

Work/Life Balance

NASIC offers several programs and services to help you strike the perfect balance between work time and personal time.

Balancing career and family is important. NASIC supports our workforce and their families in coping with the complexities of work and life. We offer a wide array of programs and services aimed at helping people resolve any conflicts between work and personal responsibilities. NASIC is committed to its people and to creating the best possible workplace – to foster an environment that is not only leading edge, but also focused on people.

Some of the programs that NASIC offers include:

Flexible Work Hours:

A flexible work schedule is offered to NASIC employees as an alternative to the traditional 8 to 5 workday. It allows you to vary your arrival and/or departure time to fit with your busy life outside of work. This schedule requires an employee to work 80 hours in a two week pay period. These hours are typically worked between the hours of 6am and 6pm, can be accomplished by working more than 8 hours per day, and may be accomplished in less than 10 days for full-time employees during the two-week period.

Paid Time Off:

Annual Leave – Annual Leave is an authorized absence with pay from a regularly scheduled workday. Annual Leave may be used for vacations, personal, or emergency purposes. For full-time employees, Annual Leave is accrued at the following rates:

Years of Service	Hours per pay period	Days per year
Less than 3	4	13
3 to 14	6	20
15 or more	8	26

Part-time employees also earn Annual Leave. The leave accrual is prorated based on the number of base pay hours the employee works during the standard 8—hour pay period.

In most cases, up to 30 days (240 hours) of Annual Leave may be accrued and carried over to the next year.



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Sick Leave – Full-time employees accrue four hours of Sick Leave each pay period, regardless of length of service. Part-time employees accrue one hour of sick leave for each 20 hours worked, regardless of length of service. There is no limit on the amount of Sick Leave that may be accrued. Sick Leave can be used for the following reasons:

- Personal illness
- Medical, optical, and dental appointments
- Care of a family member who is ill or for his/her doctor's appointments
- Bereavement purposes
- Adoption of a child

Military Leave – Members of the National Guard and Reserves are entitled to at least 120 hours of paid time off to fulfill their military obligations.

Civilian Fitness Program – Both full-time and part-time civilians are eligible to be authorized excused absence of up to 3 hours per week to exercise. Civilian employees have free access to all three fitness facilities on base but can also exercise at home or gyms they have memberships to.

Paid time off for all [U.S. Government holidays](#)

Paid Parental Leave:

The Federal Employee Paid Leave Act applies to employees covered by the Family and Medical Leave Act (FMLA) provisions applicable to Federal civilian employees. This law provides up to 12 weeks of paid parental leave (PPL) taken in connection with the birth, adoption or foster care placement of a child. PPL is gender-neutral, meaning both parents are eligible for PPL. Each Federal employee has a separate entitlement to FMLA unpaid leave as well. If two covered Federal employees are parents of the same newly born or placed child, each employee would have a separate PPL leave entitlement based on the birth/placement event. Eligible employees must have 12 or more months of Federal service.



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