



FAQS ANNUAL LEAVE CREDIT FOR VETERANS

1. Who is eligible for the Veteran 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 Veterans Service Credit?

No. If there are periods of overlapping time, e.g., employee is earning service credit as a state employee and is also serving in the Reserves or National Guard duty concurrently, credit is awarded only for the time employed by the State.

- Jo’s start date in the Army Reserves is 3/10/1999.
- While continuing in the Reserves, Jo started working full-time at a state agency on 5-10-2010.
- She left the state agency on 6/10/2011 but remained in the Reserves.
- Jo returned to a state agency on 6/10/2015 and has remained employed in the state agency while also serving in the Reserves to date.

| Relevant Dates | State Service | Veteran Service Credit |
|-----------------------|---------------------|---------------------------------------------------------|
| 3/10/99 – 5/10/10 | No state employment | 11 years, 2 months in Reserves |
| 5/10/2010 – 6/10/2011 | 1 year, 1 month | Served in Reserves – concurrently with state employment |
| 6/10/2011 – 6/10/2015 | No state employment | 4 years in Reserves |
| 6/10/2015 – 1/10/2023 | 7 years, 7 months | Served in Reserves – concurrently with state employment |

| | | |
|---------------|----------------------------------------|--------------------------------------------------|
| TOTALS | 8 years, 8 months State Service | 15 years, 2 months Veteran Service Credit |
|---------------|----------------------------------------|--------------------------------------------------|

- Jo has 8 years and 8 months of state service.
- When the 15 years and 2 months of the veteran service credit is added, Jo will accrue leave at the rate established for 23 years and 10 months of service (8 hours per pay period, maximum leave carry-over of 384 hours, maximum payout 336 hours.)

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.

4. What documentation must employees submit to their Agency’s Office of Human Resources in order to receive the Annual Leave Service Credit for Veterans?

| Veteran Service | Acceptable Documents for Annual Leave Service Credit |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Army, Navy, Air Force, Marines, Space force, Coast Guard | DD214 indicating the dates of service and documenting an honorable discharge. There should be documentation that the employee provided 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 | DD214 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: It is the responsibility of the employee to provide appropriate documentation to the agency HR Office, No veteran service credit will be awarded until this documentation is received by the HR Office. Official government documentation must include the status of the discharge, the dates of service and 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. | |

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

The Veterans Service Credit will be effective the first full pay period following HR’s receipt of the documentation supporting the employee’s veteran status, service dates and discharge status as listed in the chart provided in Question #4.

For example: An employee provides Agency Human Resources with their DD214 on March 23rd. HR reviews and, if all data is confirmed, processes the veterans’ service credit years/months effective as of the March 25th pay period. The adjusted leave accrual will be reflected in the leave balance effective April 9th (assuming there is no leave without pay in the 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 veterans' service credit, the employee begins to accrue 7 hours of annual leave on 1-10-23. Policy 4.10's 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 the next leave year to correlate to the accrual rate?

Yes.

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

Yes.

9. Will Cardinal retroactively go back to the hire date for an employee? Or, will Absence Management need to be manually updated by Human Resources?

There will be no retroactivity. See Question #5. The policy permitting veteran service credit is effective 1-10-23 and changes in accrual rates are implemented going forward after that date.

Accrual rates will be changed beginning on the first full pay period following the employee's presentation of the required documentation to the HR office. Agency Human Resources will need to make the required updates in Cardinal.

10. Is there guidance regarding situations where a veteran does not have a DD214?

If an employee previously served in the Armed Forces or the Reserves yet does not have a DD214, they will need to request a replacement DD214 from the [National Personnel Records Center \(NPRC\)](#) in St. Louis, MI. 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: Veterans 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 the military service or National Guard.

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

11. The Leave Eligibility Date in Cardinal automatically updates the Company Seniority Date, which drives annual leave accrual rates. Is there any other impact related to changing the Company Seniority Date?

The Company Seniority Date determines an employee's VSDP sick leave and VSDP family personal leave balances in Absence Management.

Examples

Note: All employees referenced in these examples are classified, salaried employees:

Scenario A

Janelle was hired on 2/22/2012 (no prior state service) and is accruing 6 hours of annual leave per pay period. Prior to and during her employment with the state, she was a Naval Reservist. According to the DD214 Janelle submitted to her Agency's HR team, she began serving in the Naval Reserves on June 12, 1998. The DD214 also notes an honorable discharge effective September 1, 2018. The period of Janelle's military service of 2/22/2012 to 9/1/2018 runs concurrently with her state employment so this timeframe is **not counted** as prior veteran's service credit for annual leave accrual. She may be credited for the period of 6/12/1998 to 2/21/12 which occurred prior to her state employment. Janelle is credited with 13 years and 8 months of veteran's service credit and her annual leave accrual is adjusted to 9 hours of annual leave per pay period.

| Calculate the Leave Anniversary Date From Rehire Date and Prior Service Months | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Employee Name: | TEST |
| EIN: | XXXXXXXXXXXX |
| Current Empl Rcd hire Date: | 2/22/2012 |
| Prior Service Months (tab 1): | 164 ** |
| Current Payroll Period to Date: | 1/10/2023 |
| Number of Pay Periods of LWOP: | 0 |
| Convert to Top of Pay Period: | 2/25/2012 |
| <i>Take the current Empl Rcd Hire Date and adjust for Pre 6/10/1997 (lag pay) Pay Periods</i> | |
| Adjust Date for LWOP Periods: | 2/25/2012 |
| <i>Move Converted date in cell D11 and advance by number of periods missed for LWOP</i> | |
| Full Years of Prior Service: | 13 |
| Months of Prior Service: | 8 |
| <i>Convert PMIS prior service months into whole years and remainder months</i> | |
| Adjusted Leave Eligibility Svc date: | 6/25/1998 |
| <i>Take the date in cell D14 and back up the number of years/months of prior service</i> | |
| Current Anniversary Number: | 20 |
| 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 DO NOT count as service. Adjustment of the leave eligibility service date is required when LWOP periods | |

Scenario B

Will was hired 6/25/2009 with no prior state service. He joined the Army Reserves on 6/5/2015 and continues his 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 service will not 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. He submits a DD214 confirming his honorable discharge and 22 years 1 month of active duty service. Using the Cardinal Prior Service Calculator, HR calculates that Miller's leave accruals will be adjusted from 4 hours per pay period to 9 hours per pay period. The Next Leave Eligibility Date will change to 1/10/1998.

| | A | B | C | D | E | F | G | H |
|----|-----------------------------------------------------------------------------------------------|---|---|--------------|---|---|---|---|
| 1 | Calculate the Leave Anniversary Date From Rehire Date and Prior | | | | | | | |
| 2 | Service Months | | | | | | | |
| 3 | | | | | | | | |
| 4 | Employee Name: | | | TEST | | | | |
| 5 | EIN: | | | XXXXXXXXXXXX | | | | |
| 6 | Current Empl Rcd hire Date: | | | 3/10/2020 | | | | |
| 7 | Prior Service Months (tab 1): | | | 266 ** | | | | |
| 8 | Current Payroll Period to Date: | | | 1/10/2023 | | | | |
| 9 | Number of Pay Periods of LWOP: | | | 0 | | | | |
| 10 | | | | | | | | |
| 11 | Convert to Top of Pay Period: | | | 3/10/2020 | | | | |
| 12 | <i>Take the current Empl Rcd Hire Date and adjust for Pre 6/10/1997 (lag pay) Pay Periods</i> | | | | | | | |
| 13 | | | | | | | | |
| 14 | Adjust Date for LWOP Periods: | | | 3/10/2020 | | | | |
| 15 | <i>Move Converted date in cell D11 and advance by number of periods missed for LWOP</i> | | | | | | | |
| 16 | | | | | | | | |
| 17 | Full Years of Prior Service: | | | 22 | | | | |
| 18 | Months of Prior Service: | | | 2 | | | | |
| 19 | <i>Convert PMIS prior service months into whole years and remainder months</i> | | | | | | | |
| 20 | | | | | | | | |
| 21 | Adjusted Leave Eligibility Svc date: | | | 1/10/1998 | | | | |
| 22 | <i>Take the date in cell D14 and back up the number of years/months of prior service</i> | | | | | | | |
| 23 | | | | | | | | |
| 24 | Current Anniversary Number: | | | 25 | | | | |
| 25 | | | | | | | | |
| 26 | NOTE: The employee's leave accrual rate calculation includes all cumulative | | | | | | | |
| 27 | periods of salaried/career state service. Periods of Leave Without Pay (LWOP) of | | | | | | | |
| 28 | more than 14 consecutive calendar days normally DO NOT count as service. | | | | | | | |
| 29 | Adjustment of the leave eligibility service date is required when LWOP periods | | | | | | | |

Helpful Resources:

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