



U.S. PUBLIC HEALTH SERVICE COMMISSIONED CORPS DIRECT ACCESS (DA) MIGRATION PROJECT UPDATE

CATEGORY: LEAVE

SPECIAL ANNOUNCEMENT:

Annual Leave Balances Will Carry Over Until September 30, 2016.

October 14, 2015

The Public Health Service Commissioned Corps (Commissioned Corps) is migrating active duty pay (ADP) and certain personnel functions to the U.S. Coast Guard's (USCG) Direct Access (DA) system on January 1, 2016. As part of this migration to Direct Access, the Commissioned Corps will transition from a calendar year leave schedule (January 1 - December 31) and adopt the fiscal year calendar (October 1 – September 30). The effect of the leave year transition will be an extended leave year for 2015. Leave balances over 60 days will not be truncated until September 30, 2016.

This document summarizes guidance applicable to Commissioned Corps officers.

- General Guidance
- Frequently Asked Questions (FAQs)

General Guidance:

Commissioned Corps policy regarding annual leave states the following:

“Annual leave accrued during a leave year, but unused at the end of such year, is carried forward as accumulated annual leave for use in succeeding leave years. However, the maximum annual leave which may be carried forward from one leave year to the next is 60 days. The 60-day limitation on the amount of unused annual leave that can be carried forward from one leave year to the next is imposed by statute and is not subject to waiver”.

To date, annual leave balances up to 60 days have carried over at the end of each calendar year on January 1. This year, as we transition to a fiscal year calendar, all leave over 60 days will remain on an officer's account until September 30, 2016. This means that on October 1, 2016, “the clock” will restart and any accrued leave over the maximum allowed 60 days will be lost.

- Working Example: An officer has 75 days of annual leave accrued as of September 30, 2016. On October 1, 2016, the officer will lose 15 days of accrued leave, and the balance will reflect only the maximum allowed 60 days of leave.

Frequently Asked Questions (FAQs)

- 1) **Question:** Will I lose any unused annual leave over 60 days at the end of this calendar year?

Answer: No, officers will not lose any unused annual leave at the end of calendar year 2015. Instead, officers' annual leave balances will be carried through until September 30, 2016.

- 2) **Question:** What is the final date for me to use my annual leave so that I do not lose it?

Answer: All annual leave accrued will be carried over through September 30, 2016.

- 3) **Question:** What happens if I do not use my annual leave by September 30, 2016?

Answer: If an officer has accrued more than 60 days of annual leave on September 30, 2016, on October 1, 2016 the officer's leave balance will reflect only the 60 day maximum. Any leave accrued over 60 days would be lost.

- 4) **Question:** What is the difference between a calendar year and a fiscal year calendar, and what does it have to do with leave accruals and balances?

Answer: The calendar year begins on January 1 and ends on December 31. Until last year, the Commissioned Corps followed a calendar year schedule. In 2015, the Commissioned Corps adopted a fiscal year, October 1 through September 30, schedule to accommodate the migration to Direct Access. As a result, the leave year will now restart – and accrued leave balances over the maximum allowed will be truncated to 60 days – on October 1 each year, beginning in 2016.

To learn more about the migration to Direct Access, please visit the [Direct Access Migration Information](#) page. User guides and other training resources will be available soon to help guide you through the new system.

If you have questions about the DA Migration project, please email us at DAMigration@HHS.gov.