

# B e n e f i t s

# Quality Benefits & Programs

*A Federal career can definitely tip the scales in your favor when it comes to the balance between your professional and personal life, and the benefits needed to enjoy both.*

## Salary

Office of the General Counsel attorneys are paid according to the General Schedule (GS) classification and pay system. Individual salaries are determined by such factors as the grade level of the position and professional experience. Attorneys' grade levels range from GS-11 to GS 15.

## Work Schedule

Generally, employees work a full-time schedule of five days a week, eight hours a day. However, most attorneys work under an arrangement in which fixed times of arrival and departure are replaced by a work day composed of different types of time, core time and flexible time. Core time is the designated period during which all employees must be present. Flexible time is designated as part of the schedule of working hours within which employees may choose their time of arrival and departure. Others choose to work eight nine-hour days and one eight-hour day in a biweekly pay period. Some telecommuting plans are also available. In addition, some employees work part-time.

## Holidays

The Federal Government observes ten legal holidays: New Years Day, Birthday of Martin Luther King, Jr., Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

## Leave

All leave (absence from work) must be requested and approved in advance. All employees earn 13 days of sick leave a year, and may accumulate this leave without limit. In addition, employees may use a limited amount of sick leave to provide care for ill or incapacitated family members or for emergencies such as the death of a family member. Annual leave is accumulated according to length of Federal service: employees with fewer than three years of service accrue 13 days of annual leave per year; individuals with three years but fewer than 15 years of service accrue 20 days per year; those with 15 or more years accrue 26 days per year.

## Training and Mentoring

On-the-job and specialized training is provided in accordance with established OGC management priorities and availability of funds. OGC's cooperative collegial environment ensures that new attorneys also benefit from mentoring by senior attorneys.

## Other Amenities

Several work locations offer child care facilities and fitness centers.

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