable by statute or an OPM ruling.
- **Change in military retiree status.** The current agency must recompute the SCD-Leave when an employee is removed from the military's Temporary Disability Retirement List (TDRL) and discharged from a branch of the uniformed service. The employee's separation is no longer considered to be a retirement, and the employee is no longer subject to the credit limitations for military retirees.
- **Change in military status.** The current agency must recompute SCD-Leave after an employee retires from uniformed service **if** they were appointed prior to October 17, 2006, **and** were on terminal leave pending retirement from the uniformed service at the time of appointment. After retirement, uniformed service for the employee is no

longer creditable for SCD-Leave except in the limited circumstances specified in [5 USC 6303\(a\)\(A\)-\(C\) or \(e\)](#).

- **Discovery of an error.** The current agency must recompute an employee's SCD-Leave when an error is discovered. It does not matter when the error was made or what information the employee previously received about the credit to which they might be entitled. This includes service claimed at the time of appointment which is later verified.
- **Break in civilian service.** The current agency must recompute the SCD-Leave when an employee has more than three calendar days break.
- **Request to add additional service.** Employee claims military or civilian service that had not been claimed before.
- **Change from an intermittent work schedule.** The current agency must recompute the SCD-Leave when an employee changes from an intermittent to a full-time or part-time work schedule (including seasonal schedule [5 CFR 340](#)), the agency must recompute the SCD-Leave to give credit for the hours worked. The adjusted date should be on the action documenting the change in work schedule. Agency payroll records are the usual source of information on the hours worked by intermittent employees. Where an employee leaves a less than full-time position and is rehired into a new position, see Appointment above.
- **Return to pay or duty status.** When an employee returns to duty (RTD) after a period of non-creditable nonpay or nonduty status, the agency must recompute the SCD-Leave:
 - If all the non-creditable nonpay is documented on a personnel action, the adjusted date should be on the action documenting the RTD.
 - There are instances where non-creditable nonpay is not documented on a personnel action. For example, if an employee already has accumulated 6 months of nonpay status in a calendar year and then takes an additional 2 weeks of leave without pay (LWOP), the 2 weeks would be non-creditable time, and would not be documented on personnel actions. In these cases, the agency has two options for documenting the change in SCD-Leave:
 - Process a personnel action when each period of non-creditable nonpay ends. OR
 - Keep a record of all non-creditable nonpay periods in the calendar year and process a single personnel action covering all periods of non-creditable nonpay during the year. If using this option, the agency must process the action in January of the year following the non-creditable nonpay.

Crediting Service for Erroneous or Retroactive Appointments

If the agency made an erroneous appointment and the action will not be allowed to stand, that is, **when the improper appointment action must be cancelled, do not credit service** from the erroneous appointment toward SCD-Leave.

If the agency initially made an erroneous appointment but has subsequently given the employee a proper appointment, and, as a result, the **employee has a period of de-facto employment** (i.e., the time from the initial error up to the day before the proper appointment) and **OPM grants the agency's request for a variation** for the de-facto employment, **credit the time of the de-facto employment** in determining SCD-Leave.

If the agency is **implementing a decision ordering the employee be placed retroactively in a position or appointment in which they have not served**, **credit service** toward SCD-Leave as if that person had actually served in the position or appointment.

When an **appointment is void** (e.g., made in violation of an absolute statutory prohibition, or the employee was guilty of fraud regarding the appointment), **no credit may be given for service** in the appointment.

OPM's policy office is available for consultation on how and when to credit service for erroneous or retroactive appointments if the preceding guidance does not cover the situation.

- Variation is **requested** from OPM. Refer to OPM's response for additional guidance on when to credit service for purposes other than SCD-Leave.
- Variation is **not requested** from OPM. Contact one of OPM's policy office teams listed below depending on the situation:
 - employ@opm.gov
 - qualifications or experience
 - reinstatement eligibility
 - time-in-grade
 - career tenure
 - completion of initial appointment
 - completion of supervisory/managerial probation
 - SCD-RIF
 - benefits@opm.gov
 - SCD-Retirement
 - health benefits
 - life insurance
 - paypolicy@opm.gov
 - within-grade increase waiting period
 - severance pay
 - leavepolicy@opm.gov
 - leave policy areas

Service Computation Date on Appointment

- No prior service. If the appointee has not had any previous military or civilian service, use the date of appointment as the SCD-Leave.
- Prior service. If the employee is being appointed after a break in service of three calendar days or less from creditable civilian service, and the employee does not identify any previously unclaimed service on the SF-144. Use the SCD-Leave on the separation action. As the previous agency may not have recomputed the date for any excess nonpay (e.g., intermittent employees), verify the date is accurate.

Action Effective Date

When an employee **returns to duty (RTD) after excess nonpay status**, the SCD-Leave is effective on the same date as the RTD action. Document the SCD-Leave change as part of the RTD. See GPPA Chapter 16 for additional instructions.

When an employee **changes from an intermittent to a part-time or full-time schedule**, the change in SCD-Leave is effective on the same date as the change in work schedule. Document the SCD-Leave change as part of the change in work schedule action. See GPPA Chapter 24 for additional instructions.

When an employee **with excess nonpay separates from service**, document the change in SCD-Leave on the separation action. The change in SCD-Leave is effective on the same date as the separation.

When the SCD-Leave is **changing because a mathematical or similar error was made** in the previous computation, process a correction with the same effective date as the original action.

Creditable Service

Section [5 USC 6303](#), sets the rules for crediting service for annual leave accrual. Creditable service falls into three general categories: service as a civilian employee, active duty in the uniformed services; and other service made creditable by specific legislation.

Civilian Service

Creditable civilian service includes:

- Federal appointments ([5 USC 2105](#)).

- Service covered by [CSRS or FERS](#) retirement deductions, including service for which the employee received a refund of the retirement deductions.
- Other federal retirement systems if the employee could obtain a refund of deductions under that system and deposit them in the [CSRS or FERS](#) fund.
 - Civilian service under systems where the employee cannot withdraw contributions, such as the DC Police and Firefighter System and the Financial Institutions Retirement Fund, is not creditable.

Uniformed Service

Active-duty is generally creditable for annual leave accrual purposes. ([5 USC 6303](#), see also [Vet Guide](#))

Discharge

The uniformed service must have ended honorably, meaning:

- honorable discharge
- discharge under honorable conditions (general)
- transfer to the inactive reserves under honorable conditions

Membership

The uniformed services consist of (see [5 USC 2101](#), [5 USC 8331\(13\)](#), [5 USC 8332](#), and [5 USC 8401\(31\)](#)):

Armed Forces

- Army, Navy, Air Force, Marine Corps, Coast Guard, Space Force,
- Service as a cadet or midshipman**
- United States Military Academy
- United States Air Force Academy
- United States Coast Guard Academy
- United States Naval Academy

Public Health Service

- Service in the commissioned corps after June 30, 1960

National Oceanic and Atmospheric Administration

- Service in the commissioned corps after June 30, 1961
- Includes predecessor entities

Military Retirees

[5 USC 6303\(e\)\(A\)-\(C\)](#) retirees include persons on the Temporary Disability Retirement List (TDRL) and Navy and Marine Corps personnel transferred to the Fleet Reserve. The definition is based on an entitlement; waiving the actual pay has no impact on whether the person is a military retiree. Military retirees may receive credit only for all active duty when the retirement was based on disability as defined in [38 USC 101](#) and [38 USC 301](#). Verification that a military disability retirement occurred should be provided by the employee's branch of service. Review the [Vet Guide](#) for campaigns and services.

If an employee is removed from the military's Temporary Disability Retirement List (TDRL) and discharged from a branch of the uniformed service, the employee's separation is no longer considered to be a retirement. The employee is no longer subject to the credit limitations for military retirees. The agency must recompute the SCD-Leave to adjust for this change.

Reservists

Those who qualify for annuity, as well as employees who are recalled to active duty, qualify for uniformed services retirement, and then are restored to federal civilian employment. This exemption applies only to the current period of civilian employment. If the employee separates and is reemployed later, the restrictions will apply.

Appointments While on Military Terminal Leave

An employee's uniform service is creditable in determining SCD-Leave if they were appointed prior to October 17, 2006, **and** were on terminal leave pending retirement from the uniformed service at the time of the appointment. After retirement, the employee's uniformed service is no longer creditable in determining SCD-Leave, except in the limited circumstances specified in [5 USC 6303\(a\)\(A\)-\(C\) or \(e\)](#).

Federal Workforce Flexibility Act of 2004

[PL 108-411](#) and [5 CFR 630.205](#) permit a newly appointed or reappointed employee to receive credit for prior non-federal service or active-duty uniformed service that otherwise would not be creditable towards determining the SCD-Leave.

National Guard Technician Service

All those who have served in a National Guard Technician position since January 1, 1969, receive credit for all their service including any pre-1969 service. See [CSRS and FERS Handbook](#) Chapter 20.

Nonappropriated Fund Employment (NAF)

[5 USC 6312\(a\)\(2\)](#), as amended by section 7202 of the [Portability of Benefits for Non-appropriated Fund Employees Act of 1990](#) (PL 101-508), authorizes credit for annual leave accrual purposes without a break in service of more than three calendar days. Other NAF service performed between 1952 and 1966 may also be creditable ([PL 99-638](#)). For information refer to [CSRS and FERS Handbook](#) Chapters 12 and 20, and the Benefits Administration Letter ([BAL](#)) [96-108: Retirement Election Opportunities \(FERS Employees\) After Service in NAF](#).

VISTA Volunteer Service

Service performed on and after October 1, 1973, is creditable if enrolled as a volunteer for a period of at least one year. For information refer to [CSRS and FERS Handbook](#) Chapter 20.

Peace Corps Volunteer Service

Training prior to enrolling as a volunteer is not creditable. Only satisfactory volunteer service with the Peace Corps is creditable. Verification of service is available from: Volunteer Staff & Payroll Services, Peace Corps, Washington, DC 20526. Volunteer Certifications of Service can also be obtained on the [Return Peace Corps Volunteer \(RPCV\) Portal](#).

Agricultural Stabilization and Conservation Service County Committee Service

- [5 USC 6312\(a\)\(1\)](#)
- For verification of service, contact: Director, Office of Personnel, U.S. Department of Agriculture, Washington, DC, 20250

Certain Government Service Performed Abroad

- [PL 107-228 Sec. 321, Foreign Relations Authorization Act, Fiscal Year 2003](#)
- Service performed after December 31, 1988, and before May 24, 1998; under a temporary appointment pursuant to sections 309 and 311 of the [Foreign Service Act of 1980](#); at a U.S. diplomatic mission, consular post (other than a consular agency), or other Foreign Service post abroad; by an individual who satisfied all eligibility requirements under regulations of the Department of State (in effect on September 30, 2002) for a family member limited non-career appointment at the time the service was performed. If an individual who performed such service was not employed by the Department of State while performing the service, the individual should be treated as if they were employed by the Department of State for purposes of this definition.

Instructions

Review the employee's documents to identify and calculate prior service.

To establish the SCD-Leave, the agency must identify the employee's prior federal service, verify such service, determine how much, if any, of the service is creditable for annual leave accrual purposes, and then compute the SCD-Leave.

Documents

- Application/Resume
- [OF-306](#) Declaration for Federal Employment
- [SF-144](#) Statement of Prior Federal Service (Follow guidance in [GPR](#))
- OPF/eOPF
- DD-214: Certificate of Release or Discharge from Active Duty (Uniformed service must be verified by the branch in which the person served and is generally done so using the DD-214)
- DD-215: Correction to the DD-214.
- [SF-813](#): Verification of a Military Retiree's Service in Non-Wartime Campaigns or Expeditions.
- Reserves: Active-duty reserve service should be documented on DD-214 for service of 90 or more consecutive days. Reservists may not be provided with a DD-214 for short periods of active duty, such as annual training. Because the chronological statement (Point Capture sheet/Statement of Service) is an official document issued by the branch of service, it may be used to verify active-duty service if it includes the dates of the service. Active service can also be verified using the employee's earnings estimates for the period of service.

Other Documentation and Affidavits

If the agency is unable to locate any records to reconstruct an employee's folder, the agency can use other documentation to provide credit for civilian service for annual leave accrual purposes only. The burden of proof is on the person claiming the service. Other documentation can include travel orders, payroll cards, credit reports that show the federal employment, or affidavits. Affidavits are required from the employee and at least two other people who were in a position to know the facts of the employment, such as a former supervisor. The affidavits must be notarized.

General Conditions

Put the creditable service in chronological order.

In general, employees get **a day of credit for each day of full-time or part-time service. Elapsed calendar time is the maximum time that can be credited.** For example, if an employee has two part-time appointments from January 1, 2026, through March 31, 2026, credit is limited to three months. Special rules apply to short separations, absence for uniformed service or compensable injury, periods of nonpay/nonduty status, and service on an intermittent work schedule.

Separations of three calendar days or less between two periods of creditable civilian service are to be credited. The separation period is treated as a continuation of the first period of service. The times between uniformed service, and appointment to federal service do not count as separations.

Employees who are **absent because of uniformed service or compensable injury are entitled to be treated as though they had never left.** The regulations governing restorations to duty after uniformed service or compensable injury are in [5 CFR 353](#). A person who is reemployed under 5 CFR 353 receives credit for the entire period of his or her absence, that is, the entire period from the time the employee left until he or she was restored or reemployed.

Periods of nonpay/nonduty status are credited to a maximum of six months per calendar year. Examples of nonpay/nonduty time include leave without pay, furlough, suspension, and placement in nonpay status. This limit does not apply to employees who are absent because of uniformed service or compensable injury. Periods of leave without pay for uniformed service or compensable injury are fully creditable for annual leave accrual.

Intermittent service is service without a prearranged, regularly scheduled tour of duty, when actually employed. Only the days or hours in pay or work status are credited for periods of intermittent service. The credit cannot exceed the calendar time of the period involved.

Determine the amount of excess nonpay time.

This applies to periods of full-time and part-time service. Since intermittent service is credited only for the time worked, nonpay time is not an issue. If the employee had more than one appointment, use only periods where they were not in pay status under any appointment to determine if there was any excess nonpay time.

Determine the amount of intermittent service credit.

Only the days or hours actually worked can be credited. If the employee was working on an intermittent schedule for more than one agency at the same time, add the days or hours worked and use the total to credit the service.

Intermittent service **before March 1, 1986**, is credited using a work year of 260 days or 2,080 hours. Use the **260-day work year chart** on page 11 to convert days worked to months and days of service credit. If the records show hours rather than days, divide the hours by 8 to determine the number of days. Excess hours are rounded up; 17 hours = 3 days.

Intermittent service **on and after March 1, 1986**, is credited using a work year of 2,087 hours. Use the **2,087-hour work year chart** on page 12 to convert hours worked into months and days of service credit. If intermittent service was recorded as days rather than hours, it may be credited using the 260-Day Work Year Chart.

Compare the credit for hours worked to the elapsed calendar time. No matter how many days or hours an employee actually worked, they are entitled to credit for no more than the amount of service that could have been performed on a full-time work schedule, that is, the actual calendar time.

Determine the amount of credit for military service.

Review the service records to determine if the dates or the amount of service should be used in the calculation. If military service ended on February 28 or 29, use February 30 as the separation date. Do not use the full period of military service if it includes inactive service or if credit is limited because the employee is a military retiree. When service is shown in days, divide by 30 to determine the number of months. Do not use the charts below (260 day or 2,087 hour) for civilian service to change military time into months and days.

Calculate the amount of time.

Date must be converted to a numerical year-month-day equivalent. Example: June 29, 2026 converts to 2026-06-29.

SCD-Leave calculations are based on a 360-day year (each month has 30 days).

Dates are added and subtracted in day, month, year order. Borrowing is based on the 360-day year, with 30 days equal to a month, and 12 months equal to a year.

Example: How to subtract December 23, 2020, from April 15, 2022

Step 1: Subtract days.

2022 04 15 April 15, 2022

- 2020 12 23 December 23, 2020

Since 23 days is larger than 15 days, borrow 1 month/30 days from the month column. Add the borrowed 30 days to the 15 remaining days (total 45 days). Then subtract: 45 – 23 = 22 days.

NOTE: When borrowing, every month is treated as if it has 30 days, regardless of whether it actually has less or more than 30 days.

03 45

2022 ~~04~~ ~~15~~ (+30)

- 2020 12 23

22 Answer: 22 days

Step 2: Subtract months.

Since 12 months (December) is larger than 3 months, borrow 1 year/12 months from the year column. Add the borrowed 12 months to the 3 remaining months (total 15 months). Then, subtract: 15 – 12 = 3 months.

2021 15

~~03~~ 45 (+12)

~~2022 04 15~~

- 2020 12 23

03 22 Answer: 3 months

Step 3: Subtract years.

Subtract the years. 2021 – 2020 = 1 year.

2021 15 45

~~03~~

~~2022 04 15~~

- 2020 12 23

1 03 22 Answer: 1 year

Result = 1 year, 3 months, 22 days

The net effect of the computations is to add creditable time to the initial appointment date. This results in subtracting time to decrease the date, making it more distant, which increases the overall service time.

Calculate excess nonpay (LWOP).

Periods of excessive nonpay of more than 6 months/year are added to the SCD-Leave.

Example: How to add 8 months, 15 days of LWOP to an SCD-Leave of 1985-04-10.

1985 04 10

+ 02 15

1985 06 25 New SCD-Leave

Determine separation dates.

When more than one period of service is present, credit for separations is given. Separations (time between offboarding and onboarding) are effective at midnight of the effective date. For each period of full- or part-time civilian service, the day of the

separation must be credited. This can be done by using either, but not both, of these methods:

- add a day to each separation date, or
- add the number of separations to the days being subtracted from the appointment date

Account for breaks in civilian service.

Separations of 1, 2, or 3 calendar days between two periods of creditable civilian service are ignored in computing the SCD-Leave. These small breaks in service are treated as continuations of the first period of service. The separation date for that service should be adjusted to include the break in service in the SCD-Leave computations.

Example: How to account for a 3-calendar-day break.

An employee separates from the Department of Army on January 15, 2022, and is appointed in the Department of Agriculture on January 19, 2022. Three full non-workdays have passed. In computing the SCD-Leave, use January 18, 2022, as the separation date for the Department of Army service.

Choose a computation method.

Preferred (see example in the “Calculate the amount of time.” section)

1. Add the appointment dates for all periods of full- or part-time creditable service, plus the total excess nonpay time, plus the entrance on duty date for the current appointment.
2. Add the separation dates for all periods of full- or part-time creditable service, plus the service credited as months and days (such as intermittent service, some military service).
3. Subtract the separation total from the appointment total. This is the method documented on the Standard Form 144A, Statement of Prior Service - Worksheet.

Alternative

1. Compute the amount of creditable service for each period of employment, generally by subtracting the beginning date from the ending date.
2. Total the amounts of creditable service.
3. Subtract the total from the entrance on duty date for the current appointment.

Convert to a realistic calendar date.

When dates are added and subtracted, the answer may not always be a realistic date. The month may be zero or more than 12; the day may be zero or more than the number for the month. In those cases, the date must be converted to a realistic calendar date by following the rules in the **converting to a realistic calendar date chart** on page 10.

Document the SCD-Leave determination.

SCD-Leave determinations are documented to be used and verified throughout the employee's federal civilian service. They must be documented on the SF-144A or an equivalent agency form.

Exceptions

Separate documentation is not required when an agency processes personnel actions that change the SCD-Leave because of excess nonpay or service on an intermittent work schedule. After such periods the date should be recalculated when appropriate.

Remarks on the personnel actions

Equivalent agency forms may be variations on the SF-144A or printouts from computer programs that calculate service computation dates. In all cases, the documentation should show:

1. periods of service evaluated,
2. periods of service determined to be creditable for annual leave accrual purposes,
3. amount of time credited for each period of service, and
4. calculations used to compute the SCD-Leave.

Supporting documentation

Copies of documents used to claim or verify service not otherwise found in the OPF should be attached to the SF-144A or equivalent form.

Retirement-related information

Creditable military service is reported in **remark M39** and to EHRI. This remark is required on all accessions and conversions (natures of action in the 1xx and 5xx series). It is the total number of years and months of military service that is creditable for annual leave accrual purposes.

Year and months are calculated by adding together the periods of active military service that were credited in computing the employee's SCD-Leave. Except for military retirees, this is generally the amount of active duty shown on the final DD 214. Days are dropped. For example, if the employee had 4 years, 3 months, and 25 days of creditable military service, the amount in remark M39 would be "04-03." If the employee had no creditable military service, enter "00-00" or "none" in the remark.

Frozen service is reported in **remark M38** and to EHRI. This remark is required on accessions, conversions, and Changes in Retirement (natures of action in the 1xx and 5xx series plus 803) when the employee's retirement plan code is "C," "E," "K," "L," "M," or "N." If the retirement plan code is not one of those listed, do not use remark M38.

Frozen service is **always zero** if the employee:

- is automatically covered by FERS, FERS-RAE, FERS-FRAE; **or**,
- has less than 5 years of creditable civilian service before becoming subject to the Civil Service Retirement System Offset (retirement plan codes C and E); **or**,
- has less than 5 years of creditable civilian service before electing FERS coverage.

Enter "00-00" or "none" in remark M38 for these employees.

For other employees, frozen service is computed by subtracting the beginning date from the ending date of each continuous period of service that would be creditable for CSRS purposes. All service is then added together and converted to years and months. Days are dropped. Service under CSRS Offset is not included.

Example

An employee has two periods of prior civilian service and one period of military service when first covered by CSRS Offset. Service includes:

- 11-20-1974 thru 06-16-1975 civilian service under FICA
- 09-03-1976 thru 12-12-1981 civilian service under CSRS
- 10-06-1982 thru 06-15-1984 military service
- 07-06-1990 appointment under CSRS Offset

All the periods of prior service could be creditable for CSRS purposes so all service before the 7/6/1990 appointment are frozen service.

To compute the frozen service:

Step 1

Subtract the beginning date from the ending date for each period of service. Use the same rules as for computing the SCD-Leave, including adding one day for the separation date.

Step 2

Add all the periods of service.

Step 3

Convert the service to years and months. Using the same rules as for computing the SCD-Leave, 06-17-47 converts to 7-6-17. Days are dropped in reporting frozen service, so this would be reported as 7 years and 6 months or "07-06."

Select the NOA, NOAC, Legal Authority, LAC, and remarks for the action as applicable using the GPPA.

Enter the new SCD-Leave in block 31 of the SF-50.

Additional Resources

The table on the following page helps convert calendar days, months, and years to countable numbers.

[Computing Hourly Rates 2,087-Hour Divisor](#)

Full Year Employee Work Calendar (260 Days)

Converting to a Realistic Calendar Date Chart

Rule	If Month Is	And Day is	Then	And	And	Notes
1	More than 12	Any number	Divide month by 12 and add result to year	Use remainder for month	Go to following rules to create month-day relation	1. When a proper month-day relationship is not created, use the rule that applies to the situation. 2. When the year is a leap year (e.g., 1984, 1988, 1992, 1996, or another Presidential election year), change the day to 29. 3. When a new month is 7 (July), use 31 rather than 30.
2	0	0	Subtract 1 from year	Change month to 11	Change day to 30	
3		1-31		Change month to 12	Do not change day	
4		32 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1)	
5	1	0	Subtract 1 from year	Change month to 12	Change day to 31	
6		32 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1)	
7	2	0	Subtract 1 from month		Change day to 31	
8		29-30	Change day to 28 (see note 2)			
9		31 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1)	
10	3	0	Subtract 1 from month		Change day to 28 (see note 2)	
11		32 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1)	
12	4, 6, 9, or 11	0	Subtract 1 from month		Change day to 31	
13		31 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1)	
14	5, 7, 8, 10, or 12	0	Subtract 1 from month		Change day to 30 (see note 3)	
15		32 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1)	

260-Day Work Year Chart

Give 1 year of credit for each 260 days worked. For amounts of less than 260 days, use this chart. Find the month entry at the top of the column in which number of days worked appears and then find the day entry at the left margin of the line on which the number of days appears. Example: 120 days worked convert to 5 months and 16 days of credit.

Days	Under 1 month	1 month & up	2 months & up	3 months & up	4 months & up	5 months & up	6 months & up	7 months & up	8 months & up	9 months & up	10 months & up	11 months & up
0			43	65		108	130		173	195		238
1		22	44		87	109		152	174		217	239
2	1	23		66	88		131	153		196	218	
3	2	24	45	67	89	110	132	154	175	197	219	240
4	3		46	68		111	133		176	198		241
5		25	47		90	112		155	177		220	242
6	4	26		69	91		134	156		199	221	
7	5		48	70		113	135		178	200		243
8		27	49		92	114		157	179		222	244
9	6	28	50	71	93	115	136	158	180	201	223	245
10	7	29		72	94		137	159		202	224	
11	8		51	73		116	138		181	203		246
12		30	52		95	117		160	182		225	247
13	9	31		74	96		139	161		204	226	
14	10	32	53	75		118	140		183	205		248
15	11		54	76	97	119	141	162	184	206	227	249
16		33	55		98	120		163	185		228	250
17	12	34		77	99		142	164		207	229	
18	13		56	78		121	143		186	208		251
19		35	57		100	122		165	187		230	252
20	14	36		79	101		144	166		209	231	
21	15	37	58	80	102	123	145	167	188	210	232	253
22	16		59	81		124	146		189	211		254
23		38	60		103	125		168	190		233	255
24	17	39	61	82	104		147	169		212	234	
25	18			83		126	148		191	213		256
26		40	62		105	127		170	192		235	257
27	19	41	63	84	106	128	149	171	193	214	236	258
28	20	42		85	107		150	172		215	237	
29	21		64	86		129	151		194	216		259

2,087-Hour Work Year Chart

Give 1 year of credit for each 2,087 hours worked. Use this chart for amounts of less than 2,087 hours. If the number of hours worked is not on the chart, use the next higher entry (e.g., for 47 hours, use 52). Find the month entry at the top of the column in which the number of hours appears and then find the day entry at the left margin (e.g., 52 hours converts to 9 days of credit).

Days	0 & up	1 month & up	2 months & up	3 months & up	4 months & up	5 months & up	6 months & up	7 months & up	8 months & up	9 months & up	10 months & up	11 months & up
0	0	174	348	522	696	870	1044	1217	1391	1565	1739	1913
1	6	180	354	528	701	875	1049	1223	1397	1571	1745	1919
2	12	186	359	533	707	881	1055	1229	1403	1577	1751	1925
3	17	191	365	539	713	887	1061	1235	1409	1583	1757	1930
4	23	197	371	545	719	893	1067	1241	1415	1588	1762	1936
5	29	203	377	551	725	899	1072	1246	1420	1594	1768	1942
6	35	209	383	557	730	904	1078	1252	1426	1600	1774	1948
7	41	214	388	562	736	910	1084	1258	1432	1606	1780	1954
8	46	220	394	568	742	916	1090	1264	1438	1612	1786	1959
9	52	226	400	574	748	922	1096	1270	1444	1617	1791	1965
10	58	232	406	580	754	928	1101	1275	1449	1623	1797	1971
11	64	238	412	586	759	933	1107	1281	1455	1629	1803	1977
12	70	243	417	591	765	939	1113	1287	1461	1635	1809	1983
13	75	249	423	597	771	945	1119	1293	1467	1641	1815	1988
14	81	255	429	603	777	951	1125	1299	1472	1646	1820	1994
15	87	261	435	609	783	957	1130	1304	1478	1652	1826	2000
16	93	267	441	615	788	962	1136	1310	1484	1658	1832	2006
17	99	272	446	620	794	968	1142	1316	1490	1664	1838	2012
18	104	278	452	626	800	974	1148	1322	1496	1670	1844	2017
19	110	284	458	632	806	980	1154	1328	1501	1675	1849	2023
20	116	290	464	638	812	986	1159	1333	1507	1681	1855	2029
21	122	296	470	643	817	991	1165	1339	1513	1687	1861	2035
22	128	301	475	649	823	997	1171	1345	1519	1693	1867	2041
23	133	307	481	655	829	1003	1177	1351	1525	1699	1873	2046
24	139	313	487	661	835	1009	1183	1357	1530	1704	1878	2052
25	145	319	493	667	841	1015	1188	1362	1536	1710	1884	2058
26	151	325	499	672	846	1020	1194	1368	1542	1716	1890	2064
27	157	330	504	678	852	1026	1200	1374	1548	1722	1896	2070
28	162	336	510	684	858	1032	1206	1380	1554	1728	1901	2075
29	168	342	516	690	864	1038	1212	1386	1559	1733	1907	2081

Example of SCD-Leave Calculation

Use the [SF-144A](#) for assistance. The completed worksheet for this example is on the next page.

Situation

An individual is appointed on November 15, 2018. The employee claimed the following governmental service, shown in chronological order.

Start	Stop	Type	Organization
April 8, 2001	November 28, 2006	military service/reserves ¹	U.S. Army
September 7, 2001	December 13, 2003	Contractor ²	DOL
April 20, 2006	August 29, 2012	full-time appointment ^{3,4}	DLA
September 2, 2012	December 31, 2012	full-time appointment ⁵	DOI
February 24, 2013	July 7, 2013	part-time work schedule appointment ⁶	DOC
March 6, 2013	September 9, 2014	part-time work schedule appointment ⁶	USDA
April 29, 2014	September 30, 2017	intermittent work schedule appointment ⁷	VA

Additional information

- ¹ Military Service/Reservist DD-214: The total active-duty time during the employee’s military service as a reservist shows **one year, one month, and four days’** active-duty time.
- ² The time as a contractor does not count towards the SCD-Leave.
- ³ The OPF shows **seven months of LWOP** during the calendar year 2008; this leave was not for uniformed service or due to a compensable injury. An amount more than 6 months must be reflected. Therefore, there is 1 month of non-creditable service.
- ⁴ The **three-day break in service** between the DLA appointment and the DOI appointment is creditable. For purposes of the calculation, the time is added to the DLA appointment.
- ⁵ As each month is treated as 30 days regardless of whether is has less than or more than 30 days, the ending date for the appointment with the DOI for the purpose of calculating the SCD-Leave is **December 30, 2012**.
- ⁶ The concurrent (overlapping) part-time appointments in DOC and USDA **are treated as one appointment** for purposes of the calculation since credit is limited to calendar time.
- ⁷ OPF shows a total of **2,134 hours** during the intermittent appointment. The hours worked during the intermittent appointment were changed to calendar time using the 2,087 chart. The credit for hours worked does not exceed the calendar time. If it did, the calendar time would be the maximum amount credited.

Give one year of credit for each 2,087 hours worked.

2,134

– 2,087

1 year

47 hours remaining

If the number of hours worked is not on the chart, use the next higher entry. In this example for 47 hours, use 52.

52 = 9 days

Result: 2,134 hours = 1 year and 9 days

Calculate the number of separations. The times between military reserves, contractor, and first appointment in federal service do not count as separations. The time between the full-time appointment and the part-time appointments is one. The time between the part-time appointments and the intermediate appointment is one. Therefore, there is a total of two separations.

Answer

Add each appointment date’s years, months, and days as if they are plain numbers. Add in the number of non-creditable service months. Next, add each separation date’s years, months,

and days. Add in the number of separations to the number of days. Then, subtract the separation date total from the appointment date total. Use the same borrowing methods as the subtracting dates example on page 7. That is, borrow 1 year and add 12 to the number of appointment date months.

603630

6037

18

59

-4028

22

54

2008

08

05

Result: SCD-Leave date is August 5, 2008

Page 16 of 17

Office of Personnel Management
STATEMENT OF PRIOR SERVICE - WORKSHEET

Name (Last, First, Middle Initial)	Social Security Number	Date of Birth (Month, Day, Year)

ADDITIONAL INSTRUCTIONS: Enter the appointment and separation dates in columns (A) and (B) below, using the numerical equivalent of the month. See Chapter 6 of *The Guide to Processing Personnel Actions* for instructions on computing service computation dates (SCDs).

PART I - CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR LEAVE PURPOSES

CREDITABLE SERVICE- NAME OF AGENCY/ORGANIZATION (List only periods that are creditable for leave purposes)	(A) APPOINTMENT DATE			(B) SEPARATION DATE			NONCREDITABLE SERVICE (Explain noncreditable time listed in Column (A), such as "lost time" during military service)
	Year	Month	Day	Year	Month	Day	
U.S. Army Reserves				0001	01	04	Ltd to active duty time
Defense Logistics & Dept.Interior	2006	04	20	2012	12	30	
Commerce & Agriculture (PT)	2013	02	24	2014	09	09	
Dept of VA 2134 Intermittent hrs.				0001		09	
# of separations						02	
Entrance on Duty Date	2018	11	15				Excess LWOP in 2008
Total noncreditable service		1					
Total of appointment dates (A)	6037	18	59				
Total of separation dates (B)	4028	22	54	4028	22	54	
SCD - Leave (A) - (B)	2008	08	05				

PARIT II - CREDITIBLE SERVICE AND SERVICE COMPUTATION FOR REDUCTION-IN-FORCE (RIF) PURPOSES

Complete only in cases where the amount of service that is creditable for RIF purposes differs from the amount creditable for leave purposes.

CREDITABLE SERVICE- NAME OF AGENCY/ORGANIZATION	(A) APPOINTMENT DATE			(B) SEPARATION DATE			NONCREDITABLE SERVICE (Explain noncreditable time listed in Column (A), such as "lost time" during military service)
	Year	Month	Day	Year	Month	Day	
SCD - Leave (from Part I) Additional service creditable for RIF only							
Total noncreditable service							
Total of appointment dates (A)							
Total of separation dates (B)							
SCD - RIF (Service Date) (A) - (B)							

REMARKS

1.) Concurrent part time appointments limited to calendar time.

Name of Person Computing SCD(s)	Date SCD(s) Computed
J. Jones	11/15/2018

The Guide to Processing Personnel Actions

Standard Form 144A
Rev. July 2008
Previous editions not usable.

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