

VA Palo Alto Health Care System

3801 Miranda Ave.
Palo Alto, CA 94304

CONDITIONS OF TEMPORARY EMPLOYMENT

You have just accepted a temporary appointment with a **NOT-TO-EXCEED EXPIRATION DATE**. To help you understand just what this means to you a few facts about your employment are listed below:

- 1) Your job is a temporary one for which we have no permanent need. There is no guarantee as to how long you may be employed. It may be a few days or a few months.
- 2) If your temporary appointment is:
 - Over 90 days **you will** earn annual and sick leave
 - Less than 90 days **you will not** earn annual leave but will earn sick leave
 - Intermittent – **you will** not earn annual or sick leave
- 3) As a temporary employee:
 - You **will not be** covered by a hospital plan (health insurance) or Federal Life Insurance, nor are you eligible for Thrift Savings Plan (TSP)
 - You **will not be** covered by the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System, but will be covered by Social Security.
- 4) As a temporary employee, you are not eligible to apply for Merit Promotion opportunities. These opportunities are for eligible permanent employees who have already acquired competitive status or are employed on a special type of appointment, i.e., Veterans Readjustment Appointment, handicapped appointment, etc. To apply for a permanent position, you must resubmit your application for any position for which we are accepting applications and for which you will to apply.

Thank you for helping us during a period of special need. We hope your employment here is a satisfying and rewarding experience.

I UNDERSTAND THE CONDITIONS OF MY APPOINTMENT.

(Signature of employee)

(Date)

(Print name)