

PT-807

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Pay and Leave Entitlements for Intermittent Employees

This guide assumes that the employee is not serving on a time limited appointment and that the change in work schedule takes effect without a break in service.

Intermittent employees, unlike full-time and part-time employees, do not have a “regularly scheduled tour of duty.” “Regularly scheduled work” means “work that is scheduled in advance of an administrative workweek under an agency’s procedures for establishing workweeks” (5 CFR 610.102). The lack of regularly scheduled work impacts the benefits and entitlements afforded to intermittent employees. The significant personnel actions affected by an intermittent tour of duty are listed below.

Pay

Intermittent employees are paid only for those hours that they are in a duty status performing work.

Within-Grade Increases (WGI)

An employee without a scheduled tour of duty earns credit toward the next higher WGI on the basis of each day of creditable service worked. Creditable service earned while a full-time or part-time employee is counted toward the waiting period for the next WGI (5 CFR 531.405(a)(2) and 5 CFR 532.417(c)).

Premium Pay

- **Night Shift Differential** -- Night shift differential is not payable to an intermittent employee since the employee does not have a regularly scheduled workweek that encompasses work between 3 p.m. and 8 a.m. for Federal Wage System (FWS) employees and 6 p.m. to 6 a.m. for General Schedule (GS) employees (5 CFR 532.501 and 5 CFR 550.121).
- **Sunday Premium Pay** -- Intermittent employees are not entitled to pay for Sunday work since intermittent employees do not have regularly scheduled daily tours of duty (5 CFR 532.509 and 5 CFR 550.103).
- **Holiday Pay** -- Intermittent employees are not eligible for holiday premium pay. An intermittent employee receives his/her normal salary for working on a holiday (5 CFR 550.103).

Other Pay

- **Severance Pay** -- Intermittent employees do not receive severance pay (5 CFR 550.703).
- **Highest Previous Rate** -- The use of the maximum payable rate rule or the highest previous rate rule is based on a regular tour of duty. Intermittent employees do not have regular tours of duty so they are ineligible for this pay setting benefit (5 CFR 531.222 and 5 CFR 532.405).

Leave

Intermittent employees do not accrue annual or sick leave. When a full or part-time employee is changed to intermittent, unused sick leave is held in abeyance until the employee returns to a scheduled tour. Any unused annual leave is paid as a lump sum (5 CFR 550.1203(a)).