

INFORMATION SHEET AND CHECKLIST FOR ENTRY INTO LEAVE WITHOUT PAY STATUS FOR PERSONAL REASONS

The technician information sheet and checklist assists California National Guard Federal Employees in understanding and determining what elections and options are available to them at the time they elect to be placed in a leave without pay (LWOP) status for personal reasons.

This information sheet is for the employee to keep for their records.

ALL PERIODS OF LEAVE WITHOUT PAY (LWOP) IN EXCESS OF 30 DAYS MUST SUBMIT THE REQUIRED DOCUMENTS

PRIVACY ACT STATEMENT

AUTHORITY: Authorities: 5 USC 301, Department Regulations; Title 5, USC Chapters 43, 61, and Executive Order 9397.

PRINCIPAL PURPOSE: To properly process the USERRA election and document a Technician's benefits elections and performance of service in the uniformed services.

ROUTINE USE(S): The information provided will be used to process the Absent-US or Separation-US election through the Defense Civilian Personnel Data System (DCPDS), electronic Official Personnel Folder (eOPF), Defense Civilian Payroll System (DCPS), and ensure that the documentation is correctly filed.

MANDATORY OR VOLUNTARY: Providing your SSN is voluntary. However, failure to provide all the requested information could lead to a delay in processing the action and also impact any benefit elections.

REQUIRED DOCUMENTS FOR PROCESSING A LWOP-PERSONAL ACTION

In order to enter Absent-Uniformed Service (Absent-US) or Separation-US (SEP-US) status, you must submit the below documents as a package through your Human Resources Remote Designee and/or the Human Resource Office directly, if you have no Human Resources Remote Designee.

Must be electronically submitted through the Defense Civilian Personnel Data System (DCPDS)

- 1) *Request for Personnel Action – Standard Form (SF) 52*
- 2) *The LWOP-PERSONAL checklist and related forms*
- 3) *Civilian Leave and Earnings Statement*

EMPLOYEE ASSISTANCE PROGRAM (EAP)

If you and/or your family members need assistance in dealing with life's challenges, the Employee Assistance Program may be able to assist you. To assist you and your family, the Employee Assistance Program (EAP) is available to assist you by providing up to six free counseling sessions for you, your spouse, and your children. There are also legal and financial services available as well as a whole host of other services and benefits.

The EAP is provided through [Military OneSource](http://www.militaryonesource.mil) for dual status employees. For more information, please visit the EAP website: <http://www.militaryonesource.mil>. The EAP phone number is **1-800-342-9647 for MOS**. Counselors are available 24/7/365 and are highly trained to assist you and your family during this time of transition.

LEAVE AND EARNINGS STATEMENT (LES)

It is highly recommended that you check your first LES to ensure that all of your benefits elections (if appropriate) have been implemented when entering Absent-US status.

As a reminder, you are responsible for your share of the FEHB premiums for any pay period in which you are in a leave without pay status. If you retain your health coverage while on personal LWOP, you will have a valid PRE FEHB COL DEBT on your LES.

NOTES: Any changes made to this checklist after it has been processed may cause significant pay issues.

I. INDIVIDUAL INFORMATION

In order to properly process your LWOP personal election, Section I must be filled out in its entirety and all entries must be clear and legible.

Providing an alternate point of contact (POC) will enable the agency to notify the person you designate in case there are any issues once you have entered active duty. In addition, the POC you provide should be able to submit civilian and military LES' for QRD calculations.

Having someone designated with a power of attorney is important. HRO is requesting the information to determine if their elections have the same legal authority as your elections.

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II. EFFECTS OF PERSONAL LWOP ON VARIOUS BENEFITS/ENTITLEMENTS

Employees on personal LWOP may have various benefits and entitlements impacted, depending on the length of the personal LWOP, the employee's pay plan, grade, and step

Determination	Number of Days/Hours in Nonpay Status Allowed Without Penalty (See Note below)
Retirement	Employees in a personal LWOP status are allowed up to 6 months of leave without pay in a calendar year before your service counting towards retirement will be reduced. The reduction will be day-for-day for each day an employee exceeds 6 months of personal LWOP in a calendar year.
Initial Appointment Probationary Period	Any nonpay time in excess of 22 workdays extends the probationary period by that number of days.
Supervisory/ Managerial Probationary Period	Any nonpay time in excess of 22 workdays extends the probationary period by that number of days.
Career Tenure	Any nonpay time in excess of 30 calendar days for each period of absence extends the service date for career tenure by that number of days.
Leave Earnings	If employee is in nonpay status for an entire pay period, no annual or sick leave is earned for that pay period. If nonpay time occurs during part of one or more of a full-time employee's pay periods, the employee continues to earn leave until the nonpay time totals 80 hours. Then leave is reduced by the amount the employee earns during a pay period.
Service Computation Dates	6 months of nonpay time is creditable. The employee's service computation date must be adjusted by the amount of nonpay time in excess of 6 months in one calendar year. (Excess time is added to employee's service computation date.)
Within-grade Increase General Schedule	Waiting Period/Nonpay Time Allowed <ul style="list-style-type: none"> • Waiting Period for Steps 2-3-4: 2 workweeks (80 hours for full time employee) • Waiting Period for Steps 5-6-7: 4 workweeks (160 for full-time employee) • Waiting Period for Steps 8-9-10: 6 workweeks (240 for full-time employee)
Within-grade Increase Federal Wage System	Nonpay Time allowed: <ul style="list-style-type: none"> • Waiting Period for Step 2: 1 workweek (40 hours for full time employee) • Waiting Period for Step 3: 3 workweeks (120 hours for full-time employee) • Waiting Period for Steps 4-5: 4 workweeks (160 hours for full time employees)
Federal Employees Group Life Insurance	For an employee in nonpay status, coverage continues at no cost for up to 12 months in nonpay status. However, if while in nonpay status the employee receives pay during any part of a pay period, the employee is not considered to be in nonpay status for FEGLI purposes. Coverage is terminated after employee has been in nonpay status for 12 months. Previous time in nonpay status counts toward the 12 months if employee did not return to duty for at least 4 consecutive months.
Federal Employees Health Benefits	You must give an employee who begins nonpay status an opportunity to elect to either: 1. terminate the enrollment, or 2. continue it and agree to pay the premium or incur a debt. If employee elects to continue the enrollment, it continues for up to 365 days in nonpay status. Previous periods in nonpay status count toward the 365 days if the employee does not return to duty for at least 4 consecutive months. Employee is responsible for payment of the employee share of the premium. See 5 CFR 890.303, 890.304, 890.305, and 890.502 for information about exceptions to the general rule and for additional information. Also, see the FEHB Handbook at FEHB Handbook. If employee does not make an election to terminate or continue the enrollment, it automatically terminates at the end of the last pay period in which the employee paid premiums.

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III. FEDERAL EMPLOYEE'S HEALTH BENEFITS (FEHB) ABC-C: 1-877-276-9287

You may elect to cancel your FEHB coverage, or you can retain FEHB coverage for up to 12 months in a leave without pay status.

Cancellations

If you elect to cancel your FEHB coverage you must make your election via GRB or by calling the Army Benefits Center – Civilian. All FEHB cancellations will be effective at the end of the pay period in which the form is received and is within 60 days after the effective date of the personal LWOP.

Retaining FEHB Coverage

You may elect to retain FEHB coverage for up to **12 months** during your personal LWOP status. After **12 months**, your FEHB coverage will automatically terminate with no option to retain it until you return to duty. If your coverage was terminated due to exceeding the 12-month period, your coverage will be reinstated upon your return to duty.

Retaining FEHB Coverage Paying Premiums

If you elect to retain FEHB coverage, you must pay your share of the premiums for the first 12 months either directly to DFAS or incur a debt. **Note that you will be required to pay 102 % of the premium.**

If you elect to pay DFAS directly, checks should include the member's SSN and annotate USERRA FEHB payment on checks. Make checks payable to: **DFAS Disbursing Officer, P.O. Box 998019, Cleveland, OH 44199-8019.**

You can elect to incur a debt to be paid upon being returned to duty or make payments directly to DFAS.

To calculate the estimated debt, complete the boxes below.

1	Number of pay periods on orders in the first 12 months (maximum of 26):		Number of pay periods on orders in the second 12 months (maximum of 26):	
2	Bi-weekly FEHB Premium for first 12 months: (Employee share only)		Bi-weekly FEHB Premium for second 12 months: (Employee share plus government share plus 2% administrative fee)	
3	Sub-total: (lines 1 times line 2)		Sub-total: (lines 1 times line 2)	
4	Total Estimated Debt: (add both entries on line 3)			

IV. THRIFT SAVINGS PLAN (TSP)

Contributions to TSP Accounts

While on personal LWOP, you may not contribute to the TSP.

Additionally, you will be ineligible for the Agency Automatic 1% contributions as well as the agency matching contributions.

Loan Information

HRO will submit a TSP 41 on your behalf if you indicate on the checklist that you have TSP Loan(s). This will suspend your TSP loan payments until you return to duty. If you have a loan and don't indicate it on the form, HRO will not send a TSP 41 to TSP and you may end up with a permanent taxable distribution, subject to all of the appropriate taxes and penalties for an early withdrawal.

V. FEDERAL EMPLOYEE'S GROUP LIFE INSURANCE (FEGLI)

FEGLI coverage will continue at no cost to you for up to **12 months** while in a personal LWOP status.

Once FEGLI coverage is suspended, you will have the right to a **31-day** extension of coverage and the right to convert to an individual policy.

Additional information can be found at www.opm.gov/insure/life.

VI. FEDVIP, FSAFEDS, and FLTCIP

**Employees must contact FEDVIP, FSAFEDS, and FLTCIP within 60 days of entering personal LWOP status.
Contact Benefeds for more information and whether you can continue, cancel, or terminate your current coverage.**

Contact Benefeds directly via email Service@BENEFEDS.com, phone (877) 888-FEDS (877-888-3337), or online at www.benefeds.com to enroll/reinstate coverage or to obtain additional information.

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VII. EARNED LEAVE

Members entering Personal LWOP:

Once placed in a personal LWOP status you may not use any paid leave until you return to duty.

Forfeiture of earned leave

- (1) Military Leave: A maximum of **240 hours** can be retained. Any amount over 240 hours will be forfeited and cannot be restored.
- (2) Annual Leave: A maximum of **240 hours** can be retained. Excess hours will be forfeited, but can be restored upon request.
- (3) Compensatory time is forfeited if not used within **1 year** of earning them. Forfeited compensatory time can be restored upon being returned to duty. Members will have to request restoration through HRO.

IVIII. TECHNICIAN PAY

Normal Deductions, Investments, and/or Garnishments

While in a personal LWOP status, you will not be able to be paid.

To manage your pay information (i.e. Address, Direct Deposit, LES delivery, and Allotment information) you will need to access the DFAS MyPay Web Site at <https://mypay.dfas.mil/mypay.aspx>.

IX. TECHNCIAN SIGNATURE

Each Technician entering personal LWOP status must sign that they have read and understand all of the information and provided all required documents to their HR Remote Designee.

PROGRAM LINKS, WEBSITES, PHONE NUMBERS, AND FORMS

For information on:	Go to:
FEHB (Health Insurance)	www.opm.gov/insure/health
FEGLI (Life Insurance)	www.opm.gov/insure/life
FEDVIP (Dental/Vision)	www.benefeds.com (877) 888-FEDS (877-888-3337)
FSAFEDS (Flexible Spending Accounts)	www.fsafeds.com 1-877-372-3337
TSP (Thrift Savings Plan)	www.tsp.gov 1-877-968-3778
FLTCIP (Long Term Care)	http://www.ltcfeds.com/ 1-800-582-3337
California National Guard Human Resource Office	http://www.calguard.ca.gov/hro/ 1-916-854-3350
Army Benefits Center – Civilian	https://portal.chra.army.mil/abc/ 1-877-276-9287
MyPay	https://mypay.dfas.mil/mypay.aspx
Employee Assistance Program (EAP): Military One Source (MOS)	https://www.militaryonesource.mil/ 1-800-342-9647

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PERSONAL LWOP TECHNICIAN CHECKLIST
READ THE INSTRUCTIONS CAREFULLY PRIOR TO COMPLETING THE CHECKLIST
You are required to initial all applicable blocks to indicate your elections

I. INDIVIDUAL INFORMATION

1. Name:	2. SSAN:	3. Technician Unit:	4. Email:
For questions or concerns on my RTD elections please contact me at:		Phone #	

Initials PERSONAL LWOP EFFECTIVE DATE

I request to be placed on personal LWOP effective _____

Initials II. EFFECTS OF PERSONAL LWOP ON VARIOUS BENEFITS/ENTITLEMENTS

I understand that once in a personal LWOP status, various benefits and entitlements may be impacted.

Initials III. FEDERAL EMPLOYEE'S HEALTH BENEFITS (FEHB) ABC-C: 1-877-276-9287

Select and Initial **ONLY ONE**: I have reviewed my eligibility from the instructions above and I elect to:

Retain my FEHB coverage and pay the premiums directly to DFAS or incur a debt.

Cancel my FEHB coverage

Initials (if applicable) VI. THRIFT SAVINGS PLAN (TSP)

I understand I cannot contribute to TSP and am ineligible for any agency 1% or matching contributions.

I have a TSP loan. Please submit a TSP-41 on my behalf.

Initials V. FEDERAL EMPLOYEE'S GROUP LIFE INSURANCE (FGLI)

I understand my FGLI coverage will continue up to 12 months at no cost to me.

Initials VI. FEDVIP, FSAFEDS, and FLTCIP Benefeds: 1-800-582-3337

I will contact Benefits directly if I am currently enrolled in **FEDVIP, FSAFEDS, and FLTCIP**.

Initials VII. EARNED LEAVE

I understand that once placed on personal LWOP I will not accrue any annual leave or sick leave until I return to duty.

Initials X. TECHNICIAN PAY

I understand I cannot be paid while on personal LWOP.

XIII. TECHNICIAN SIGNATURE

Signature:	Date:
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XIV. SUPERVISOR'S SIGNATURE

I have reviewed the technician's Return to Duty package and it is complete.

Signature:	Date:
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For questions or concerns on the RTD elections please contact me at:	Phone #:
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HUMAN RESOURCE REMOTE DESIGNEE USE ONLY

**NOTE: THE HUMAN RESOURCES REMOTE DESIGNEE MUST REVIEW THE USERRA PACKAGE FOR
COMPLETENESS AND ACCURACY**

If the unit has no HR Remote Designee, the Supervisor should complete this section

Initial off each item to verify completion:		Completed by (Name):
	SF-52 completed and attached and/or uploaded to DCPDS	Signature/Date
	Verified FEHB cancelled (if applicable) IAW Technician's health benefits election	
	I have reviewed the member's LES for all benefits, deductions, and leave balances	

DIRECTORATE OF HUMAN RESOURCES USE ONLY

Complete and initial off each item to verify completion:		Completed by (Name):
	SF -52 attached	Signature/Date
	No pay was used after the effective date of this action. (SEP-US Only)	
	No actions (including temp extensions) were processed after the effective date of this action except WRIs, General Adjustments, or other auto-processing actions	
	Corrections to auto-processed actions are completed as required.	
	Pay Status in DCPDS checked to ensure action flowed successfully	

PRINT INSTRUCTIONS

SAVE CHECKLIST

PRINT CHECKLIST