

**INDIAN HEALTH SERVICE
SERVICE CREDIT FOR ANNUAL LEAVE**

JUSTIFICATION AND SERVICE AGREEMENT

It is IHS's policy to allow selecting officials to offer service credit that would not otherwise be creditable towards the annual leave accrual rate of eligible job selectees. This hiring flexibility is to be used as a recruitment tool for eligible employees who will be newly appointed or reappointed after a break in Federal service of 90 days or more. The credited experience must have been obtained in a non-Federal or active duty uniformed services position having duties that directly relate to the duties in their IHS position.

Selectee Name: _____

Position/Pay Plan/Series/Grade: _____

JUSTIFICATION

Prior to granting such credit, the Area Director must determine that this selectee meets both of the following conditions:

1. The selectee's skills and experience are essential to the IHS position and were gained in a prior non-Federal or uniformed service position with duties directly related to the IHS position (one to two sentences).

2. The selectee's skills and experience are necessary to achieve the agency mission or an important performance goal (one to two sentences).

SERVICE AGREEMENT

In consideration of the service credit the selectee is receiving toward their annual leave accrual rate, the selectee must agree:

1) To serve at the IHS for a minimum of one full year of continuous service from their Entry-on-Duty (EOD) date.	EOD date: _____
2) That the service credited under this agreement is:	____ years and ____ months

3) That their biweekly annual leave accrual rate will be: (This does not reflect any prior Federal Service and their leave accrual rate may be adjusted if they have prior Federal service)	4 hours 6 hours 8 hours
4) That based on the above service credit, their service computation date for annual leave accrual purposes (SCD-Leave) will be: (This does not reflect any prior Federal Service and their SCD-Leave will be adjusted if appropriate)	SCD-Leave: _____
5) That this credit of service is based solely on the position to which they are assigned and is not associated with their performance and/or conduct.	
6) That in the event they are in a leave without pay status during the required one-year period of continuous service, the service period must be extended by the amount of time in a leave without pay status (see 5CFR 630.205 for exceptions).	
7) That in the event they leave IHS prior to completing the required one-year period of continuous service, their SCD-Leave will be recalculated to subtract the credit they are receiving under this agreement.	

SIGNATURES

Selectee: _____

HR Case Preparer: _____

Area Director/Approving Official: _____

Area HR Director/Reviewing Official: _____