



Fort Eustis Civilian Personnel Advisory Center Bulletin

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Gifts In The Workplace

The general rule about gifts in the workplace provided by the General Attorney in the Staff Judge Advocate Office is as follows: "An employee shall not give a gift or solicit a contribution for a gift for anyone in the supervisory chain. Nor may an employee accept a gift from a lower-paid employee, unless the donor and recipient are personal friends who are not in a supervisor-subordinate relationship. However, unsolicited gifts may be given on an occasional basis including birthdays and holidays. Such gifts must have a value of less than \$10 and may be given on Christmas and birthdays, but must not become routine. Also acceptable are minor contributions of food to be consumed at the office". Rules concerning gifts are located at 5 CFR 2635.302, and the Joint Ethics Regulation (JER), Chapter 2.

Leaving Army Service? If So, Have You Completed The Army Exit Survey?

This exit survey is designed to study the reasons why people leave Army service voluntarily. Army uses the collective responses of departing employees to identify ways to become a more desirable employer; therefore, your reasons for leaving Army are very important to the study. If you are leaving your employment with the Army, we ask you to take the time to complete the questionnaire at <http://cpol.army.mil/library/survey/exitsurvey/> before you actually leave. It only takes a few minutes to complete the survey and all responses are confidential. Do not put your name on any part of the survey.

TSP Contribution Limits

During calendar year 2008, employees may contribute up to \$15,500 to their Thrift Savings Plan (TSP) account, with taxes on earnings deferred. This amount remains the same as in 2007. Those age 50 or older who are contributing regular TSP may make an additional "catch-up" TSP contribution of up to \$5,000. This limit is also unchanged. If you do not increase or decrease your regular TSP contribution, the payroll office will continue to make payroll deductions for you at the level you previously established. However, if you are now making catch-up contributions, you must submit a new form to continue doing so during 2008, or your catch-up contributions will cease. To adjust your TSP contributions for 2008, log onto the Army Benefits Center-Civilian website and follow the instructions. While you may adjust your regular contribution at any time, doing so in December allows you to spread your TSP payroll deductions evenly throughout the year. If you are a FERS employee, you should not reach the dollar limit before the end of the year in order to maximize agency matching contributions.

If you are a CSRS employee, however, you might choose a higher deduction amount in order to complete TSP contributions by the end of the third quarter of 2008. This gives you a bit more take-home pay during the 2008 holiday shopping season. Once you select the number of pay periods during which contributions will be made, you can use the calculator on the TSP Web site to determine the amount of regular contributions to make each pay period. The site does not include a catch-up calculator. For Department of the Army civilian employees, the first deductions for 2008 will be made in the pay period ending December 22nd (pay date is January 3, 2008).



Questions & Answers on Leave Administration for December 24, 2007

Question: Are employees who are scheduled to take annual leave on Monday, December 24, charged leave for that day?

Answer: Employees who are scheduled to take annual leave on Monday, December 24, will not be charged leave for that day (or any other form of paid leave, compensatory time off, or credit hours). **NOTE: This policy does not apply to employees who receive annual premium pay for standby duty under 5 U.S.C. 5545(c)(1) or to firefighters who are covered by the special pay provisions of 5 U.S.C. 5545b.**

Question: I had scheduled "use or lose" annual leave for December 24, 2007, but the President has excused us from duty on December 24th and I will not be able to reschedule that leave for use before the end of the leave year (i.e., January 5, 2008). Will my leave be forfeited? If so, can it be restored after I forfeit it?

Answer: Yes, if will be forfeited. It cannot be restored because the law does not permit restoration of the leave under these conditions. (See 5 U.S.C. 6304(d).) You may want to consider donating your excess annual leave to an approved leave recipient under the voluntary leave transfer program.

Question: What days are the "in lieu of" holidays for an employee whose basic work schedule does not include Monday, December 24, and/or Tuesday, December 25?

Answer: When a holiday falls on a nonworkday outside a full-time employee's basic workweek, he or she is entitled to an "in lieu of" holiday. Except when the holiday falls on Sunday, the day to be treated as the "in lieu of" holiday is the workday immediately preceding the nonworkday. (See 5 U.S.C. 6103(b) and section 3(a) of Executive Order 11582, February 11, 1971.)

Question: What is the "in lieu of" holiday for an employee on an alternative work schedule (AWS) (i.e., flexible work schedule or compressed work schedule) whose regularly scheduled AWS day off is Monday or Tuesday?

Answer: For full-time employees on an AWS whose regularly scheduled nonworkday is Monday, December 24, or Tuesday, December 25, the workday immediately preceding that day will be designated as the employee's "in lieu of" holiday.

NSPS Employees and Retirement - Question and Answer

Question: Is January 3, 2008, the best date for NSPS employees to retire?

Answer: To be paid for more than the normal 240-hour annual leave carryover, you must retire before the leave year ends January 5th. Consider the relative value of your leave and the performance payout you would forgo by retiring *before* the 2008 performance payout date January 6th. If you retire in January *on or after* the payout date, your retirement would begin on February 1st, and your annuity would begin on March 1st for the month of February. If you choose instead to be paid for the carryover and any additional leave accrued in 2007, good dates to retire are December 31st under the Federal Employees Retirement System (FERS) or January 3rd under the Civil Service Retirement System (CSRS).

Feedback

This bulletin is designed to inform employees and supervisors of new civilian human resources issues and refresh their knowledge of existing policies and procedures. We welcome your [feedback](#); contact your servicing Human Resources Specialist. The bulletin is available on our web page, <http://www.eustis.army.mil/cpac>. Request you print and post on Bulletin Boards throughout your organization for those employees who do not have access to our web page.

