

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
 - o Army,
 - Navy,
 - o Air Force,
 - o Marines.
 - o 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:

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Veteran's Service	Acceptable Documents for Annual Leave Service Credit
Army, Navy, Air	Forms DD214, DD256 or other official military documentation
Force, Marines,	indicating the dates of service, an honorable discharge, and
Space Force, Coast	that the employee served 180 consecutive days or more of full-
Guard	time service, OR has a service-connected disability rating from
	the Dept. of Veterans Affairs.
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Reserves of the	Each branch of the Reserves provides their own version of the
Above Armed	DD256 or DD257 form indicating the dates of service and
Forces	documenting an honorable discharge.
Air National Guard	RPAM (NGB-23 Form) or NGB-22 Form indicating the dates
and Army National	served and documenting an Honorable Discharge.
Guard	
Note: Alternative documentation must indicate the dates of military service and the	
character of discharge.	
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- 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:
 - o 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 10th or 25th 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 <u>Standard Form (SF) 180</u> 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.

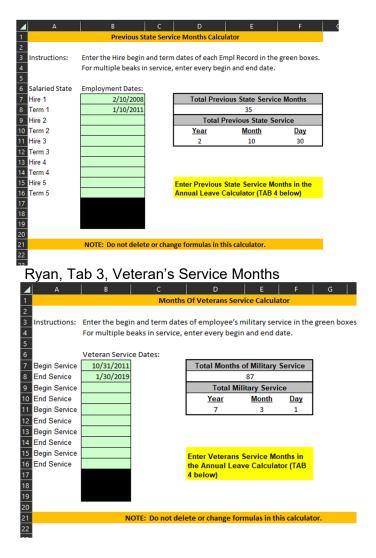
It is the responsibility of the employee to provide appropriate documentation to the agency HR Office. No veteran's service credit will be awarded until this documentation is received by the HR Office.

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

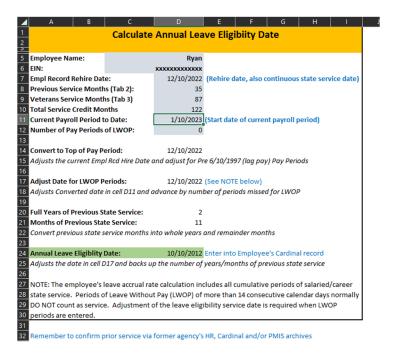
Scenario A

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



Ryan, Tab 4, Annual Leave Calculation



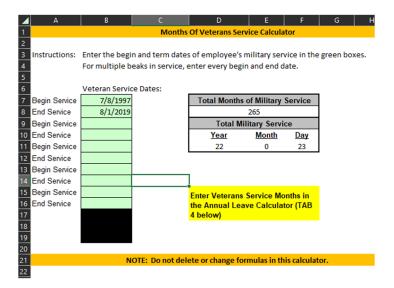
Scenario B

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.

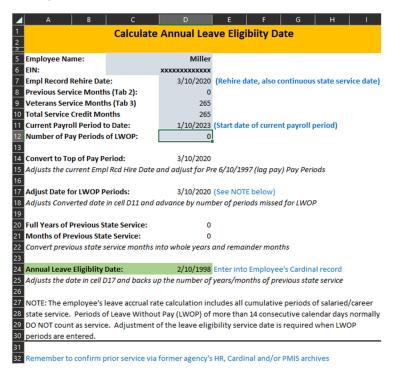
Scenario C

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



Miller, Tab 4 Annual Leave Calculation



Helpful Resources:

How To Read a DD Form 214

How to Read an NGB Form 23