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# HRDG 4178 - Compensation and Leave Claims Procedures - Introduction

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## **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.

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

### **Related Regulations**

- 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.

Employees or their designated representative are responsible for:

### **Employee Responsibilities**

- 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.

The servicing HR specialist is responsible for:

### **Servicing Human Resources Specialist, Human Resources Office (HRO)**

- 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.

**Deciding Official**

<b>MRP Deciding Official</b>	<b>FAS Deciding Official</b>
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Human Resources Director	FAS Chief Operating Officer who may defer to the MRP Human Resources Director, as needed.
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This authority may not be re-delegated.

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