



**DEPARTMENT OF VETERANS AFFAIRS  
NEW YORK HARBOR HEALTHCARE SYSTEM**

NAME:

In Reply Refer To: 630E/05

SERVICE:

OCCUPATION:

**CONDITIONS OF TEMPORARY APPOINTMENT**

I understand that Temporary Employees serve under appointments limited to 1 year or less and are subject to termination at any time without use of adverse action or reduction-in-force procedures. A temporary appointment does not confer eligibility to be promoted or reassigned to other positions or the ability to be non-competitively converted to a career-conditional appointment.

Agencies may extend the service of Temporary Employees to new temporary appointments (NTE 1 year) during a period of up to 2 years following initial appointment.

As a Temporary Employee you are not covered by a Hospital Insurance Plan or Federal Life Insurance and you are not entitled to participate in the retirement system unless you previously served under Career or Career Conditional appointment and converted to temporary appointment without a break in service.

However, should my Temporary Appointment be extended beyond 1 year, I will be eligible for Health Benefits only. If I elect to enroll in a Health Benefit plan, I will be responsible for the full cost without Government contributions.

Temporary Employees appointed for more that 90 days will be earning sick leave of four (4) hours per pay period and annual leave at a rate based on years of Federal Service.

**Medical Centers**

**Brooklyn Campus**  
800 Poly Place  
Brooklyn, NY 11209  
(718) 836-6600

**New York Campus**  
423 E. 23<sup>rd</sup> Street  
New York, NY 10010  
(212) 686-7500

**Community Living Center**

**St. Albans Campus**  
179-00 Linden Blvd.  
Jamaica, NY 11425  
(718) 526-1000

**Healthcare Centers**

**Chapel Street Center**  
40 Flatbush Avenue Ext.  
8<sup>th</sup> Floor  
Brooklyn, NY 11201  
(718) 439-4300

**Harlem Center**  
55 W. 125<sup>th</sup> Street  
11<sup>th</sup> Floor  
New York, NY 10027  
(212) 828-5265

**Staten Island Center**  
Southport Plaza  
1150 South Avenue  
3rd Floor – Suite 301  
Staten Island, NY 10304  
(718) 761-2973

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EMPLOYEE'S SIGNATURE

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DATE