

CHAPTER 3. CREDITABLE SERVICE REQUIREMENTS

3.1 **CREDITABLE SKILLS AND/OR EXPERIENCE**: No more than 3 years of service may be applied, thereby limiting the maximum amount of annual leave accrual to 6 hours.

1. A potential employee may be eligible for service credit for prior non-Federal or active duty military work experience, when selected for a **mission-critical** position at the Department, if the potential employee's skills and experience:
 - a. Are essential to the new position and were acquired through performance in a prior position that directly relate to the duties of the position to which he/she is being appointed (the description of duties and responsibilities contained in the official position description should be used to identify the kinds of work experience that would meet this requirement); and
 - b. Are critical to achieve an important HUD mission or performance goal.
2. Credit may be awarded for the entire period of time the potential employee performed duties **directly** related to the new position (e.g. full-time credit for full-time service; part-time credit for part-time service.) Service credit for less than full-time service should be based on the number of hours and the percentage of time the potential employee actually performed the duty.
3. The amount of credit granted to a potential employee **cannot** exceed the actual amount of time during which the potential employee performed duties directly related to the position for which she/he has been selected.
4. A potential employee who receives approval for additional service credit under the parameters of this Handbook will have the additional service creditable **only** for the purpose of determining the potential employee's annual leave accrual rate.
5. A potential employee who is a retired member of the uniformed service may receive credit for ANY period of ACTIVE duty military service during which he/she performed duties directly related to the mission-critical position to which the potential employee is being appointed.
6. Non-paid volunteer work, formerly non-creditable work experience in a quasi-Federal organization, or a combination of prior work experience and experience in a uniformed service performed by the prospective employee may be considered if it meets all of the conditions set forth in this Handbook.
7. Under no circumstances should a potential employee receive dual credit for the same period of employment or for a service that is otherwise creditable under existing leave regulations. If a potential employee meets the conditions of this Handbook, receives additional service credit, and completes one year of continuous service, but later separates from HUD (and retains that additional service credit), that period of time cannot be credited to him/her again at a later date.

8. The program selecting official must submit all required documentation for review and approval through his or her appropriate Assistant Secretary, to the Director, RSD, for a written decision by the Director, Human Capital Services (HCS) or her/his designee on whether the candidate meets the requirements of this Handbook, **prior to the candidate's official starting date at HUD.** In compliance with Federal regulations, requests for retroactive approval will not be considered and will be denied.
9. A potential employee who meets all requirements of this Handbook and receives approval from the Director, HCS, shall have the annual leave credit adjustment made as of the effective date of his or her appointment or reappointment to HUD.
10. No more than 3 years of experience may be credited. The maximum amount of annual leave that may be accrued is 6 hours.