

Basics

Reemployment works differently from service activation. To exercise reemployment right and benefits, the individual Federal employee leaving active service,

MUST NOTIFY THE FEDERAL AGENCY AND SHOW UP FOR WORK WITHIN A SPECIFIC TIME PERIOD.

If you do not exercise your reemployment right and the associated benefits within the time frame specified, **YOU LOSE THEM.**

1. Do you have an agency point of contact for reemployment? It may be the same person who was available during the service period or it may not.

Name: _____
Tel: _____ E-Mail: _____

2. Do you have a plan for using accrued annual leave (and the additional five days of excused absence in a calendar year for 42 consecutive days in active service)?

Yes: _____ No: _____ If "No," make one in writing.

The First Reemployment Steps

1. Employee - Notify employer of re-employment plan
 - 5-year total uniformed service limit - some exceptions
 - Provide documentation as available on Honorable service and return to civilian employment status
 - Tell agency of plan to use accrued annual leave and five days of excused absence (earned once in a calendar year for service exceeding 42 consecutive days)
 - Assemble military and civilian leave and earnings statements if a review is needed.
2. Return to work – must notify employer of reemployment decision and physically return to work
 - Less than **31 days** activation - **8 hours** from end of service or arrival in United States
 - 30 to 181 days** activation - **14 days** from end of service or arrival in United States
 - More than 180 days** activation - **within 90 days** from end of service or arrival in United States
 - In the case of an injury causing a handicap, every accommodation is to be made.
 - In the case of severe difficulty in placing employee in equivalent position, OPM will help place individual in another agency.
3. Go through employee orientation and have a special meeting to determine benefits.

Checklist of Reemployment Rights

	Check
Restoration into position and benefits that would have occurred without active service period	
List of Benefits under Uniform Services Employment and Reemployment Act	
- seniority for selecting geographic location, work hours schedule, and office space	
- career ladder promotions	
- within grade increases	
- completion of probationary period if applicable	
- completion of career conditional period if applicable	
- service credit toward retirement	
- accrued annual leave up to annual carryover limit	
- accrued sick leave	
- voluntary TSP repayment	
RIF Protection upon returning to the job	
- 6 months for 30-180 days of active service	
- 1 year for 181 days or more of active service	
Return to equivalent position for employee with special accommodation needs	
Eligibility for severance pay	
Sign-up for health insurance, life insurance, and other standard benefits	
Prepare an individual development plan to catch-up on changes in the workplace	

Appeal Rights

Appeal rights – if you have questions and cannot get satisfactory answers

- Agency case workers work with OPM to resolve "meritorious" cases
- Department of Labor Veterans' Employment and Training Services
- Merit Systems Protection Board
- Office of Special Counsel

Department of Energy Payroll Contact Point –
 DOE Payroll Customer Service Representative Contact Information
 FAX: 301-903-3916 Attention: Payroll
 E-Mail: payrollcsrhelpdesk@hq.doe.gov
 Mail: U.S. Department of Energy, CF-11, Germantown Building C-244,
 1000 Independence Avenue, SW, Washington, DC 20585-1290

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