HRDG 4178 - Compensation and Leave Claims Procedures - Introduction

Last Modified:

Subchapter 4178 - Compensation and Leave Claims Procedures
Introduction

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Purpose of this Subchapter	This subchapter provides employees with the necessary guidance and procedures to file compensation (e.g., pay setting upon reassignment, conversion from AD to GS, premium pay) and leave (e.g., lump sum payment for annual leave, incorrect SCD) claims.

Related Regulations

This issuance supplements the following laws, rules, regulations, and policies:

- OHRM Advisory 2016-003, Compensation and Leave Claims Procedures, dated March 15, 2016.
- Title 5 Code of Federal Regulations (CFR) Part 178 subpart A.
- Title 31 United States Code (USC) 3702.

Employee Responsibilities

Employees or their designated representative are responsible for:

- Preparing written claims, to include any supporting documentation.
- Filing compensation and leave claims with the appropriate servicing HRO Specialist within six (6) years of the date the right to payment accrued.
- Filing disapproved claims with OPM, if desired.

Note: The employee must designate a representative in writing and attach that to the claim.

Servicing Human Resources Specialist, Human Resources Office (HRO)

The servicing HR specialist is responsible for:

- Responding to employee questions about the claims process.
- Date stamping claims upon receipt.
- Advising Programs that a claim has been received.
- Reviewing and preparing an analysis of employee pay and leave claims.
- Obtaining additional information on a claim, if applicable, from either the claimant and/or the Program.
- Informing employees of the decision(s).
- Ensuring any needed corrections / payments to employees are timely made, if necessary.
- Maintaining complete records of claims.

Reviewing Official	The reviewing official will be the Human Resources Division, Deputy Director, Operations and Policy Directorate. This authority may **not** be re-delegated.

	MRP Deciding Official	**FAS Deciding Official**
Deciding Official	Human Resources Director	FAS Chief Operating Officer who may defer to the MRP Human Resources Director, as needed.

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