

# **CONDITIONS OF TEMPORARY EMPLOYMENT**

The following information is provided to inform you of your rights and entitlements as a Temporary Employee:

1. Temporary appointment may be for a specified period of time.
2. Temporary employees do not have the protection of Reduction-In-Force procedures.
3. Temporary employees may be separated at any time upon notice in writing from an Appointing Officer.
4. Temporary employees do not serve a probationary period.
5. A General Schedule (GS) employee will not receive a Within-Grade-Increase.
6. A Wage Grade (WG) employee will receive a Within-Grade-Increase, providing:
  - (1) *You have completed the required waiting period*
  - (2) *You have not received an equivalent increase during the prescribed waiting period*
  - (3) *Your performance in the position is satisfactory*
7. Annual Leave will accrue as indicated below, providing the appointment is for 90 days or more. If the appointment is for 90 days or more, Annual Leave may be used as soon as it is earned.
  - (1) *4 hours per full pay period -- 3 years or less creditable service*
  - (2) *6 hours per full pay period -- 3 to 15 years of creditable service*
  - (3) *8 hours per full pay period -- 15 or more years of creditable service*
8. Sick Leave will be accrued at the rate of 4 hours per full pay period. You may use Sick Leave as soon as it is earned regardless of the length of your appointment.
9. You will not accrue or be entitled to use Military Leave.
10. You will not be eligible to participate in the life insurance program offered by the Office of Personnel Management.