

## **A Family-Friendly Workplace**

The Department of Energy (DOE) takes its commitment to recruiting, retaining, and motivating a highly skilled, diverse, and productive workforce very seriously. Our objective is to be the employer of choice in the public sector.

**The U.S. Department of Energy is the Top-Ranked Cabinet-Level Agency for employee satisfaction and engagement according to the 2005 Best Places to Work in the Federal Government Rankings.**

Below is a summary of additional employment benefits and family-friendly programs.

### **Annual and Sick Leave**

As a new Federal employee, you will earn both Annual (vacation) leave and Sick leave. Employees earn four hours of Sick leave each pay period during their careers. There is no accrual limit for Sick leave hours, but they belong to the Federal government and are not paid to you if you leave civil service. If you were to leave and later return to civil service, the hours previously accrued would be credited to you.

Annual leave works differently. Employees earn four hours of Annual leave per pay period during their first three years of Federal service. After three years, they earn six hours per pay period; and after 15 years, they earn eight hours per pay period. There is a limit of 240 hours of annual leave that may be carried over from one calendar year to the next. Annual leave belongs to you. This means that if you leave Federal service you will be paid for your accrued hours of Annual leave. It also means that if you leave and return to civil service at a later date, you will start with a zero balance for Annual leave.

Your supervisor approves use of Sick and Annual leave.

### **Flexible Spending Accounts**

Flexible Spending Accounts (FSA) enable eligible employees to pay for certain medical and dependent care expenses with pre-tax dollars. For more information, visit <http://www.opm.gov/healthcare-insurance/> or <https://www.fsafeds.com/fsafeds/index.asp>.

### **Flexible Schedules and Telecommuting**

Alternative work schedules (AWS) provide flexible ways for employees to fulfill their duties and responsibilities. Discuss your specific work schedule and telecommuting options with your supervisor.

### **Exercise and Health/Wellness Facilities**

The DOE recognizes the importance of maintaining a healthy and fit Federal work force. DOE employees assigned to the site may use the guards exercise facilities located at CFA, RTC, and the INTEC. These facilities are open 24 hours. DOE employees may use the facilities anytime that does not interfere with guard use of the facilities.

All DOE employees may participate in the DOE-ID Fitness Subsidy Program, where ID will reimburse part of the monthly costs associated with belonging to a health club.