



## FAQS ANNUAL LEAVE CREDIT FOR VETERANS

### 1. Who is eligible for the Veteran's Service Credit?

- Veterans who served in the United States Armed Forces to include (active and inactive duty) in the
  - Army,
  - Navy,
  - Air Force,
  - Marines,
  - Space Force,
  - Coast Guard, and/or the
  - Army National Guard or Air National Guard; and/or
  - the respective Reserves; **and**
- Received an Honorable Discharge, **and**
- Provided more than 180 consecutive days of full-time, active duty or inactive duty service, **or**
- Has a service-connected disability rating fixed by the U.S. Department of Veterans Affairs.

### 2. An employee serves in the Reserves or the National Guard during the same time s/he is employed by the state. Is the time served in the Reserves or National Guard while employed with the state counted as Veteran's Service Credit?

No. Dual credit for concurrent service with the state and the Reserves or National Guard is not provided to employees.

### 3. Will periods of Inactive Ready Reserve (also known as Individual Ready Reserve or Inactive National Guard) be counted towards the Veteran's Service Credit for annual leave accruals?

Yes. Use the date noted in Box 6 of the DD214 as the separation date from the military. If the date entered in Box 6 is 00000000, then this is not applicable.

### 4. What documentation must employees submit to their Agency's Office of Human Resources in order to receive the Veteran's Service Credit?

It is the responsibility of the employee to provide appropriate documentation to the agency HR Office. Veteran's service credit will not be awarded until documentation is received by the HR Office. Examples of documentation may include but are not limited to:

<b>Veteran's Service</b>	<b>Acceptable Documents for Annual Leave Service Credit</b>
Army, Navy, Air Force, Marines, Space Force, Coast Guard	Forms <a href="#">DD214</a> , DD256 or other official military documentation indicating the dates of service, an honorable discharge, and that the employee served 180 consecutive days or more of full-time service, OR has a service-connected disability rating from the Dept. of Veterans Affairs.
Reserves of the Above Armed Forces	Each branch of the Reserves provides their own version of the DD256 or DD257 form indicating the dates of service and documenting an honorable discharge.
Air National Guard and Army National Guard	RPAM (NGB-23 Form) or NGB-22 Form indicating the dates served and documenting an Honorable Discharge.
Note: Alternative documentation must indicate the dates of military service and the character of discharge.	

**5. Upon approval from the Agency's Office of Human Resources, when does the Veteran's Service Credit go into effect in calculating the annual leave accrual?**

- For current employees as of 1/10/2023:
  - The annual leave accrual is adjusted effective 1/10/2023
- For new employees hired after 1/10/2023:
  - The annual leave accrual is effective as of the date of hire if hired on the 10<sup>th</sup> or 25<sup>th</sup> of the month, or if not, on the start date of the following pay period.

**6. If the eligible employee receives additional credit for annual leave accrual, will the employee be allowed to carry over a higher leave amount?**

Yes, see example below:

Example: Sam currently accrues 4 hours of annual leave and is allowed to carryover 192 hours. He presents the needed documents to his HR office prior to 1/10/23, documenting eligible veteran service time. Combined with the application of the veteran's service credit, the employee begins to accrue 7 hours of annual leave on 1/10/23. Policy 4.10 states carryover and payout limits for an employee having 15 - 19 years of service are applicable for this employee. The carryover maximum will be 336 hours and the payout maximum will be 288 hours.

**7. Will the higher annual leave carry-over amount and pay-out amounts change during future leave years to correlate to the accrual rate?**

Yes.

**8. Does the new leave accrued due to this change, count in determining agency leave liability for future leave years?**

Yes.

**9. Is there guidance regarding situations where a veteran does not have official military documentation?**

If an employee previously served in the Armed Forces or the Reserves yet does not have a DD214, DD256 or other military documentation indicating their service dates and type of discharge, they will need to request such documents from the [National Personnel Records Center \(NPRC\)](#) in St. Louis, MO. According to their website, it will take approximately ten days for the NPRC to process the request.

Employees who have completed their service in the National Guard may obtain a NGB Form 22 or NGB Form 23 (RPAM) by submitting a [Standard Form \(SF\) 180](#) to the state headquarters and respective branch from which they were discharged or served in. Veteran's Service Credit will be provided only after these forms are provided to the Agency's Human Resources Office for review.

Note: Employees who are continuing their service may not have a DD214 form displaying discharge status (or NGB22/NGB23 forms for the National Guard) as these are provided upon their discharge or retirement from their contractual period of obligation to the Reserves or National Guard.

It is the responsibility of the employee to provide appropriate documentation to the agency HR Office. No veteran's service credit will be awarded until this documentation is received by the HR Office.

**Examples: All employees referenced in these examples are classified, salaried employees:**

**Scenario A**

Ryan was hired on 12/10/22. She has 35 months (2 years and 11 months) of Prior State Service earned between 2/10/2008 and 1/10/2011. Ryan also served in the Navy and was honorably discharged after serving from 10/31/2011 to 1/30/2019 (7 years and 3 months) per her DD214. Her annual leave accrual is adjusted to reflect a total of 122 months of service (10 years) or 6 hours per pay period. The Annual Leave Eligibility Date changes to 10/10/2012 as calculated by the HR351 Managing Service Dates Calculator as available in the HCM Cardinal Job Aids.

Ryan, Tab 2, Previous Service Months

**Previous State Service Months Calculator**

Instructions: Enter the Hire begin and term dates of each Empl Record in the green boxes.  
For multiple beaks in service, enter every begin and end date.

Salaried State Employment Dates:

Hire 1	2/10/2008
Term 1	1/10/2011
Hire 2	
Term 2	
Hire 3	
Term 3	
Hire 4	
Term 4	
Hire 5	
Term 5	

Total Previous State Service Months		
35		
Total Previous State Service		
Year	Month	Day
2	10	30

Enter Previous State Service Months in the Annual Leave Calculator (TAB 4 below)

**NOTE: Do not delete or change formulas in this calculator.**

**Ryan, Tab 3, Veteran's Service Months**

**Months Of Veterans Service Calculator**

Instructions: Enter the begin and term dates of employee's military service in the green boxes  
For multiple beaks in service, enter every begin and end date.

Veteran Service Dates:

Begin Service	10/31/2011
End Service	1/30/2019
Begin Service	
End Service	
Begin Service	
End Service	
Begin Service	
End Service	
Begin Service	
End Service	

Total Months of Military Service		
87		
Total Military Service		
Year	Month	Day
7	3	1

Enter Veterans Service Months in the Annual Leave Calculator (TAB 4 below)

**NOTE: Do not delete or change formulas in this calculator.**

**Ryan, Tab 4, Annual Leave Calculation**

	A	B	C	D	E	F	G	H	I	J
1	<b>Calculate Annual Leave Eligibility Date</b>									
2										
3										
5	Employee Name:			Ryan						
6	EIN:			xxxxxxxxxxxx						
7	Empl Record Rehire Date:			12/10/2022	(Rehire date, also continuous state service date)					
8	Previous Service Months (Tab 2):			35						
9	Veterans Service Months (Tab 3)			87						
10	Total Service Credit Months			122						
11	Current Payroll Period to Date:			1/10/2023	(Start date of current payroll period)					
12	Number of Pay Periods of LWOP:			0						
13										
14	Convert to Top of Pay Period:			12/10/2022						
15	Adjusts the current Empl Rcd Hire Date and adjust for Pre 6/10/1997 (lag pay) Pay Periods									
16										
17	Adjust Date for LWOP Periods:			12/10/2022	(See NOTE below)					
18	Adjusts Converted date in cell D11 and advance by number of periods missed for LWOP									
19										
20	Full Years of Previous State Service:			2						
21	Months of Previous State Service:			11						
22	Convert previous state service months into whole years and remainder months									
23										
24	Annual Leave Eligibility Date:			10/10/2012	Enter into Employee's Cardinal record					
25	Adjusts the date in cell D17 and backs up the number of years/months of previous state service									
26										
27	NOTE: The employee's leave accrual rate calculation includes all cumulative periods of salaried/career									
28	state service. Periods of Leave Without Pay (LWOP) of more than 14 consecutive calendar days normally									
29	DO NOT count as service. Adjustment of the leave eligibility service date is required when LWOP									
30	periods are entered.									
31										
32	Remember to confirm prior service via former agency's HR, Cardinal and/or PMIS archives									

### Scenario B

Will was hired 6/25/2009 with no prior state service. He joined the Army Reserves on 6/5/2015 and is currently continuing his military service. He is asking his HR team to adjust his leave accruals. Since Will's Reserves service is running concurrently with his state service, Will's annual leave is not eligible to be adjusted.

### Scenario C

Miller was hired on 3/10/2020 with no prior state service. Prior to joining state government, Miller retired from the Marines as of 8/1/2019. She submits a DD214 confirming her honorable discharge and 22 years 1 month of military service. Using the Cardinal [Job Aid – HR351 Managing Service Data Calculator](#), HR calculates that Miller's leave accruals will be adjusted from 4 hours per pay period to 9 hours per pay period. The Annual Leave Eligibility Date will change to 2/10/1998.

Miller, Tab 3 Veterans Service Months

	A	B	C	D	E	F	G	H
1	<b>Months Of Veterans Service Calculator</b>							
2								
3	Instructions: Enter the begin and term dates of employee's military service in the green boxes.							
4	For multiple beaks in service, enter every begin and end date.							
5								
6	Veteran Service Dates:							
7	Begin Service	7/8/1997						
8	End Service	8/1/2019						
9	Begin Service							
10	End Service							
11	Begin Service							
12	End Service							
13	Begin Service							
14	End Service							
15	Begin Service							
16	End Service							
17								
18								
19								
20								
21	<b>NOTE: Do not delete or change formulas in this calculator.</b>							
22								

<b>Total Months of Military Service</b>		
265		
<b>Total Military Service</b>		
<b>Year</b>	<b>Month</b>	<b>Day</b>
22	0	23

Enter Veterans Service Months in the Annual Leave Calculator (TAB 4 below)

### Miller, Tab 4 Annual Leave Calculation

	A	B	C	D	E	F	G	H	I
1	<b>Calculate Annual Leave Eligibility Date</b>								
2									
3									
4									
5	Employee Name:	Miller							
6	EIN:	XXXXXXXXXXXX							
7	Empl Record Rehire Date:	3/10/2020			(Rehire date, also continuous state service date)				
8	Previous Service Months (Tab 2):	0							
9	Veterans Service Months (Tab 3)	265							
10	Total Service Credit Months	265							
11	Current Payroll Period to Date:	1/10/2023			(Start date of current payroll period)				
12	Number of Pay Periods of LWOP:	0							
13									
14	Convert to Top of Pay Period:	3/10/2020							
15	Adjusts the current Empl Rcd Hire Date and adjust for Pre 6/10/1997 (lag pay) Pay Periods								
16									
17	Adjust Date for LWOP Periods:	3/10/2020			(See NOTE below)				
18	Adjusts Converted date in cell D11 and advance by number of periods missed for LWOP								
19									
20	Full Years of Previous State Service:	0							
21	Months of Previous State Service:	0							
22	Convert previous state service months into whole years and remainder months								
23									
24	Annual Leave Eligibility Date:	2/10/1998			Enter into Employee's Cardinal record				
25	Adjusts the date in cell D17 and backs up the number of years/months of previous state service								
26									
27	NOTE: The employee's leave accrual rate calculation includes all cumulative periods of salaried/career state service. Periods of Leave Without Pay (LWOP) of more than 14 consecutive calendar days normally								
28	DO NOT count as service. Adjustment of the leave eligibility service date is required when LWOP								
29	periods are entered.								
30									
31									
32	Remember to confirm prior service via former agency's HR, Cardinal and/or PMIS archives								

### Helpful Resources:

[How To Read a DD Form 214](#)

[How to Read an NGB Form 23](#)