



Indian Health Service Managing Service Credit for Annual Leave (SCAL) Cases Standard Operating Procedure

DOCUMENT CHANGE HISTORY

Record all SOP versions and revisions

Version Number	Release Date	Summary of Changes	Section/Page	Changes Made By
1	5/8/24	SOP stating case requirements and procedures, offering sample cases with instructions on completion	New SOP	OHR HQ
2	11/1/24	Revised the case approval authority guidance to reflect the delegation of reviewing authority from the OHR Director to Area HR Directors.	Throughout SOP	OHR HQ
2	11/1/24	Revised the SOP to reflect the broadened interpretation of work experience that is considered to directly relate to the position being filled.	III, C (page 6)	OHR HQ
2	11/1/24	Revised the SOP to reflect the new form and revised guidance materials to be used for SCAL case submissions.	III, C (pages 5, 7-8) Appendix A (page 10) Appendix B (pages 11-12)	OHR HQ

Version Number	Release Date	Summary of Changes	Section/Page	Changes Made By
3	1/2/2025	Included case review guidance for IHS Headquarters and Division of Sanitation Facilities Construction employees.	II (page 5), III C, D, & E (pages 9-10)	OHR HQ

Table of Contents

I.	Introduction	3
A.	Purpose	3
B.	References.....	4
C.	Background	4
D.	Definitions	4
II.	Roles and Responsibilities	5
III.	Procedures.....	5
A.	Eligibility	5
B.	Creditable Service.....	6
C.	Documentation	6
D.	Case Submission.....	9
E.	Case Approval and Technical Review	9
F.	Corrections.....	9
G.	EHCM Processing.....	10
H.	ITAS Processing.....	10
I.	Addition to eOPF	10
J.	Leave Without Pay Status and Suspension of Creditable Service	10
IV.	Appendices.....	11
	Appendix A – SCAL Case Checklist.....	12
	Appendix B – IHS Justification and Service Agreement Form	13
	Appendix C – SCAL Calculator – E.....	15
	Appendix D – Case Example: Calculating Overlapping Periods of Service	16

I. Introduction

A. Purpose

This Standard Operating Procedure (SOP) provides the Indian Health Service (IHS) procedures for crediting prior non-Federal work or active duty experience in a uniformed service (that otherwise would not be creditable) to determine annual leave accrual rates.

This SOP also addresses an employee’s Service Computation Date (SCD) for leave purposes only (SCD-Leave) and explains how to:

1. Identify and verify prior non-Federal or uniformed services creditable service;
2. Determine if prior service is creditable for leave accrual; and
3. Assemble the final creditable service package for approval, review, and processing.

Important Note – The SCDs for retirement, Thrift Savings Plan (TSP), and Reduction in Force (RIF) are not affected by this SOP. This SOP only pertains to setting the SCD-Leave under the Creditable Service Based on Non-Federal Experience for Annual Leave Accrual provisions (in IHS abbreviated as SCAL: Service Credit for Annual Leave)

B. References

- [5 U.S. Code § 6303](#)
- [5 CFR § 630.205](#)
- [HHS Instruction 630-1: Leave and Excused Absence, dated: December 17, 2010 \(630-1-120\)](#)
- [OPM Fact Sheet: Creditable Service for Annual Leave Accrual for Non-Federal Work Experience and Experience in the Uniformed Service](#)
- [OPM GPPA Chapter 6: Creditable Service for Leave Accrual \(1-7. H.\)](#)
- [Federal Register Notice Volume 71, Number 180](#)

C. Background

Section 6303 of Title 5, United States Code (U.S.C.), sets the rules for crediting service for annual leave accrual. Federal agencies may credit prior non-Federal work experience, including periods of active duty in the uniformed service, towards determining a new or reappointed Federal employee's SCD-Leave, which determines the employee's annual leave accrual rate. This provision provides agencies additional recruitment flexibilities to attract talented applicants to Federal service.

D. Definitions

- **Active Duty Uniformed Service** – Performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty as further defined in Title 38 United States Code, Section 4303. This includes U.S. Public Health Service Commissioned Corps Officers (CCOs).
- **Annual Leave Categories for Federal Employees** – Full-time employees earn:
 - Four (4) hours each pay period if service is less than 3 years (13 days a year)
 - Six (6) hours each pay period if service is between 3 and 15 years (20 days a year)
 - Eight (8) hours each pay period for more than 15 years of service and SES (26 days a year)
 - For part-time employees, annual and sick leave hours are accrued on a prorated basis.
- **Continuous Service** – Continuous employment uninterrupted by leave without pay.
- **Entry on Duty (EOD) Date** – The date on which a person begins employment as a Federal employee.
- **Leave Accrual Rate** – Employees accrue leave based on the amount of service gained or credited to them. Employees with less than three years of service receive a ½ day (4 hours) for each pay period. Employees with three years but less than 15 years of service receive ¾ day (6 hours) for each pay period. Lastly, employees with 15 or more years of service receive 1 day (8 hours) for each pay period.

- **Service Credit for Annual Leave (SCAL)** – Service credit provided that otherwise would not be creditable for the purpose of determining annual leave accrual rates.
- **Service Computation Date (SCD)** - A date, either actual or constructed, that is used to determine benefits and is generally based on how long a person has been in the Federal Service.
- **Service Computation Date-Leave (SCD-Leave)** – A date that is used to determine the rate at which an employee accrues annual leave – four, six, or eight hours per pay period – depending on the amount of service creditable for leave accrual purposes.

II. Roles and Responsibilities

- **Organizational and Individual Roles and Responsibilities**
 - Area Directors are the approving officials for Area SCAL cases, Headquarters Office Directors are the approving officials for Headquarters cases, and the Director of Sanitation Facilities Construction (SFC) is the approving official for SFC cases. While approving officials are not responsible for reviewing the entirety of the SCAL case for technical accuracy, they are responsible for approving SCAL cases and basing approval upon the regulatory criteria that the selectee’s skills and experience are essential to the IHS position and were acquired in a position having duties that directly relate to the IHS duties. The approval officials must also attest that the skills are necessary to achieve an important agency mission or goal.
 - Human Resources (HR) staff are responsible for understanding and implementing these procedures regarding the crediting of prior eligible experience towards annual leave accrual rates.
 - Area HR Directors are responsible for overseeing the implementation of the IHS SCAL program in their Areas. The Director of the Division of HR Operations and Systems (DHR OS) is responsible for SCAL program oversight of Headquarters cases, and the Supervisor of the SFC Hiring Team is responsible for oversight of SFC cases. This includes advising HR staff regarding the use of the authority, providing HR staff with guidance on the preparation of cases, and reviewing request packages to ensure accuracy and completion in accordance with Federal regulations and HHS policy. Area HR Directors (or designees) also serve as reviewing officials in all SCAL cases in their Areas. Area HR Directors send completed cases to HR staff and maintain a central file of all approved Area packages for at least three years. If the reviewing authority is redelegated from Area HR Directors to designees, Area HR Directors are still ultimately responsible for the oversight of the SCALs program and the HR review of cases in their Area. The Director of the DHR OS is the reviewing official for Headquarters cases and the Supervisor of the SFC Hiring Team is the reviewing official for SFC cases.

III. Procedures

Please note: The determination to offer creditable service for annual leave accrual must be documented and approved by the Area Director prior to the employee’s EOD date. Any cases sent after the employee has reported for duty and have not yet been approved by the Area Director **must be denied with no exceptions** based on law and regulations.

A. Eligibility

Service Credit for Annual Leave may be granted to -

- a newly appointed employee; or
- a reappointed employee with a break of at least 90 calendar days after their last period of civilian employment in the civil service; or
- a retired member of the active duty uniformed service as defined by 38 U.S.C. 4303 (this includes CCOs)

Note: A SCAL case can be submitted for a member of the of the active duty uniformed services who is entering on duty while on terminal leave.

B. Creditable Service

Experience must be:

- Performed in non-Federal or active duty uniformed service positions AND
- Directly related to the duties of the IHS position being appointed to

Skills and experience the selectee possesses must be:

- Essential to the new position and acquired through performance in a non-Federal or active duty uniformed service position having duties which directly relate to the duties of the position to which he or she is being appointed; and
- Necessary to achieve an important agency mission or performance goal.

C. Documentation

The IHS SCAL Case Checklist provides guidance on required documentation (see Appendix A). The following documents should be gathered by the HR staff, combined into one PDF document, and transmitted to the Area HR Director for review:

1. IHS Justification and Service Agreement Form (see Appendix B)
2. IHS SCAL Calculator spreadsheet (see Appendix C)
3. Selectee's Resume, including position duties, hours, and service dates in months and years
4. Job Opportunity Announcement (JOA) or other public notice
5. Position Description (PD)
6. DD-214, Commissioned Corps Personnel Orders, or other appropriate documentation of retirement from the uniformed service (if applicable)

Documents that are not necessary to include in the request package:

- Case Checklist
- Transcripts, licenses, or certifications
- Documents in PD packages other than OF-8 & PD (Evaluation Statement, Position Designation Record, FLSA Checklist, etc.)

Note: Cases are only to be submitted reflecting prior non-Federal work experience or experience in the uniformed services. Prior Federal work experience that is creditable under regular non-SCAL leave regulations should not be included in the SCAL Calculator spreadsheet or the Service Agreement. If a selectee has prior Federal work experience, the SCD-Leave on the SCAL

documentation will need to be recalculated to reflect the true SCD-Leave prior to processing personnel actions.

Completion of the SCAL Calculator spreadsheet

The SCAL Calculator spreadsheet calculates the amount of experience to be credited to a selectee and a selectee's SCD-Leave. The calculations are based on entries for the hours worked per week and the dates worked for each position that is being credited.

There are two sections on the spreadsheet – the top section is to be completed for cases where all creditable positions are full time at 40 hours per week, and the bottom section is to be completed for cases where **any** position is full time at 36 hours per week. This allows the spreadsheet to accurately calculate how much time to credit for positions that are worked part time. The spreadsheet should be completed by HR staff.

- Determine which positions in the selectee's resume are creditable.
 - Identify on the applicant's resume any non-Federal or uniformed services experience that is directly related to the duties of the position to which they are being appointed. Outside experience that is performed at a more junior or supporting level than the work that will be performed at IHS is still considered "directly related" for the purpose of crediting under SCAL.
 - Determine if the experience is directly related by considering whether the outside experience is performed in the same field as the work that will be done at IHS. In some situations, it may be helpful or necessary to compare the duties of the past positions with the duties of the IHS position's Position Description. Please keep the following points in mind when deciding whether experience is directly related:
 - i. Experience can be considered directly related if the selectee:
 1. Will be doing the same or similar work in the new position as compared to the past position, OR
 2. Will be using the same or similar skills in the new position as compared to the past position, OR
 3. Will be doing more senior-level work in the same field as the selectee performed in the non-Federal or uniformed service sectors. See examples provided below in section ii.
 - ii. Examples of directly related experience:
 1. Any nursing experience, regardless of position title or the equivalent series (e.g., nursing assistant, licensed nurse practitioner, registered nurse) can be credited for any other nursing position (e.g., nurse case manager, advanced practice nurse)
 2. Technician-level experience can be credited to specialist-level positions (e.g., pharmacy technician experience can be credited to pharmacist positions; any engineer technician experience can be credited for any engineer position)
 - iii. Use best judgment in determining experience that is directly related, getting clarification on duties from selectees if needed, and/or consulting with OHR if necessary. Be consistent in the application of judgment in the treatment of all SCAL candidates.

- Request an updated resume if necessary – e.g., if positions have dates that do not include months, if no duties are listed for the positions, or if it is unclear from the duties listed whether they are directly related to the new position
 - Residencies and fellowships that relate to the candidate’s IHS duties are creditable
 - i. Residencies and fellowships are counted in full years
 - Internships, externships, practicums, and other experience acquired as a part of an educational program are not creditable
- Determine whether the creditable service was worked in positions that are full-time at 40 hours per week or 36 hours per week and complete the appropriate section of the SCAL Calculator spreadsheet. Some positions, such as nurses, can have 36-hour full-time work weeks. Only one section should be completed for a case. If any position on the selectee’s resume is full time at 36 hours per week, that section should be used for all positions being credited. Any creditable 40-hour positions on the resume should be adjusted to 36 hours when using the bottom section of the spreadsheet.
 - For each position being credited, enter the name of the position, the employer, the number of hours worked per week, and the start and end dates of employment, including month and year. Enter the projected EOD date. The years and months to be credited and the SCD-Leave date will be calculated automatically.
 - If the resume shows a range of hours worked/week, either obtain from the selectee the average or select the mid-point of the range.
 - If the resume shows a current position (end date listed as “current” or “present”), the service end date entered into the SCAL Calculator spreadsheet must be the month of the EOD date.
 - No more than 40 hours per week may be credited for any period of time. See Appendix D for an example of a case involving overlapping periods of service. If a selectee’s resume indicates positions worked simultaneously equaling over 40 hours per week, the dates and/or hours per week of employment must be adjusted before entry into the SCAL Calculator spreadsheet so that there is not more than 40 hours per week for any period of time.
 - No further positions need to be added to the SCAL Calculator spreadsheet after 15 years 1 month of service have been reached since that will put the employee in the highest annual leave accrual category of eight hours per pay period.
 - Prior Federal service should not be included in the SCAL Calculator spreadsheet
 - Experience from active duty military service that is not being credited by the SCAL should not be included in the SCAL Calculator spreadsheet
 - Print the SCAL Calculator spreadsheet to PDF.

Completion of the IHS SCAL Justification and Service Agreement Form

- The justification questions require a narrative response of one to two sentences each.

- The total years and months to be credited field should be completed with the amount calculated by the SCAL Calculator spreadsheet.
- The box for the appropriate bi-weekly leave accrual rate category should be checked
 - Note: A SCAL case may be submitted in which the selectee will be granted fewer than three years of creditable service and will remain in the four-hour leave accrual rate category.
- The SCD-Leave date should be completed with the date calculated by the SCAL Calculator spreadsheet.
- The projected EOD date should be entered.
- Signatures:
 - Selectee
 - HR Case Preparer
 - Approving official: Area Director (or designee) for Area cases, Headquarters Office Directors for Headquarters cases, and the Director of Sanitation Facilities Construction (SFC) for SFC cases.
 - Reviewing official: Area HR Director (or designee) for Area cases, Director of DHROS for Headquarters cases, and Supervisor of SFC Hiring Team for SFC cases.

Note: it is not required for the selectee to sign the Justification and Service Agreement prior to the other signatories. However, selectees must be given sufficient time to review the form prior to entering on duty.

D. Case Submission

- SCAL packages should be thoroughly reviewed to ensure accuracy before submission for approval and technical review.
- Cases should be submitted within the timeframes established by leadership in that Region or Area Office, in DHROS, or in the SFC Hiring Team.
- Cases **CANNOT** be approved after the selectee has entered on duty
 - If a SCAL case is not expected to be approved prior to the scheduled EOD date, the EOD date must be postponed in order for the selectee to be granted the service credit from the SCAL case.

E. Case Approval and Technical Review

- Approving officials review packages to concur that selectees' skills and experience are essential to the IHS position and were acquired in a position having duties that directly relate to the IHS duties.
- Reviewing officials review packages for accuracy and request additional information or corrections from HR or Area staff when necessary. Reviewing officials return signed cases to HR staff.

F. Corrections

- If corrections are requested by approving officials, HR staff should thoroughly review action items, ensure appropriate corrections are made, and resubmit cases in a timely fashion.

G. EHCM Processing

1. SCAL cases must be signed by the employee before EHCM processing.
2. The correct date must be entered into EHCM for SCD-Leave. If prior Federal service is being credited in addition to the service credited by the SCAL award, the SCD-Leave date from the SCAL case must be recalculated to account for the prior Federal service.
3. SF-50 Documentation - the period of service being credited must be included in Block 31 of the SF-50. Remark codes B73, B74, and M39 are to be included as appropriate. Include in remark M39 the total of all periods of active duty uniformed service for which the employee is receiving credit.
 - a. Reference Chapter 6 of the Guide to Processing Personnel Actions for SF-50 documentation.
4. SCD-Leave must also be included on the SF-50.

H. ITAS Processing

- HR staff takes the appropriate steps to ensure that the selectee's leave category and SCD-Leave are provided to the selectee's timekeeper

I. Addition to eOPF

The approved SCAL package should be filed on the right side behind the SF-144A or agency substitute for SF-144. Include a reference in the "Remarks" section of the SF-144A indicating that the SCD-Leave includes creditable non-Federal service or active duty uniformed service work experience that otherwise would not be credited.

J. Leave Without Pay Status and Suspension of Creditable Service

An employee must complete one full year of continuous service with IHS in order to retain this service credit beyond their initial appointment. If an employee is placed in a leave without pay status during the required 1-year period of continuous service, the 1-year period of continuous service must be extended by the amount of time in a leave without pay status unless –

- the employee separates or is placed in a leave without pay status to perform service in the uniformed services (as defined in 38 U.S.C. 4303 and 5 CFR 353.102) and later returns to civilian service through the exercise of a reemployment right provided by law, executive order, or regulation; or
- the employee separates or is placed in a leave without pay status because of an on-the-job injury with entitlement to injury compensation under 5 U.S.C. Chapter 81 and later recovers sufficiently to return to work.

If the employee leaves IHS prior to completion of the service agreement, their SCD-Leave must be recalculated to subtract the service credited by the SCAL. The employee will retain all accrued or accumulated annual leave for transfer or lump-sum leave payment. Remark code B75 is to be included in the SF-50 when creditable service is suspended.

Employees who were granted SCAL awards must be tracked to ensure that the SCD-Leave is recalculated if an employee leaves IHS prior to completing a full year of service.

IV. Appendices

- Appendix A – SCAL Case Checklist
- Appendix B – SCAL Justification and Service Agreement Form
- Appendix C – SCAL Calculator Excel spreadsheet
- Appendix D – Case Example: Calculating Overlapping Periods of Service

**INDIAN HEALTH SERVICE
SERVICE CREDIT FOR ANNUAL LEAVE**

CASE CHECKLIST FOR SUBMISSION TO AREA HR DIRECTORS

Candidate's Name: _____

Proposed Effective Date: _____

HR Contact for Case: _____

Justification and Service Agreement

- Correct position title and pay plan, series, and are grade entered.
- One to two sentences are provided for each justification question.
- The service to be credited and SCD-Leave match the values from the SCAL Calculator spreadsheet.
- Document has been signed by the HR Case Preparer and the Area Director. The selectee may sign either before or after approval and final review.

SCAL Calculator

- Fully completed and delineating each period of non-Federal or uniformed services experience being credited.
- Experience being credited must directly relate to the duties of the new position. Dates of employment align with work history on resume.
- Any overlapping positions are adjusted to credit no more than full-time work for any period of time. See section F of the SOP for example.

Additional Required Documentation

- Resume
- Job Opportunity Announcement or other public notice
- Position Description
- DD-214 or other appropriate documentation of uniformed service (if applicable)

Any Personally Identifiable Information (PII) is redacted on all paperwork

JUSTIFICATION AND SERVICE AGREEMENT

It is IHS’s policy to allow selecting officials to offer service credit that would not otherwise be creditable towards the annual leave accrual rate of eligible job selectees. This hiring flexibility is to be used as a recruitment tool for eligible employees who will be newly appointed or reappointed after a break in Federal service of 90 days or more. The credited experience must have been obtained in a non-Federal or active duty uniformed services position having duties that directly relate to the duties in their IHS position.

Selectee Name: _____

Position/Pay Plan/Series/Grade: _____

JUSTIFICATION

Prior to granting such credit, the approving official must determine that this selectee meets both of the following conditions:

1. The selectee’s skills and experience are essential to the IHS position and were gained in a prior non-Federal or uniformed service position with duties directly related to the IHS position (one to two sentences).

2. The selectee’s skills and experience are necessary to achieve the agency mission or an important performance goal (one to two sentences).

SERVICE AGREEMENT

In consideration of the service credit the selectee is receiving toward their annual leave accrual rate, the selectee must agree:

1) To serve at the IHS for a minimum of one full year of continuous service from their Entry-on-Duty (EOD) date.	EOD date: _____
2) That the service credited under this agreement is:	____ years and ____ months

<p>3) That their biweekly annual leave accrual rate will be: (This does not reflect any prior Federal Service and their leave accrual rate may be adjusted if they have prior Federal service)</p>	<p><input type="checkbox"/> 4 hours <input type="checkbox"/> 6 hours <input type="checkbox"/> 8 hours</p>
<p>4) That based on the above service credit, their service computation date for annual leave accrual purposes (SCD-Leave) will be: (This does not reflect any prior Federal Service and their SCD-Leave will be adjusted if appropriate)</p>	<p>SCD-Leave: _____</p>
<p>5) That this credit of service is based solely on the position to which they are assigned and is not associated with their performance and/or conduct.</p>	
<p>6) That in the event they are in a leave without pay status during the required one-year period of continuous service, the service period must be extended by the amount of time in a leave without pay status (see 5CFR 630.205 for exceptions).</p>	
<p>7) That in the event they leave IHS prior to completing the required one-year period of continuous service, their SCD-Leave will be recalculated to subtract the credit they are receiving under this agreement.</p>	

SIGNATURES



Selectee: _____



HR Case Preparer: _____



Approving Official: _____



Reviewing Official: _____

Appendix C – SCAL Calculator – Excel spreadsheet available online at IHS’s [OHR website](#)

Positions based on a 40-hour workweek (see below for 36-hour workweeks)
 *Enter no more than 40 hours/week
 *Correct for overlapping positions exceeding 40 hours/week

Name: _____ Name of HR Case Preparer: _____

	Position	Employer	Hours per week	Start Month	Start Year	End Month	End Year	Years and Months to be Credited
1								#NUM!
2								#NUM!
3								#NUM!
4								#NUM!
5								#NUM!
6								#NUM!
7								#NUM!
8								#NUM!
9								#NUM!
10								#NUM!
11								#NUM!
12								#NUM!
13								#NUM!
14								#NUM!
15								#NUM!
16								#NUM!
17								#NUM!
18								#NUM!
19								#NUM!
20								#NUM!

Total: 0 years, 0 months

EOD:
 SCD - Leave: 1/0/1900

Nurse and other positions based on a 36-hour workweek
 *Enter no more than 36 hours/week
 *Correct for overlapping positions exceeding 36 hours/week

Name: _____ Name of HR Case Preparer: _____

	Position	Employer	Hours per week	Start Month	Start Year	End Month	End Year	Years and Months to be Credited
1								#NUM!
2								#NUM!
3								#NUM!
4								#NUM!
5								#NUM!
6								#NUM!
7								#NUM!
8								#NUM!
9								#NUM!
10								#NUM!
11								#NUM!
12								#NUM!
13								#NUM!
14								#NUM!
15								#NUM!
16								#NUM!
17								#NUM!
18								#NUM!
19								#NUM!
20								#NUM!

Case Example: Calculating Overlapping Periods of Service

A selectee can be awarded no more than 40 hours/week of service credit for non-Federal or uniformed services experience. Often a selectee will have creditable experience from two or more positions that overlap and equal over 40 hours worked per week. In these situations, the information from the resume must be altered before being entered into the SCAL calculator.

The following pages illustrate an example of a fictitious SCAL case such as this and how to account for the periods of overlapping service. While the case is an extreme example, each type of overlap can be encountered. This aid will show the different methods that can be used to credit no more than 40 hours per week for any one period of time.

There are two ways that positions are altered in order to equal no more than 40 hours/week:

- Alter the start or end dates of positions
- Alter the hours worked per week for positions

Following is a resume, an example of how and what to credit, and a completed SCAL Calculator spreadsheet.

Louise Sawyer

Experience

12/2022 – PRESENT

40 Hours/week

Human Resources Generalist/ Sierra Healthcare Company, Three Rivers, California

Review, update, and revise company hiring practices, vacation, and other human resources policies to ensure compliance with OSHA and all local, state, and federal labor regulations. Developed recruitment programs.

9/2022 – Present

20 Hours/week

Human Resources Generalist/Quebec Hospital, Moose River, Maine

Assisted in recruitment outreach to prospective employees. Organized and conducted several seminars for hospital employees to educate and update them regarding available employment benefit options. Administrative tasks.

5/2022 – 6/2023

20 Hours/week

Human Resources Generalist/Zulu Healthcare Company, Chico, Illinois

Review, update, and revise company hiring practices, vacation, and other human resources policies to ensure compliance with OSHA and all local, state, and federal labor regulations. Raised employee retention rates by over 10% to achieve a greater than 90% employee retention over a 2-year period.

5/2017 – 8/2022

40 Hours/week

Human Resources Generalist/ Foxtrot Hospital, New York City, New York

Recruitment and placement activities. Arranged hospital-wide guest speakers' symposia to educate management about new employment laws and workplace confidence and morale building techniques. Administrative tasks.

5/2016 – 5/2017

40 Hours/week

Human Resources Generalist/Yankee Hospital, Warren, Vermont

Recruitment and placement activities. Arranged hospital-wide guest speakers' symposia to educate management about new employment laws and workplace confidence and morale building techniques.

4/2010 – 5/2013

30 Hours/week

Human Resources Generalist/ Victor Hospital, Davis, Oklahoma

Assisted in recruitment outreach to prospective employees. Organized and conducted several seminars for hospital employees to educate and update them regarding available employment benefit options.

2/2010 – 5/2016

15 Hours/week

Human Resources Generalist/Lima Hospital, Lima, Ohio

Assisted in recruitment outreach to prospective employees. Organized and conducted several seminars for hospital employees to educate and update them regarding available employment benefit options.

Determining SCAL Calculator Entries for Overlapping Periods of Service

Method: Credit as many hours as possible for positions in reverse chronological order, adjusting hours and/or dates of later positions around earlier positions.

Note: It is sometimes quicker to go out of order and first credit the longest periods of time and/or highest number of hours worked.

Position information	Issue	Method	Dates and hours/week included
<u>Position 1 / Sierra</u> 12/2022 - Present Hours per week: 40	None	Enter as shown on resume	Full credit Credit: 40 hours - 12/2022-3/2024
<u>Position 2 / Quebec</u> 9/2022 - Present Hours per week: 20	Part-time position overlapping with a full-time position	Alter service end date	Overlaps with Position 1: Credit: 20 hours - 9/2022-12/2022
<u>Position 3 / Zulu</u> 5/2022 - 6/2023 Hours per week: 20	Part-time position overlapping with a part-time position equaling 40 hours/week total and with a full-time position	Alter service end date to overlap with part-time position only	Overlaps with Positions 1 & 2: Credit: 20 hours 5/2022-12/2022 (Overlap with 2 equals 40 hours)
<u>Position 4 / Foxtrot</u> 5/2017 - 8/2022 Hours per week: 40	Full-time position overlapping with a part-time position	Alter service end date, create 2 calculator entries *could also credit position in full and alter overlapping position	Overlaps with Position 3: Credit: 40 hours 5/2017-5/2022; Credit: 20 hours 5/2022-8/2022

Appendix D – Case Example: Calculating Overlapping Periods of Service - PDF available online at IHS's [OHR website](#)

<p><u>Position 5 / Yankee</u> 5/2016 - 5/2017 Hours per week: 40</p>	<p>None</p>	<p>Enter as shown on resume</p>	<p>No overlap, full credit Credit: 5/2016 - 5/2017</p>
<p><u>Position 6 / Victor</u> 4/2010 - 5/2013 Hours per week: 30</p>	<p>None</p>	<p>Enter as shown on resume</p>	<p>No overlap, full credit Credit: 4/2010 - 5/2013</p>
<p><u>Position 7 / Lima</u> 2/2010 - 5/2016 Hours per week: 15</p>	<p>Part-time position overlapping with a part-time position; periods of full credit before and after overlap</p>	<p>Alter service end date & hours during overlap, full credit for 2nd period of no overlap</p>	<p>Overlaps with Position 6: Credit: 15 hours 2/2010-4/2010 Credit: 10 hours 4/2010-5/2013 Credit: 15 hours 5/2013-5/2016</p>

Appendix D – Case Example: Calculating Overlapping Periods of Service - PDF available online at IHS's [OHR website](#)

Positions based on a 40-hour workweek with no overlapping service equaling over 40 hours/week

*Enter no more than 40 hours/week

Name: Louise Name of HRS/HRA completing form:

	Position	Employer	Hours per week	Start Month	Start Year	End Month	End Year	Years and Months to be Credited
1	Human Resources Generalist	Sierra Healthcare Company	40	12	2022	5	2024	1 years, 5 months
2	Human Resources Generalist	Quebec Hospital	20	9	2022	12	2022	0 years, 2 months
3	Human Resources Generalist	Zulu Healthcare Company	20	5	2022	12	2022	0 years, 4 months
4	Human Resources Generalist	Foxtrot Hospital	40	5	2017	5	2022	5 years, 0 months
4	Human Resources Generalist	Foxtrot Hospital	20	5	2022	8	2022	0 years, 2 months
5	Human Resources Generalist	Yankee Hospital	40	5	2016	5	2017	1 years, 0 months
6	Human Resources Generalist	Victor Hospital	30	4	2010	5	2013	2 years, 4 months
7	Human Resources Generalist	Lima Hospital	15	2	2010	4	2010	0 years, 1 months
7	Human Resources Generalist	Lima Hospital	10	4	2010	5	2013	0 years, 9 months
7	Human Resources Generalist	Lima Hospital	15	5	2013	5	2016	1 years, 2 months
8								#NUM!
9								#NUM!

Total: 12 years, 5 months

EOD:	5/5/2024
SCD - Leave:	12/5/2011