



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Employee Services

Monday, August 7, 2017

CPM 2017-08

MEMORANDUM FOR: HUMAN RESOURCES DIRECTORS

FROM: MARK D. REINHOLD, ASSOCIATE DIRECTOR, EMPLOYEE SERVICES

Subject: Release of OPM's Course: Pay and Leave Flexibilities for Recruitment and Retention

I am pleased to announce the issuance of the U.S. Office of Personnel Management's (OPM's) "*Pay and Leave Flexibilities for Recruitment and Retention*" course available at https://hru.gov/Course_Catalog.aspx?cid=250&mgr=false.

The "*Pay and Leave Flexibilities for Recruitment and Retention*" course provides a comprehensive overview of pay and leave flexibilities for Federal supervisors, hiring managers, and human resources practitioners. The course illustrates the range of pay and leave flexibilities available to agencies across all occupations to address their critical employee recruitment and retention needs, coverage and approval requirements for the flexibilities, examples of their use, and resources for additional information.

The web-based course is provided to agencies at no cost on OPM's HR University (www.hru.gov). Agencies may also upload the course to their learning management systems. If you have any questions about the course, please contact pay-leave-policy@opm.gov.

cc: Chief Human Capital Officers, Chief Learning Officers, Work-Life Coordinators