

DEPARTMENT OF THE ARMY  
ROCK ISLAND ARSENAL  
Rock Island, Illinois 61299-5000

RIA REGULATION  
No. 690-20

26 JUN 1991

## Civilian Personnel

## LEAVE

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## CHAPTER 1

## GENERAL

1-1. Purpose. This regulation prescribes the policies, responsibilities, and procedures for the administration of leave.

1-2. Applicability. This regulation is applicable to all civilian employees of elements of Headquarters, U.S. Army Armament, Munitions and Chemical Command (HQ, AMCCOM), located at Rock Island Arsenal (RIA); RIA; tenant activities; and other activities serviced by RIA Directorate of Personnel and Community Activities (SMCRI-PC).

1-3. Responsibilities. The Labor and Management-Employee Relations Division (SMCRI-PCL) has overall responsibility for administering the leave system according to law and regulations. Immediate supervisors are usually authorized to approve leave. Heads of organizations who report directly to the Commander are authorized to approve advance of leave and extended leave without pay (LWOP). Authority to approve leave requests is accompanied by the responsibility for ensuring the proper and business-like use of annual, sick, and other forms of leave, in support of efficient management and constructive employee-management relations.

1-4. Leave Time Charges. (Instructions for time and attendance (TA) reporting are provided by RIAR 37-9, chapter 9.)

- a. Annual Leave - multiples of 1 hour.
- b. Sick Leave - multiples of 1 hour.
- c. Leave Without Pay - multiples of 15 minutes.
- d. Absence Without Leave - multiples of 15 minutes.
- e. Donation of Leave - 4 hour minimum donation.
- f. Restoration of unused leave from leave transfer program - 1 hour minimum for each leave donor.

1-5. Union Agreement. Modification of the provisions of this regulation may exist in the terms of the union agreement covering a specific bargaining unit; in that event, the provisions of the union agreement are to be followed.

1-6. Leave (Annual or Sick) which will be earned at the end of a pay period is available for use during the pay period at the supervisor's discretion. Approval should only be granted in what the supervisor considers an emergency situation. The reason(s) for the zero balance of leave should be considered.

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1-7. References.

- a. Federal Personnel Manual (FPM)
- b. FPM Supplement 990-2
- c. AR 690-990-2
- d. RIAR 37-9
- e. Office of Personnel Management (OPM) Interim Rules and Regulations, Absence and Leave; Temporary Leave Transfer Program published in Federal Register, dated 8 March 1988; with subsequent revisions published on 26 April 1988, 31 January 1989, and 28 December 1989. (Available in SMCRI-PCL.)

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c. Chapter 4, Leave for Parental and Family Responsibilities:

Page 4-2, Paragraph 4-3c(1) and (2) reiterates the policy on use of sick leave to care for family members with contagious diseases as outlined in Chapter 3.

d. Chapter 5, Excused Absences:

(1) Page 5-1, Paragraph 5-3a, covers employees who give blood for their own personal surgery.

(2) Page 5-3, Paragraph 5-3f, was added to give guidance to supervisors in regard to civilian funerals. Attendance by individuals is on a voluntary basis with the use of annual leave or leave without pay should a person desire to attend a funeral for a coworker or coworker's family member.

(3) Page 5-6, Paragraph 5-3s, covers excused absence for EEO functions held during duty hours including ethnic observances, such as American Heritage Week, training sessions sponsored by special emphasis program managers, ceremonies, etc.

(4) Page 5-7, Paragraph 5-3w, clarifies excused absence for special events (e.g. HOPE Festival, Recognition of Volunteers, Tree-Lighting Ceremony).

(5) Page 5-8, Paragraph 5-5, notes that only the installation commander has the authority to dismiss groups of employees or close the installation. Supervisors do not have the authority to release employees early on occasions such as the day after Thanksgiving or in conjunction with Christmas or New Year's.

e. Chapter 6, Military Leave:

Page 6-2, Paragraph 6-4a, clarifies when military leave is used for nonworkdays occurring within or at the beginning/end of an absence for military training duty.

f. Chapter 8, Leave Without Pay (LWOP) and Extended LWOP:

(1) Page 8-2, Paragraph 8-4a and b, explains the procedures and approval level of employees who request LWOP up to 40 hours and the procedures for employees who request LWOP over 40 hours.

12 AUG 1991

MEMORANDUM FOR All Supervisors Serviced by RIA CPO

SUBJECT: Changes to the Leave Regulation, RIAR 690-20

1. The following highlights the changes that have been made to the Leave Regulation, RIAR 690-20:

a. Chapter 2, Annual Leave:

Page 2-3, Paragraph 2-5, deals with returning to duty after completion of local training.

b. Chapter 3, Sick Leave:

(1) Page 3-2, Paragraph c(4) and (5), provides guidance on use of sick leave to care for an immediate family member who is ill with a contagious disease (e.g., chicken pox, mumps, measles, etc.)

(2) Page 3-3, Paragraph 3-2f, adds a statement to express the importance of employees calling in themselves when requesting sick leave and that other persons should call in on behalf of an employee only in an emergency situation or when the employee is unable to contact the supervisor him/herself because of the nature of the illness/injury.

(3) Page 3-5, Paragraph 3-3a, expresses concern in regards to counseling employees for use of sick leave. In no case should an employee be counseled merely for exceeding a sick leave goal. The number of hours used is not in itself an indication of sick leave abuse. The supervisor should see a clear pattern of abuse or flagrant misuse before resorting to counseling or restriction.

(4) Page 3-5, Paragraph 3-3b, reminds supervisors that when an employee has exhausted his/her sick leave, a supervisor does not have to grant annual leave or leave without pay when the employee requests sick leave, even if the illness or injury is covered by a doctor's certificate. However, if annual leave is denied, paragraph 3-3b lists certain factors that should be considered.

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## CHAPTER 2

### ANNUAL LEAVE

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#### 2-1. General.

a. Annual (or vacation) leave is subject to the approval of the supervisor and will be granted freely when employees can be spared from their duties. Although use of annual leave may not be denied, it is the prerogative of management to make the final decision as to when leave can be used. Denial of use of annual leave at any specific time will be based upon reasonable, equitable, and nondiscriminatory factors as determined by the supervisor. If an employee's request for annual leave is denied, the supervisor will work with them to reschedule it at a later date.

b. Employees are encouraged to use their annual leave for rest and relaxation purposes. Vacation time should be scheduled during periods when attendance can best be spared and early enough within the leave year to preclude forfeiture. During emergency conditions which require maximum attendance, employees should be immediately notified and asked to forego the use of annual leave until such time as their absence will not be detrimental to the organization. NOTE: See chapter 11 relative to forfeiture and possible restoration of annual leave.

c. An SF 71 (Application for Leave) will be completed by the employee in advance of the date for which annual leave is requested and submitted to the appropriate supervisor. It is good practice to designate the alternate approving authority for times when the supervisor is absent or unavailable. The supervisor will approve or disapprove the request and so inform the employee as soon as possible, but normally 2 workdays prior to the scheduled date, or as otherwise specified by the applicable negotiated agreement. Disapproval or cancellation should be in writing and should include the reason(s) therefore. Previously approved leave will not be canceled except in the most extreme or emergency situations. Failure to obtain proper approval in advance may result in a charge to absence without leave (AWOL) and possible corrective action. Retroactive approval may be given if circumstances warrant. However, it must not be assumed that a mere report of absence will result in approval of leave for the absence. Requests for annual leave for emergency reasons will be considered for approval on an individual basis and may be approved upon submission of explanation for the absence. Employees are to notify the designated supervisor (generally by telephone) normally within 2 hours after the beginning of their scheduled reporting time, or as soon thereafter as possible, to request annual leave for emergency reasons. ✓

d. Annual leave will be approved for employees appearing on their own before a U.S. Commissioner.

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2-2. Leave Accrual.

a. All full- and part-time employees accrue annual leave by pay periods as follows:

(1) Full-time Employees (scheduled pay period 80 hours).

- Category 4 - Less than 3 years creditable service - 4 hours
- Category 6 - 3 but less than 15 years - 6 hours (10 hours last pay period of leave year)
- Category 8 - 15 or more years - 8 hours

(2) Part-time Employees (scheduled pay period less than 80 hours).

- Category 4 - 1 hour for 20 hours pay status
- Category 6 - 1 hour for 13 hours pay status
- Category 8 - 1 hour for 10 hours pay status
- Full units (hours) in excess of multiples of above hours of pay status are carried forward to the next pay period for accrual.)

(3) Standby Employees (72 hours standby tour of duty). For each pay period except the last full pay period in the calendar year, the following rate of accrual applies:

- Category 4 - 7 hours
- Category 6 - 11 hours
- Category 8 - 14 hours

For the last full pay period in the calendar year, the rate is as follows:

- Category 4 - 12 hours
- Category 6 - 13 hours
- Category 8 - 24 hours

b. Intermittent Employees (when employed). Not entitled to leave.

3. Leave Accumulation.

a. Employees may accumulate annual leave and carry it forward to the next year as follows:

- (1) Full-time and part-time employees - maximum 240 hours.
- (2) Senior Executive Service (SES) - no maximum limitation while serving under an SES appointment. When an SES employee leaves the SES position, annual leave which was accumulated while serving in the SES in excess of 240 hours shall remain to the employee's credit.
- (3) Seventy-two-hour standby employees - maximum 432 hours.

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b. Employees with a previously established maximum greater than the above, will retain that maximum unless their use of leave by the end of the current leave year reduces the accumulation below their previously established level.

2-4. Leave Charges.

a. The minimum charge to annual leave is 1 hour; additional charges will be multiples of 1 hour.

b. In the event an employee does not have sufficient leave credits to cover the entire period of an approved absence, LWOP will be approved for the time not covered. The supervisor, as well as the employee, is responsible for knowing whether or not the employee has sufficient accrued leave to cover the absence requested.

c. Requests for an advance of annual leave will be considered in accordance with the provisions of chapter 10.

2-5. Leave Policy at Completion of Local Training. When an employee is in training, they will adopt the tour of duty for that training class. Only 1 hour of excused absence may be granted to an employee on the last day of a training course conducted locally. Any time remaining in the employee's tour of duty after this 1 hour of excused absence will either be worked or covered as annual leave (i.e., class is held from 8:00 - 4:30: a) on the last day class lets out at 2:30, you must either return to work for the remaining 2 hours or take 1 hour annual leave in addition to the 1 hour of excused leave; b) on the last day class lets out at 3:30, you may be excused from duty for the remaining hour). A liberal annual leave policy shall be in effect for those employees choosing not to return to their work sites as required (ref RIAR 690-13).

SMCRI-PC (630)

SUBJECT: Changes to the Leave Regulation, RIAR 690-20

(2) Page 8-3, Paragraph 8-4b(5) clarifies when a SF 52 is required for LWOP.

g. Chapter 9, Other Leave:

Page 9-1, Paragraph 9-2, Leave Policy at Completion of Local Training and Paragraph 9-5, Leave Policy on Traffic/Parking Tickets are an addition to Chapter 9.

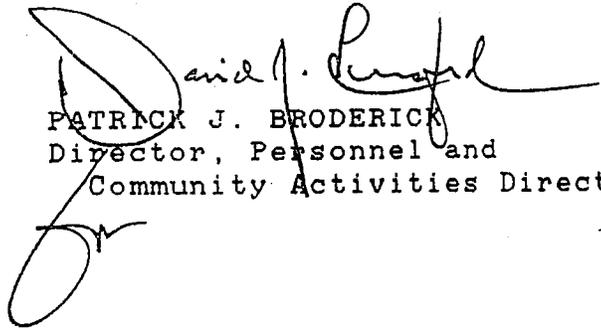
h. Chapter 12, Leave Transfer Program:

(1) Page 12-1, Paragraph 12-1c(3) adds normal pregnancy to the definition of medical emergency.

(2) Page 12-4, Paragraph 12-3e explains procedures for employees who are able to come back from their medical emergency on a part-time basis.

(3) Page 12-7, Paragraph 12-4d, adds a note reminding supervisors of the importance of notifying SMCRI-PCL and Payroll when the medical emergency ceases.

2. If you have any questions concerning the use of leave, you are encouraged to contact the Employee Relations Specialist who services your Directorate. If you are not familiar with your servicing specialist, please call extension 21217.

  
PATRICK J. BRODERICK  
Director, Personnel and  
Community Activities Directorate

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## CHAPTER 3

### SICK LEAVE

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#### 3-1. General.

a. Authority for approving sick leave will be vested at the lowest practicable level of supervision within the operating segment, normally 'firstline' supervisors. The supervisor is responsible for knowing whether or not the employee has a sufficient sick leave balance to cover the amount requested.

b. Sick leave is earned at the rate of 4 hours for each full biweekly pay period for full-time employees. Part-time employees earn sick leave at the rate of 1 hour for each 20 hours in a paid status. There is no maximum limit for accumulation of sick leave. An absence cannot be charged to sick leave if an employee has no accumulation (a zero balance). In such cases, the absence may result in a charge to AWOL unless circumstances justify granting annual leave or LWOP even though the employee is known to be incapacitated for duty due to illness or injury.

c. Sick leave is for use under the following circumstances:

(1) When an employee is incapacitated for performance of duties because of sickness, injury, pregnancy, or confinement.

(2) For medical, dental, or optical examination or treatment.

(3) After exposure to a contagious disease when presence at work would jeopardize the health of others by exposing fellow employees to the disease. A contagious disease is defined as one requiring quarantine, isolation, or restriction of movement of the patient by health authorities having jurisdiction. If local health regulations fail to specify how long the patient is subject to quarantine or isolation, then a statement from a physician stating the required period of restriction is sufficient to support the use of sick leave. The following is a list of some diseases for which sick leave would be granted since exposure would jeopardize others

Anthropoid (mosquito borne) virus infection  
Asiatic cholera  
Crimean hemorrhagic fever  
Diphtheria  
Eastern equine encephalitis  
Infectious hepatitis  
Leprosy  
Meningococcal meningitis  
Plague - pneumonic and bubonic  
Salmonellosis  
Shigellosis  
Smallpox  
Typhoid fever  
Western equine encephalitis  
Yellow fever  
and as otherwise determined by proper medical authority

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(4) If an employee requests sick leave for an absence to care for an immediate family member who is ill with a contagious disease, they must submit documentation from the sick person's physician that states the nature of the illness, the fact that the physician has restricted the patient's activities because they are contagious, the specific days the patient is restricted, and a statement certifying that it is necessary that the employee be off work to care for the individual for this period of time. Only with this certification can sick leave be authorized. The patient must be restricted because they are contagious; if restriction is recommended only because the individual is too weak or ill to follow a normal routine, sick leave would not be appropriate. Sick leave is only appropriately granted for the period the employee is required to stay home and care for an immediate family member who is contagious. If further care is necessary, the employee must use annual leave or LWOP. The employee who is seeking sick leave for such reasons is responsible for obtaining and presenting a doctor's note and for ensuring that it is detailed and complete. Final approval lies with the immediate supervisor upon receipt of adequate medical documentation. Immediate family is defined as spouse and unmarried dependent children, under age 22, including legally adopted children and recognized natural children. Stepchildren and foster children are included if they live with the employee. The following list are examples of contagious diseases which may qualify an employee for sick leave when the employee is caring for an incapacitated family member. This list, while neither inclusive nor exclusive, is intended for guidance only.

- Chicken Pox
- Mumps
- Measles
- Rubella
- Polio
- Meningococcal Disease
- Scarlatina
- Pneumonia
- Fifth Disease
- Meningitis

(5) Children often suffer minor maladies such as ear infections, colds, stomach ailments, and mysterious rashes. When the parent is required to stay home with a child suffering such a routine illness, the absence should be charged to annual leave or LWOP.

(6) When an employee is waiting final action by the Office of Personnel Management (OPM) on a claim for disability and cannot be retained in a duty status, or when an employee applies for optional or discontinued service retirement while incapacitated due to illness or injury, they shall be granted unused sick leave, as they request, if they submit evidence which supports a determination that they are incapacitated for performance of the duties of their position for the requested timeframe. Otherwise, the sick leave to the credit of an employee who is covered by the Civil Service Retirement System who retires on an immediate annuity, shall be credited in the computation of their annuity. (See FPM Supplement 831-S10-11.)

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(7) When a handicapped employee who depends on an aid, mechanical or otherwise, to perform normally is incapacitated without the aid. A seeing-eye dog, a wheelchair, or any prosthetic device may be considered an extension of the person and a grant of sick leave for such purposes as training, replacement, or repair is appropriate under the same conditions as any other incapacitation.

3-2. Application for and Reporting Sick Leave.

a. Advance application for sick leave for medical, dental, or optical examination or treatment will be made by use of SF 71. Whenever possible, employees are encouraged to schedule such examinations/treatments during nonduty hours or on non-working days. Supervisors should accommodate employee requests for brief absences (up to 15 minutes to be made up the same workday) in lieu of sick leave usage for medical, dental, and optical appointments. Where flextime exists, consideration may also be given to adjusting the tour of duty (up to 1 hour that workday) to accommodate an employee's need.

b. All employees will be required to furnish a doctor's certificate for periods of absence on sick leave over 3 days (24 hours) of continuous duration. An employee's written statement of the reason for their illness that exceeds 3 days (24 hours) but is of no more than 4 days (32 hours) of continuous duration, may be considered by the supervisor in lieu of a doctor's certificate when the employee's illness did not require the services of a doctor, or a doctor was not involved due to the remoteness of the locality, or an inability to secure medical services. Acceptance of the employee's written statement by the supervisor shall be made on an individual basis. However, on all periods of absence that exceed 4 days (32 hours) of continuous duration, the employee will be required to furnish a medical certificate. The 4 days (32 hours) includes any time authorized by the U.S. Army Health Clinic (HSXP-FS-RIA).

c. When it is clearly indicated by the physician/practitioner that the illness will be of an extended duration (heart ailment, tuberculosis, mental illness, etc.), a statement from the physician/practitioner at the beginning of the illness, attesting to the probable duration of the illness, may be accepted in lieu of the SF 71.

d. The SF 71 should be furnished immediately upon return to duty.

e. A procedure for reporting illness shall be established by each operating official for use by employees of that department. The procedure will designate the person(s) (including phone numbers) to whom all absences due to illness will be reported. This will normally be the first level supervisor. Supervisors should identify an alternate approving authority for times when the supervisor is absent or unavailable.

f. An employee is to notify their supervisor as early as practicable on the first day of absence due to illness (generally by telephone) normally within 2 hours after the beginning of their scheduled reporting time, or as soon thereafter as possible). At this time the employee should clearly establish as to when they will expect to return to work and the supervisor should make it clear when the individual is expected to call in regarding any additional absence. **NOTE:** Collect calls will not be accepted. Employees are required to advise their supervisor as to the nature

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of the illness when reporting their absence (this is not expected to be a medical diagnosis). Failure to give such notice may result in a charge to AWOL unless circumstances justify use of annual leave or LWOP. Employees themselves should call in when requesting sick leave. Other persons should call in on behalf of an employee only in an emergency situation or when the employee is unable to contact the supervisor himself because of the nature of the illness/injury.

g. When an employee requests to be excused from work due to a nonoccupational illness/injury, the supervisor may either grant sick leave for the remainder of the workday or if deemed necessary or appropriate, order the employee to HSXP-FS-RIA. Before dismissing an employee from work, a supervisor must consider the employee's ability to travel home safely, and if in doubt, the supervisor may either advise or order the employee to visit HSXP-FS-RIA. Supervisors and time-keepers will ensure that the absence is charged to sick leave. The employee will be informed that approval of sick leave is for the remainder of that day only. If the employee is absent from duty on the following day, they must call in and report to their supervisor.

h. All employees returning to work after absence for childbirth reasons, or an illness due to major surgery, contagious infection, serious disease, hospitalization, or disabling injury, of 5 consecutive workdays or more, will be required to provide their immediate supervisor a written release from the attending physician/practitioner before returning to duty. The written release will identify the employee, be signed by the employee's physician/practitioner and indicate the date the employee may return to work. The written statement will also note what restriction(s), if any, should be observed in the employee's work situation. The supervisor will notify by telephone (ext 20801) HSXP-FS-RIA that the employee has returned to work and identify the medical reason for the absence and, if indicated, the restriction(s) identified by the employee's physician/practitioner. HSXP-FS-RIA will determine whether the employee should be evaluated in HSXP-FS-RIA to determine if the employee is capable to return to duty as designated by the employee's physician/practitioner, and so advise the supervisor. If an evaluation is necessary, the employee will be interviewed by HSXP-FS-RIA personnel to determine whether they are capable of returning to full duty or requires restricted duty for a temporary period of time. HSXP-FS-RIA personnel will also determine if a visit to the employee's worksite is indicated or necessary. When a release is required, the supervisor will provide a copy of the employee's written release from the attending physician/practitioner for the employee's confidential outpatient medical record.

i. Employees who are retired military or spouses of active military entitled to the facilities of HSXP-FS-RIA will, when receiving treatment during duty hours, have this visit charged to sick leave in the same manner as any other employee utilizing their private physician/practitioner.

3-3. Supporting Evidence.

a. Normally, the employee's signature on the SF 71 and/or initials on the TA card will be sufficient certification to support a charge to sick leave for an absence of 3 workdays or less. However, when there is reason to suspect misuse of sick leave, the supervisor will discuss the matter with the employee. This discussion will provide opportunity for the employee to explain their use of sick leave and for the supervisor to point out future implications of misuse. Continued or frequent use of sick leave not supported by a physician's/ practitioner's certification may subject the employee to restrictions on its use (see figure 3-1 for sample of restriction letter). The form letter is also available for issue through regular forms requisitioning procedures. NOTE: Supervisors are cautioned to observe the provisions of the pertinent union agreement. Where those provisions conflict with provisions of this regulation, the union agreement is controlling. In no case should an employee be counseled merely for exceeding a sick leave goal. The number of hours used is not in itself an indication of sick leave abuse. The supervisor should see a clear pattern of abuse or flagrant misuse before resorting to counseling or restriction. Formal counseling generally should precede placing an employee on sick leave restriction. Only in unusual cases, such as a known or flagrant violation of the proper use of leave, should restrictions be imposed without prior counseling.

b. When an employee has exhausted their sick leave, a supervisor does not have to grant annual leave or LWOP when the employee requests sick leave, even if the illness or injury is covered by a doctor's certificate. However, if annual leave is denied, certain factors should be considered:

- (1) The employee's personal situation.
- (2) The sick leave record of the employee.
- (3) Whether the employee has been counseled on leave use/abuse.
- (4) Whether the employee has been warned that they may be charged AWOL when sick leave is exhausted.
- (5) Workload in the organization is such that the employee is needed on the job and the request for annual leave or LWOP cannot be approved.

c. When an employee is absent for short periods at frequent intervals, their supervisor may advise the employee to visit their physician/practitioner for a physical checkup. Likewise, the supervisor may make the employee aware that staff members of the Employee Assistance Program Office (SMCRI-PCE) are available for consultation.

d. If the supervisor determines that an absence does not warrant use of sick leave, the absence may be charged to annual leave, LWOP, or AWOL, as appropriate.

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e. When an employee is being carried on annual leave or in a nonpay status because of failure to call in and report their illness and upon return to duty the absence is properly substantiated by acceptable evidence of illness, the period of absence may be converted to sick leave.

f. When treatment of a specialist is required for an illness and such services are not available in the local area, time spent in traveling to obtain such treatment may be charged to sick leave if it is a reasonable amount. The supervisor will decide whether or not the time requested is reasonable and may charge an appropriate portion of the travel time to annual leave or LWOP, if it is determined that the requested travel time is not reasonable.

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(690-200b)

MEMORANDUM FOR

SUBJECT: Official Written Notice on Use of Leave

1.  A Summary of your leave record for the period 1 Oct 88 through 28 Feb 89 is as follows:

<u>Dates/Hours of Annual Leave</u>	<u>Dates/Hours of Sick Leave</u>	<u>Dates/Hours of AWOL</u>	<u>Total Hours</u>
17 Oct 88 - 8	21 Nov 88 - 8	17 Jan 89 - 8	80
18 Nov 88 - 8	5 Dec 88 - 8	11 Feb 89 - 8	
	22 Dec 88 - 8	18 Feb 89 - 8	
	16 Jan 89 - 8		
	7 Feb 89 - 8		

2.  To assure you are aware of your responsibilities as a Federal employee with regard to sick and annual leave, and to acquaint you with such requirements as may apply to you personally, the following information is provided:

a. SICK LEAVE. It is required that you notify your immediate supervisor as to your absence as soon as practicable after the beginning of your regular work shift (generally within two hours). Accumulated sick leave is available for use:

- (1) When an employee is incapacitated for performance of duties because of sickness, injury, or pregnancy.
- (2) For medical, dental, or optical examination or treatment.
- (3) When a member of the immediate family is afflicted with a contagious disease.

b. ANNUAL LEAVE. Annual leave is provided for vacation periods and for personal business which can be disposed of only during the time in which you would ordinarily be working. Requests for time off for these reasons must be scheduled and approval received from your supervisor in advance of the date the leave actually begins.

c. UNPLANNED ANNUAL LEAVE. You should notify your immediate supervisor of your absence as soon as practicable after the beginning of your regular work shift (generally within two hours) on each day it is necessary for you to request annual leave for an emergency. The fact that you call is not to be construed as a guarantee that your supervisor will approve your leave. It is the right of management to determine if the circumstances surrounding an emergency warrant approval of leave. You may be required to present documentary evidence of the facts constituting your emergency.

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(690-200b)

SUBJECT: Official Written Notice on Use of Leave

d. The Arsenal telephone extensions and home telephone number of your supervisor are provided for your use. In case you cannot reach your supervisor, you will call his/her alternate.

	<u>Name</u>	<u>Arsenal Telephone(s)</u>	<u>Home Telephone</u>
Supv:	_____	_____	_____
Alt:	_____	_____	_____

3.  Your use of sick leave is being questioned. Therefore, beginning immediately, all requests for sick leave must be accompanied by a doctor's certificate or be authorized by the U.S. Army Health Clinic. An SF 71, Request for Approval or Leave, should be used for the purpose of verification. After 90 days, a review of this restriction will be made, and if sufficient improvement has been made, the restriction will be rescinded.

4.  The above requirements become effective upon receipt of this notice. Failure to comply with the instructions contained herein may result in your absence being charged as Absence Without Leave (AWOL). You are also advised that this notice is intended to emphasize the requirements for approval of leave and will not become a part of your Official Personnel Folder.

5.  A review of the sick leave restriction placed on you as of \_\_\_\_\_ indicates that you have/have not shown sufficient improvement. Therefore the restriction is:

Rescinded.

Extended for a period of 90 days.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title and organization

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## CHAPTER 4

### LEAVE FOR PARENTAL AND FAMILY RESPONSIBILITIES

---

4-1. General. This chapter provides guidelines on absence from duty to fulfill various types of parental and family responsibilities, to include leave for the birth of a child, leave for child care, leave for adoption and foster care, and leave for other parental and family responsibilities. Depending on the nature of the request, leave may be granted in appropriate combinations of annual leave, sick leave, and LWOP. Sick and annual leave can also be advanced to employees.

4-2. Statement of Policy. Being a parent or prospective parent carries certain responsibilities that cannot be ignored or even postponed. Sound judgment must be applied to strike a proper balance between the needs of the organization and the needs of the family. Supervisors should be supportive and understanding of employee responsibilities, yet discreet where mission accomplishments would be adversely affected.

4-3. Use of Leave. The following are some of the parental and family responsibilities which may require occasional or extended absence, and the appropriate type of leave to be considered in each case.

a. Leave for Childbirth. Sick leave, annual leave, or LWOP is appropriate for the period of a mother's incapacitation for delivery and recuperation. Fathers who request leave during and after a mother's hospitalization should be granted annual leave and/or LWOP to meet family needs. The length of maternity absence will be established on an individual basis recognizing the physical capability of the employee to perform the duties of the position, and in consideration of the advice and guidance of the employee's physician. For planning purposes HSXP-FS-RIA will establish the projected period of incapacitation until specific dates are provided by the employee's personal physician. The burden of reasonableness in establishing a specific date to begin leave and return to work after childbirth rests with the employee and her personal physician. NOTE: No pregnant employee will be permitted to work when it is established by competent medical authority that such work would not be in the best interest of the employee or of the Federal Government and would be injurious to the employee's health. Final determination in this respect is the responsibility of the U.S. Army Health Clinic Medical Officer at RIA.

b. Leave for Adoption and Foster Care. Adoptive and foster parents are entitled to the same considerations as natural parents regarding commitments to stay home for infant care, arrangements during an adoption process, and other compassionate needs. Leave for these purposes may be annual leave and/or LWOP. Sick leave is not appropriate in these situations.

c. Leave for Care of Elderly Parents and Other Dependents. Employees who need time off to attend to the medical and personal needs of the elderly and their children may generally be granted annual leave and/or LWOP.

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(1) In some cases, an immediate family member may get highly contagious diseases for which medical practitioners require the family member to be quarantined, isolated, and restricted. Employees who must stay home to care for a family member with such a disease, or who have been exposed to such a disease, should be granted sick leave. In cases such as these, the employee themselves is not necessarily contagious. To justify a charge to sick leave, the employee must present evidence from the patient's physician which provides the diagnosis of the ailment and certifies the exact dates that the patient was contagious and was required to be isolated/restricted (see page 3-2 for further explanation).

(2) Children often suffer minor maladies such as ear infections, colds, stomach ailments, and mysterious rashes. When the parent is required to stay home with a child suffering such a routine illness, the absence should be charged to annual leave or LWOP.

#### 4. Procedures for Maternity Absence.

a. Employee. The employee will report to HSXP-FS-RIA with a statement from her physician giving the expected date of childbirth. Subsequently, the employee will report to HSXP-FS-RIA periodically as determined by the Medical Officer. Under normal conditions (no complications in pregnancy), the employee will submit an SF 71 and support documentation to her supervisor requesting appropriate leave to cover her incapacitation at least 30 days in advance of the leave period.

#### b. U.S. Army Health Clinic (HSXP-FS-RIA).

(1) Receive physician's statement from employee, project date of last day of work prior to use of leave and enter this date on the physician's statement.

(2) Return statement to employee for delivery to employee's supervisor.

#### c. Supervisor.

(1) When becoming aware of the pregnancy ensure that employee visits HSXP-FS-RIA, as required.

(2) Review working conditions and requirements in the workplace that could have an adverse effect on the employee. Reasonable efforts should be made to accommodate any specific limitations recommended by the employee's physician. Heavy lifting or straining and other restrictions should be imposed and discussed with the employee. Due to medical service requirements, it is inadvisable to employ pregnant women between the hours of 12:00 midnight and 8:00 a.m. Overtime work of pregnant women should also be avoided.

(3) Receive SF 71 and physician's statement (annotated by HSXP-FS-RIA personnel) from employee at least 30 days prior to start of the leave period.

(4) Approve SF 71 and prepare letter to employee (in 3 copies) explaining procedures concerning leave for childbirth (see figure 4-1 for sample copy). The nature of the supervisor authorized to approve leave will appear on this letter. Distribute as follows:

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- (a) Original to employee (attached blank SF 71).
- (b) One copy to HSXP-FS-RIA.
- (c) Retain one copy in organization files. Destroy upon employee's return to duty.

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(Applicable Letterhead)

SMCRI-PC

(Employee Name and Office Symbol)

1. This confirms the approval of your request to be absent for childbirth. As requested and approved, you will be carried on sick leave, annual leave, or leave without pay during your incapacitation.
2. After recuperation you must obtain a written statement from your physician identifying the date you are able to resume work. He/she should also certify your absence on the enclosed SF 71. Both documents must be presented to me upon your return of work.
3. Should you desire additional time after recuperation to make arrangements for the care of your child or to provide for a longer period of adjustment, please contact me in advance to request appropriate leave.
4. (A personal paragraph may be added as appropriate.)

Encl  
as

Signature and  
Title of Supervisor Authorized  
to Approve Leave

CF:  
SMCRI-RMF-PC  
HSXP-FS-RIA  
File Copy

Figure 4-1

SAMPLE LETTER FORMAT - LEAVE FOR CHILDBIRTH NOTIFICATION

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## CHAPTER 5

### EXCUSED ABSENCES

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#### 5-1. General.

- a. An 'excused absence' is an absence administratively authorized or approved, which does not result in a charge to any kind of leave with pay or in any loss of basic salary.
- b. Excused absence will be authorized on an individual basis except when the installation is closed or a group of employees on a specific project is excused from work.
- c. While employees may be administratively excused from duty during a scheduled overtime day, such absences are not within the terms defined herein, and overtime pay will not be allowed.

5-2. Authorization and Approval. Absences from regularly assigned duties in connection with the following activities are considered constructive duty time; as such, excused absence without charge to leave or loss of pay may be granted by supervisors who normally have authority for approving annual and sick leave. There are numerous instances when employees are absent from their normal productive assignments to perform acts or services officially sanctioned by the activity commander. In performing these acts or services, employees remain under management control or jurisdiction and are thus considered in a duty status. Examples of such absences would include medical examination to determine fitness for duty, merit placement interviews at the employing activity, and utilizing personnel office services. Supervisors are authorized to make individual determinations that the act or service is job-related and not chargeable to leave, and to place reasonable limits on the length of such absences from normal assignments.

5-3. Types of Excused Absences. NOTE: The following situations/activities comprise the more common and recurring reasons when one or more employees may be granted excused absence; it is not an all-inclusive list. There will be separate, special, and/or distinct events (e.g., change of command ceremonies, etc.) which respective commanders may determine are of sufficient importance as to justify approval of excused absence.

- a. Blood Donations. All employees who volunteer as blood donors, without compensation, to the American Red Cross, to military hospitals, or other blood banks, or respond to emergency calls for needy individuals, will be excused from work without charge to leave for the time necessary to donate the blood, for recuperation following blood donation, and for necessary travel to and from the donation site. Donors may be excused up to 4 hours, except in unusual cases. Employees who donate blood to be used later for their own personal surgery are also covered by the provisions of this paragraph. It is to be noted that the 4 hours is given only if blood is actually donated. If for any reason the donor is rejected, they must return to work immediately; failure to do so will result in a time charge to AWOL for the

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absence. It is the policy of RIA; HQ, AMCCOM; and all tenant activities to support the plasmapheresis/cytopheresis program by providing that employees who volunteer as donors for the plasmapheresis program, without compensation, may be granted a maximum of 4 hours of excused leave no more frequently than once every 8 weeks. Excused leave shall be granted for actual donations only. Appointments will be made to provide the least disruption of operations. Employees will request excused leave 2 days in advance of appointment by submitting SF 71 with time of appointment shown. Donors rejected for any reason will return to work immediately; failure to do so will result in a time charge to AWOL for the absence, unless alternate leave is previously approved.

b. Armed Forces Examinations. Time spent in reporting for and undergoing examinations (physical and written) to determine an employee's fitness for enlistment or induction into the Armed Forces will be excused, provided the absence is supported by official notification from the appropriate military authority. If the absence extends beyond 1 workday, the employee must submit a statement from the induction station showing the necessity for the additional absence. If, through choice of the employee they are away from duty more than 1 day, the absence in excess of 1 day will be charged to annual leave or LWOP. Medical examinations for reservists for the purpose of recall to active duty, military training duty, or to determine eligibility or retention in the reserve component, are to be charged to sick leave unless the reservist is ordered to active duty for this purpose, in which case military leave will be charged.

c. Illness Caused by Required Vaccinations or Immunizations. When an employee is absent due to illness resulting from administratively required vaccinations or immunizations, the absence will be considered an excused absence without charge to leave or loss of pay provided the Medical Officer/practitioner administering the treatment certifies to the necessity for the absence.

d. Draft Registration. Employees will be excused for time spent in registering for military duty in accordance with the general statute requiring such registration. Where registration is not required on any particular day, the employee should arrange to register on a nonworkday if possible. Excused absence for this purpose generally will not exceed 4 hours, and may not exceed 1 day, including necessary travel time to and from the place of registration.

e. Military Funerals.

(1) Employees who are veterans of any war, campaign, or expedition (for which a campaign badge has been authorized by the U.S. Government) or members of honorary or ceremonial groups of veterans' organizations, may be excused for such time as may be necessary, but not in excess of 4 hours in any 1 day to participate as active pallbearers for members of the Armed Forces whose remains are returned to the United States from abroad for final interment.

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(2) Employees may be excused for up to 3 days to arrange for or to attend the funeral of an immediate relative killed in the line of duty while serving in the Armed Forces. 'Immediate relative' includes spouse and parents thereof; children, including adopted children, and spouses thereof; parents, brothers and sisters and spouses thereof; and any individual related by blood or affinity whose close association was such to have been the equivalent of a family relationship.

f. Civilian Funerals. Attendance by individuals is on a voluntary basis with the use of annual leave or LWOP should a person desire to attend a funeral for a coworker or coworker's family member. Employees are encouraged to pay respects to the family of the deceased and to inform the supervisory chain whenever death or illness occurs to someone within the organization.

g. Taking Examinations. When the employer decides to schedule an examination during the employee's regularly scheduled tour of duty, employees will be granted excused absence without charge to leave or loss of pay for the period of time within the employee's regularly scheduled tour of duty required to take the examination. Examinations may be given outside the regularly scheduled tour of duty of all or some employees. Employees taking examinations outside their regularly scheduled tour of duty will be considered to be doing so voluntarily and will not be eligible for overtime or compensatory time. Examinations include but are not limited to examinations for promotion/reassignment; examination or reexamination for their present job; and conversion of temporary appointment.

h. Voting and Registration.

(1) Employees who desire to vote or register to vote in any election or in referendums on a civic matter in their community may be excused at their request for that purpose. As a general rule, where the polls are not open at least 3 hours either before or after employee's regular hours of work, the employees may be granted an amount of excused leave which will permit them to report for work 3 hours after the polls open or leave work 3 hours before the polls close, whichever requires the lesser amount of time.

(2) Employees living in Iowa will not be granted excused absence to participate in elections or referendums since the polls are open 3 hours or more after the close of business at this installation.

(3) Since the polls in Illinois are not open for 3 hours either before or after some of the business hours at this installation, employees living in Illinois will be granted (at their specific request) excused absence in accordance with criteria listed in h(1) above. If Illinois polls open at 6:00 a.m. and close at 7:00 p.m., excused absence will be granted as in the following examples:

<u>Shift Time</u>	<u>Excused Absence</u>
7:30 a.m. to 4:15 p.m.	15 minutes before close of business
7:45 a.m. to 4:30 p.m.	30 minutes before close of business
8:00 a.m. to 4:45 p.m.	45 minutes before close of business

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NOTE: Employees' request for excused absence to vote must be made to their immediate supervisor sufficiently in advance of the election day to permit rescheduling of workload, if necessary.

(4) Employees on second or third shift will not be granted excused absence to participate in elections or referendums.

(5) No excused absence will be granted to employees who are on annual leave or sick leave for all of the day which is specified as a voting or registration day.

(6) Employees on flexible work schedules will be excused only for those hours which cannot be accommodated by their flexitour schedules. Employees will not be required to change their established flexitour for voting purposes.

(7) When an employee must vote by absentee ballot due to their scheduled absence from this area on election day, excused absence may be granted only when there is insufficient time to obtain and return an absentee ballot by mail or during on-duty hours.

i. Utilizing Services of the Directorate of Personnel and Community Activities (SMCRI-PC) and the Equal Employment/Equal Opportunity Office (SMCRI-EO). Absence from duty during the time an employee is utilizing the services of the Directorate of Personnel and Community Activities (SMCRI-PC) and the Equal Employment/Equal Opportunity Office (SMCRI-EO) may be excused by the supervisor for a mutually convenient time as arranged with one of these offices, provided the employee has obtained prior consent from the supervisor.

j. Emergency Rescue or Protective Work. This paragraph applies to employees occupying Classification Act positions, including standby employees, and those hourly, per diem, and piecework employees who are eligible to be excused on holidays.

(1) When such employees are called to emergency duty in the National Guard or State Guard, or are called to participate in Civil Air Patrol searches, they will be excused for such duty up to 5 working days. Such employees, when engaged in other types of emergency rescue or protective work, may be excused on a similar basis at the discretion of the activity commander. Employees may not be excused from duty without charge to leave for the purpose of performing rescue or guardsman duty which otherwise would be covered by military leave as authorized under 5 USC 6323.

(2) Excused absence under this policy will not exceed 40 normal work hours in any 1 calendar year except as provided for by regulation for military duty.

(3) Employee requests for excused absence will be submitted by informal memorandum along with appropriate written verification by a local official (mayor, village board president, etc.) through the supervisory chain to organizational heads. They will, by 1st Endorsement, recommend approval or disapproval and forward same to the applicable Commander for final approval/disapproval. Verification must be submitted along with the employee's request within 2 working days after return to

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duty. The Commander's approval/disapproval in the 2d Endorsement will be directed to Pay/Examination Branch (SMCRI-RMF-P) with a copy to the employee. Annual leave will be charged until such time as excused absence is approved.

(4) Absences beyond a cumulative total of 5 days will be charged to annual leave or LWOP. A liberal policy granting same will be followed.

k. Employment Interviews.

(1) Employees may be excused without charge to leave or loss of pay to participate in interviews when:

(a) Competition is for a position within the Department of Army (DA) or the individual is in a temporary duty (TDY) status for the purpose of an interview within the Department of Defense (DOD).

(b) The individual is under notice of separation or change to lower grade for any reason except personal cause, and the interview is scheduled/authorized by the RIA Recruitment and Placement Division (SMCRI-PCR).

(2) Time spent in interviews in circumstances other than those above may be charged as excused absence.

1. Absences for Relocation Purposes. An employee may be excused for a reasonable time to make personal arrangements and to transact personal business directly related to a permanent change of station which is in the interest of the U.S. Government, provided that such business or arrangements cannot be transacted outside the employee's regular working hours. This includes such things as making arrangements for the packing and unpacking of household goods and obtaining driver's license, auto tags, and passports. This also includes the absence of an employee (and spouse) during an approved house-hunting trip.

m. Absences Prior to or Upon Return From Travel. Excused absences incident to TDY travel will be as provided in Appendix A, RIAR 37-9. Specifically, a period of 2 hours will be allowed as excused absence on the employee's TA card prior to the scheduled departure by commercial carrier, by privately owned conveyance (POC), or by Government aircraft as time required to prepare for temporary duty travel. On return, an additional 2 hours will be allowed as excused absence on the employee's TA card after actual arrival by commercial carrier, by POC, or by Government aircraft as time required to disengage from TDY. If circumstances warrant, the travel requesting official may submit a written request, on an individual basis, to the travel approving official for consideration of up to 1 additional hour. If approved, a copy of the approved request will be submitted to the RIA Finance and Accounting Division (SMCRI-RMF) with the TA card for the period involved.

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n. After Prolonged Overtime or Travel. When it is not possible or reasonable to reschedule an employee's duty or travel time and regular scheduling would require the employee to travel and/or serve in a duty status for more than 16 hours, the employee may be excused without charge to leave or loss of pay for a reasonable time to recuperate from fatigue or loss of sleep. In determining the time to be allowed, the adverse effect on work performance, health, or well-being, and any safety hazard which might result from working while fatigued, should be considered. Excused absence under this authority will not normally exceed 4 hours.

o. Holiday Dismissals of Certain Employees Under Premium Pay. Employees receiving premium pay under 5 USC 5545(c)(1) may be excused without charge to leave on holidays when it is administratively determined that their services are not required on a particular holiday. When an employee's services are administratively required on a holiday and the employee requests and is granted the day off for personal reasons, the employee will be charged annual leave, sick leave, or LWOP, as appropriate.

p. Practice Time for RIA Chorus and Band. Practice days will be once each week once for band and once for chorus). This time is inclusive of travel to and from the practice, as well as time to eat lunch. Therefore, employee members will be excused from duty at 1130 and are to return to duty by 1300 on practice days. Immediate supervisors will adhere to and enforce this policy. Excused absence is granted for this time plus performance time.

q. Absences for Members of the RIA Federal Credit Union Board of Directors and Committees. Such absences are authorized to attend meetings of associations, leagues, or councils if the purpose is directly related to the DOD Credit Union program.

r. Toastmaster Club/International Training in Communications (formerly Toastmistress Club). These organizations meet for 2 hours twice a month. One and one-half hours of each meeting will be excused absence, with the remaining half hour being the employee's lunch period.

s. Equal Employment Opportunity (EEO) Functions. An employee may be excused up to 4 hours during the calendar year to attend government sponsored EEO functions held during duty hours including ethnic observances, such as American Heritage Week, training sessions sponsored by special emphasis program managers, ceremonies, etc. The time excused for each function will normally be limited to the actual length of the function and travel time. To simplify recordkeeping, the employee's SF 7-B (Employee Record) card will be annotated in pencil to show the number of hours used under this provision (e.g., 1 Jun 90 - 2 hrs - excused absence - RIAR 690-20, para 3s). These annotations are to be erased at the end of the calendar year.

t. Junior Achievement (JA) Program. Employees representing RIA as advisors for the Junior Achievement Program are authorized to attend certain special events (i.e., formal JA training sessions, advisor luncheons, year-end JA luncheon) as duty time (post code 195).

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u. Conventions and Conferences. Officials reporting directly to the Commander (i.e., directors, project/product/program managers, office chiefs) are authorized to grant excused absence of up to 5 working days per calendar year to employees to attend conventions or conferences when such attendance is determined to be in the best interests of the Government. When circumstances do not warrant participation at a convention/conference/meeting as training or duty at Government expense (see AR 690-400, chapter 410), attendance still may be considered to be of sufficient benefit to the Government to justify excused absence with any and all other costs at the employee's own expense.

v. Union-Sponsored Training.

(1) Union officers/stewards may be granted excused absence (normally, not to exceed 8 hours in any 12 calendar month period) to attend union-sponsored training, when it is determined such training is mutually beneficial to the employer and the union.

(2) The employee will prepare a written request (informal memorandum) for excused absence for union-sponsored training. The informal memorandum will be submitted to SMCRI-PCL for review.

(3) SMCRI-PCL will determine appropriateness of granting excused leave (i.e., mutual benefit and eligibility of employee). If the request is appropriate, SMCRI-PCL will forward the request to the supervisor with a recommendation for approval to release the employee for training, with a copy furnished to the employee. At that time, the employee must submit an SF 71 to the supervisor for approval.

w. Special Events. Occasionally, special events are held on the installation (e.g. HOPE festival, Recognition of Volunteers, Tree-Lighting Ceremony) for which participation is encouraged but excused absence is not generally authorized. If it is not clearly indicated that the Commander has granted excused leave for a particular function, then employees must use their lunch period or annual leave or LWOP to attend. If excused leave is authorized, notification will normally be made by the Civilian Personnel Office through electronic mail.

5-4. Tardiness and Brief Absences. The governing criteria for excusing tardiness is to excuse that tardiness which clearly serves the best interests of the Government, as opposed to tardiness which serves the personal interest of the employee.

a. Infrequent Tardiness (for valid reasons). If the tardiness occurs at the beginning of the shift, return from lunch hour, or return from short duration of leave taken during the shift, all supervisors may excuse up to and including 5 minutes. A total of 15 minutes at the beginning of the shift may (at the discretion of supervisor) be made up by the employee during the lunch period only, or be charged to compensatory time off (Class Act employees only), annual leave, or LWOP, as applicable. (In the event a charge is made against annual leave, it must be in multiples of 1 hour. The employee will immediately be notified and shall not be required to work during the additional period covered by the charge against their annual leave.) Over 15 minutes will normally be charged to compensatory time off, annual leave, or LWOP, as applicable.

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b. Tardiness of Questionable Nature. When employees are chronically tardy or otherwise absent from duty without adequate excuse, such absences and tardiness may be charged to annual leave, LWOP, or AWOL, as appropriate, and may become the basis for disciplinary action. In the event a charge is made against annual leave, it must be in multiples of 1 hour. The employee may not be required to work during the additional period covered by the charge against their annual leave. Continued tardiness should be referred to SMCRI-PCL for appropriate action and resolution.

c. Tardiness Due to Weather, Bridge Openings, or Traffic.

(1) Up to 30 Minutes. Tardiness up to and including 30 minutes, due to extremely bad weather conditions, delays resulting from traffic tie-ups, or bridge openings, or other contingencies, may be excused by all supervisors.

(2) In Excess of 30 Minutes. Tardiness due to extremely bad weather conditions, excessive delays or opening of bridges, or other contingencies, will be excused in accordance with specific instructions of SMCRI-PCL who will coordinate in consultation with the Commander, RIA, and with the Personnel and Training Directorate (MSMC-PT) regarding amount of excused absence to be granted. As soon as possible, SMCRI-PCL will telephone all directors and office chiefs on RIA, advising them of the amount of excused absence authorized. If tardiness exists beyond the period of excused absence, all supervisors are authorized to make split charges for the excused and the nonexcused absence (ref para a above). (To be eligible for excused absence, employees must be scheduled for work for the specific time that the excused time/leave is granted.)

d. Administrative Action on Tardiness.

(1) Employees will immediately report tardiness to supervisor for approval/ disapproval of the time to be excused.

(2) Supervisors will then decide what action will be taken and immediately inform the employee; send employee back to work after expiration of leave, if required; and notify timekeeper immediately of action taken, whether excused, annual leave or compensatory time, or AWOL.

e. Group Dismissals. It is within the administrative discretion of the installation commander to close all or part of the activity. These situations may include, but are not limited to, extreme weather conditions; natural disasters such as fire or flood; or breakdown of facilities or services. It is important to note that only the installation commander has the authority to dismiss groups of employees or close the installation. Supervisors should be aware that they do not have the authority to release employees for short periods of time other than those discussed above. For example, supervisors do not have the authority to release employees early on occasions such as the day after Thanksgiving or in conjunction with Christmas or New Year's.

CHAPTER 6  
MILITARY LEAVE

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6-1. General.

a. Explanation of Terms. Military leave is absence from a civilian position of those employees who are members of reserve components of the Armed Forces as listed below:

National Guard of the United States  
Army Reserve  
Naval Reserve  
Marine Corps Reserve  
Air National Guard of the United States  
Air Force Reserve  
Coast Guard Reserve

b. Active Military Duty. For the purpose of military leave, 'Active Military Duty' includes:

- (1) Duty on the active list.
- (2) Full-time training duty.
- (3) Annual training duty.

(4) Attendance, while in the military service, at a school designated as a service school by law or by the Secretary of the military department concerned.

(5) Duty for the purpose of providing military aid to enforce the law. Such absence must be for days during which they are on active military duty, or are engaged in field or coast defense training under section 6323(c) and 5519 of Title 5, U.S. Code.

6-2. Granting Military Leave.

a. Because of the primary mission of DA, the policy is to extend full cooperation to all reserve components of the Armed Forces by granting leave of absence for military training purposes so far as practicable. Where authorization of military leave is not appropriate, annual leave or LWOP should be authorized for this purpose.

b. Employees in receipt of military orders are responsible for advising appropriate officials (usually their immediate supervisor) as far in advance as possible so that arrangements may be made for the continuation of work schedule.

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c. If the number of employees ordered to duty at the same time is so great as to interfere with the operation of the installation or any of its activities, activity commanders should be notified of the situation.

d. Military leave is granted to members of reserve components of the Armed Forces who are regular full-time civilian employees serving permanent, temporary indefinite, or temporary appointments pending establishment of a register, or term appointments.

e. In general, military leave may not be granted to an employee who is in a nonpay status when they enter on military duty.

f. Military leave may not be substituted for LWOP previously granted unless the absence was for military duty and it is later determined that the employee was entitled to military leave.

g. Military leave may not be substituted for any period of furlough either because of lack of work or funds, or because of reduction in force.

h. When an employee is called to military duty during the 60-day notice period prior to separation by reduction in force, military leave will be substituted for the balance of the notice.

3. Supporting Evidence. In order for military leave to be granted, the military order calling the employee to active duty will be sufficient evidence for the initial authorization by the supervisor. A copy of the order will be submitted to SMCRI-RMF-P by the supervisor before the employee leaves for active duty. Upon return to duty, the employee will submit, to their supervisor, official evidence of orders signed by the Commander of the military unit. The supervisor will forward a copy of the official evidence to SMCRI-RMF-P.

#### 4. Computation.

a. Full-time employees eligible for military leave of absence with pay, as stated in above paragraph 6-1b(1), (2), (3), and (4), are authorized 15 days per fiscal year. Any portion of the 15 days (i.e., not to exceed 15 days) unused in the fiscal year may be carried over to the next fiscal year. Part-time career employees as defined in 5 USC 34-1(2)] are entitled to military leave on a prorated basis. The rate is determined by dividing 40 into the number of regularly scheduled hours. The military leave period is computed on a calendar-day basis. Nonworkdays falling within a period of absence on military training duty are charged against the 15 days of military leave allowed during the year but not nonworkdays occurring at the beginning or end of the period. Military leave may not be charged in less than full day increments.

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b. Military leave of absence with pay, as listed in above paragraph 6-1b(5), is limited to a maximum of 22 days during any one calendar year regardless of the number of periods of active military duty in the calendar year. The military leave period is computed on a workday basis. Holidays and weekends will not be charged to military leave when the duty is for the purpose of providing military aid to enforce the law. Employees on uncommon tours of duty will be charged with military leave in the same manner as they are charged with annual and sick leave.

c. Where an employee exhausts the amount of military leave fixed and limited by statute, they may be granted any available annual leave to continue military duty without the imposition of any dual compensation restrictions. If the employee does not have sufficient annual leave (or does not want to use annual leave) they must be carried in a LWOP status.

6-5. Resignation. A reservist who resigns from their civilian position prior to entering upon active military duty is not entitled to military leave for any portion of the military duty irrespective of any right they may have to restoration or re-employment upon completion of military service. Employees resigning under these circumstances should be so advised.

## CHAPTER 7

## COURT LEAVE

7-1. General.

a. Policy. DA considers it the civic duty of all its employees to respond to calls for jury duty and other court services. To this end, requests that employees be excused from jury duty will be made only in those instances where their services are required to meet essential work schedules and where public interests are better served by the employees remaining on duty in their jobs.

b. Explanation of Terms. Court leave, as used in this regulation, is absence from duty, without charge to leave or loss of basic salary, for the purpose of attending court as a witness on behalf of U.S. Government, or the Government of the District of Columbia, or for jury duty. (The court may be a State, Federal, District of Columbia, or Military court.) However, when a basic salary is paid to the employee the following rules apply:

(1) If serving in an official capacity as a witness for the United States or District of Columbia, no court fees may be accepted by the employee.

(2) If serving in an official capacity as a witness in private litigation, authorized witness fees and allowances for travel expense and subsistence should be collected by the employee. The employee will then contact SMCRI-RMF for instructions as to disposition of collected funds.

7-2. Jury and Court Fees.

a. When an absence is charged to court leave, the employee will accept the court fees and contact SMCRI-RMF for instructions as to their disposition.

b. Jury fees for service in any Federal court may be kept by the employee only for service on nonworkdays for which they receive no compensation from their employment, or for the holiday when the employee would have been excused from their regular duties. A part-time employee whose hours of jury service do not conflict with their regular scheduled hours of work, may retain the usual fee for jury duty. If there is a partial conflict between their regularly scheduled part-time hours of employment and the hours of jury service, they may not receive or retain the jury fee on a pro rata basis.

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c. Fees from jury duty, in state or municipal courts, which are in excess of an employee's normal gross salary for the period may be retained by the employee. Fees for jury duty in state or municipal courts on nonworkdays or holidays when an employee would have been excused from their regular job may also be retained by the employee.

d. When an employee is absent from duty for a fractional day because of jury service, the amount to be turned in to SMCRI-RMF will be in an amount equal to the gross compensation for the period covered by court leave, not to exceed the jury fees received.

e. Court fees may be accepted and retained by the employee when their absence for court duty is charged to annual leave or LWOP.

7-3. Scheduled Night Duty. An employee scheduled to work at night may be granted court leave for that night duty when called for court services during the day on which the night tour of duty begins or ends, but not both. In such cases, night differentials normally payable for the period covered by court leave, will be paid.

7-4. Leave Status. When an employee is on annual leave at the time they are called for court service, court leave should be substituted for annual leave previously granted. Periods of LWOP, however, may not be retroactively charged to court leave.

7-5. Return to Duty. If an employee is excused or released by the court for a day or a substantial portion of a day (i.e., 2 hours or more), they are expected to return to duty, unless the return would cause them undue hardship because of the distance from home, duty stations, and the court. Local decisions will be made depending upon the circumstances of each case. Failure to return to duty as directed may result in a charge to annual leave, LWOP, or AWOL. Upon final release from jury service, written evidence of attendance at the court is required, showing dates (and hours, if possible) of service. Generally, such statements are issued by the Clerk of the Court.

7-6. Evidence to be Submitted.

a. When an employee is called for court service, either as a witness or a juror, they will present the court order, subpoena, or summons (if one was issued) to their supervisor as far in advance as possible to permit workload planning. The supervisor will complete Section I of SMCRI Form 2031 (Verification of Court Appearance) (original and two carbon copies), and give to employee. Upon final release by the court and return to duty, the employee will complete Section II of the SMCRI Form 2031 to indicate amount of compensation received (or none, if no monies were accepted), and enter signature and date and return the forms (original and two carbon copies) along with the official court documents, to their supervisor. The supervisor will determine the dates and hours of employee's absence allowable for court leave, complete Section III, and sign/date the forms.

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b. If no monies were received by the employee from the court, the supervisor will forward the original of the form (and attached court documents) to SMCRI-RMF. (A carbon copy should be given to the employee.)

c. If monies were received by the employee, the check should be cashed by the employee and then the supervisor will send the employee to SMCRI-RMF with all copies of completed forms (and court documents) and all fees received. NOTE: Collection of fees (or part thereof) will be by cash only.

NATURE OF SERVICE	TIME CHARGE	COURT FEE DISPOSITION
I. <u>Jury Service</u>	Court Leave*	Collect fee and contact SMCRI-RMF for disposition, except if TIME CHARGE was to annual leave or LWOP, collect fee and retain.
II. <u>Witness Service</u>	Official Duty	Refuse fee.
A. On behalf of U.S. or D.C. Government		
B. On behalf of State or Local Government		
1. Official Capacity	Official Duty	Collect fee and contact SMCRI-RMF for disposition.
2. Unofficial Capacity	Court Leave*	Collect fee and contact SMCRI-RMF for disposition, except if TIME CHARGE was to annual leave or LWOP, collect fee and retain.
C. <u>On behalf of Private Party</u>		
1. Official Capacity	Official Duty	Collect fee and contact SMCRI-RMF for disposition.
2. Unofficial Capacity		
a. When the U.S., D.C., or a State/Local Government is a party.	Court Leave	Collect fee and contact SMCRI-RMF for disposition, except if TIME CHARGE was to annual leave or LWOP, collect fee and retain.
b. When the U.S., D.C., or a State/Local Government is NOT a party.	Annual Leave or LWOP**	Collect fee and retain.

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D. On own behalf, if the employee is a party in a suit against the Government: The time the employee-plaintiff spends in preparation for the trial, including answering the Government's interrogatories, and the time the employee-plaintiff spends observing the conduct of the trial is not included with the word 'witness' and does not qualify for court leave. Annual leave or LWOP are appropriate for such periods. The time the employee-plaintiff spends testifying on their own behalf does not meet the requirement of having been summoned within the meaning of Section 6322 of Title 5 of the U.S. Code and a grant of court leave for that time is not appropriate. Annual leave or LWOP are appropriate for such periods.

\*Court leave cannot be granted for those employed on a substitute, when actually-employed, or intermittent basis. In such cases, annual leave when available and requested, or otherwise LWOP, should be charged instead of court leave.

\*\*Annual leave when available and requested, otherwise LWOP.

SOURCES: FPM Supplement 990-2, Subchapter S10: Court Leave.  
CPR 600, Chapter 630, Subchapter 10: Court Leave.

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CHAPTER 8

LEAVE WITHOUT PAY (LWOP) AND EXTENDED LWOP

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8-1. General.

a. Leave Without Pay (LWOP) is a temporary nonpay status and absence from duty approved by the appropriate authority upon the employee's request.

b. Extended LWOP is defined as that which exceeds 240 consecutive duty hours. As a basic condition for approval of extended LWOP, there should be reasonable expectation that the employee will return to work at the end of the leave period.

c. Granting LWOP is a matter of administrative discretion. An employee cannot demand it as a matter of right, except in the case of 1) disabled veterans entitled to LWOP, if necessary for medical treatment under Executive Order 5396; 2) reservists and members of the National Guard entitled to LWOP, if necessary for military training duties in accordance with Section 9(g) of the Military Selective Service Act of 1967; and 3) for limited periods, employees receiving injury compensation under 5 USC 81.

d. Since LWOP is a form of officially approved leave, supervisors will ensure that the TA reports for employees on officially approved LWOP will be so marked.

8-2. Benefits. At least one of the following benefits should be expected to result from the granting of extended LWOP.

a. Fulfillment of parental or family responsibilities (see chapter 4).

b. Increased job ability.

c. Protection and/or improvement of the employee's health.

d. Retention of a desirable employee.

e. Furtherance of a program of interest in the government (e.g., Peace Corps Volunteers).

f. OPM and DA guidance indicates that LWOP should not be initially granted in excess of 1 calendar year. Under special circumstances the LWOP may be extended for another year in increments of 6 months. Such circumstances will be the exception rather than the rule.

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8-3. Policy.

a. When an employee requests leave for childbirth and has insufficient sick leave credit and/or annual leave credit as appropriate to cover the period, LWOP will be granted as long as the employee is still under a physician's restriction to cover the absence until she is released to return to duty.

b. The following list includes examples of types of cases for which approval of extended LWOP would be proper, all other factors being favorable:

(1) To attend to other parental or family responsibilities as outlined in chapter 4.

(2) For educational purposes which would contribute to the best interests of the organization.

(3) For the purpose of recovery from illness or disability not of a permanent or disqualifying nature, when continued employment or immediate return to employment would threaten impairment of the employee's health, or the health of other employees.

(4) Pending final action by OPM on a claim for disability retirement; and pending final action by the Bureau of Employees' Compensation on a claim for employment-connected injury or disease.

(5) It is DA policy to grant 90 calendar days of LWOP to career and career-conditional employees or excepted employees with competitive status who are relinquishing their positions because the spouse is moving from one area to another and who intend to seek Federal employment in the new area. The initial 90 days may be extended upon the request of the employee with each such request judged on its own merits.

4. Procedures.a. 40 Hours or Less.

(1) Director, office chiefs, or activity heads will designate supervisors authorized to approve or disapprove LWOP for 40 hours or less for valid reasons.

(2) The employee will prepare SF 71, to include the specific reason/justification in block 6, and submit to the immediate supervisor for approval/approval.

b. 41 Hours or More.

(1) Directors, office chiefs, or activity heads will determine validity of request for LWOP and will approve or disapprove same when the request is for over 40 hours.

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(2) The employee will prepare Part I of SMCRI Form 2005 (Request for Advance of Leave/Extended Absence), to include the specific reason/justification in block 10, and submit it to the immediate supervisor for completion of Part II and approval by the appropriate official as designated above.

(3) The immediate supervisor will check all blocks of Part I of the SMCRI Form 2005, enter their own reason for recommending approval or disapproval in Part II, and forward through channels as necessary to the approving official as designated in subparagraph b(1) above.

(4) The approving official, after consideration of the employee's request and the supervisor's recommendation, will complete Part III of the SMCRI Form 2005, and return it to the immediate supervisor.

(5) If the request is approved, the amount of LWOP approved is:

(a) 41 through 79 hours, the original copy of SMCRI Form 2005 will be submitted to SMCRI-RMF-P with copy furnished to the employee and the supervisor.

(b) 80 hours or more, a letter (see figure 8-1) must be prepared advising the employee of their rights, benefits, and responsibilities during the LWOP period. An SF 52 (Request for Personnel Action) must be completed when:

1. LWOP of 80 hours or more is granted because of an on-the-job illness or injury.

2. LWOP is granted for more than 30 workdays (240 hours) for any other reason. The SF 52 must be submitted to the Technical Services Division, ATTN: SMCRI-PCS, with the copies of the SMCRI Form 2005 and the letter to the employee. SMCRI-PCS will forward these documents to payroll with the payroll copy of the SF 50.

(6) If the request is disapproved, the SMCRI Form 2005 will immediately be delivered to the employee.

(7) SMCRI-RMF-P will complete Part V of SMCRI Form 2005 on the final action taken for approved requests.

NOTE: Sample of SMCRI Form 2005 is provided at figure 8-2.

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SAMPLE FIGURE 8-1

(Applicable Letterhead)

(Employee Name and Address)

(Date)

Dear \_\_\_\_\_:

Your request for leave without pay (LWOP) for \_\_\_\_\_ days, SMCR Form 2005, is approved for the period \_\_\_\_\_ through \_\_\_\_\_.

During your absence in a nonpay status, you will retain certain rights and receive certain consideration as follows:

- a. You retain the right to return to work prior to or upon the expiration of the approved leave period.
- b. Any life insurance coverage will be maintained for the period of approved LWOP, at no cost to you.
- c. You will be required to pay your share of premiums for health benefits coverage while in a nonpay status. If salary due you is insufficient to cover the required withholding, you will be notified as to the procedures for collecting health benefit premiums. You have the option to cancel federal health benefit (FEHB) coverage to avoid premium indebtedness. You may contact SMCR-RMF-PC regarding premium payments and SMCR-PCS regarding cancellation of FEHB coverage.
- d. You will not receive full credit toward within-grade increases. Such increases are dependent upon time in a pay status.
- e. The time you are in LWOP status is creditable toward retirement. The credit is limited to no more than 6 months in a LWOP status in each calendar year. You are not required to pay any monies into the retirement fund for time so credited.
- f. Additionally, for employment purposes, you are considered to be as though actively employed in the event any change is made to the position you encumber; e.g., promotion possibilities, job changes, rate changes, reduction in force, etc.
- g. When the number of hours in a nonpay status in an employee's leave year equals or exceeds 80 hours, his/her credits for leave must be reduced by an amount equal to the amount of leave he/she earns during a pay period. The net result is that during your period of leave without pay you will not accrue any annual or sick leave. Accrued annual and/or sick leave balances existing at the start of the LWOP period are held in abeyance while in LWOP status and reccredited upon your return to pay status.

You may be expected to return to duty status on or before the workday following the expiration date of your LWOP. Failure to do so will result in your removal from your position and the Federal Service for reason of failure to return to work at the end of approved LWOP.

Sincerely,



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## PRIVACY ACT STATEMENT

1. Collection of the Social Security Number (SSN) is authorized by Executive Order 9397. Disclosure of the number is voluntary.
2. The SSN is used by management, the Civilian Personnel Office, and the payroll office to identify the employee and to insure that leave records are correct.

## CHAPTER 9

## OTHER LEAVE

9-1. Leave for Training Purposes. Absence for assigned training at RIA, or within or outside the Quad Cities area, is considered as time on the job. The day's time, therefore, should be annotated in the regular time column of the TA card as 8 hours.

9-2. Leave Policy at Completion of Local Training. Only 1 hour of excused absence may be granted to an employee on the last day of a training course conducted locally. Any time remaining in the employee's tour of duty after this 1 hour of excused absence will either be worked or covered as annual leave (i.e., Class is held from 8:00 - 4:30: a) on the last day class lets out at 2:30, you must either return to work for the remaining 2 hours or take 1 hour annual leave in addition to the 1 hour of excused leave; b) on the last day class lets out at 3:30, you may be excused from duty for the remaining hour). A liberal annual leave policy shall be in effect for those employees choosing not to return to their work sites as required (ref RIAR 690-13).

9-3. Absence Without Leave (AWOL). Is absence from duty which has not been approved or authorized as chargeable to any type of leave (this includes instances where an employee did not obtain advance authorization for annual leave or when a request for leave on the basis of alleged sickness has been denied).

9-4. Absence for Religious Holidays. It is the policy of DA to permit absence from work for employees who desire to observe religious holidays of their faith. Where circumstances permit, and religious requirements can be met, work schedules may be arranged to provide substitute work. Otherwise, the absence will be charged to annual leave or, if no leave is available, to LWOP. Where it is possible to rearrange work schedules, employees who have religious convictions against working on Saturdays should be assigned tours of duty with Saturday as their regularly scheduled nonworkday.

9-5. Leave Policy on Traffic/Parking Tickets. Employees must be in an approved leave status (i.e., annual leave or LWOP) when required to appear in traffic court. The supervisor may not grant excused leave if the employee is absent for this purpose.

## CHAPTER 10

ADVANCED LEAVE (ANNUAL AND SICK)  
-----10-1. General.

a. Under certain circumstances, an advance of leave may be granted to employees. Advanced leave is applicable only to annual leave and sick leave.

b. Project/product/program managers and directors/office chiefs, who report directly to the commander or one of the deputies, are authorized to approve or disapprove advance of leave.

c. SMCRI Form 2005 will be used to approve or disapprove all requests for advanced leave or extended absence (see figure 10-1).

10-2. Advanced Annual Leave.

a. Requests for advance of annual leave will be considered on the basis of individual circumstances. Requests must specify the beginning and ending dates during which the leave will be used, if approved.

b. The approving authority will determine the validity of requests for advance of annual leave and will approve or disapprove them.

c. An advance of annual leave cannot exceed the employee's accrual which will be earned during the balance of the current leave year (the leave year during which the request is made).

d. Where it is known or reasonably ensured that an employee may not return to work or is to be separated or retired during the leave year, advanced leave may not exceed the amount which will accrue prior to the anticipated separation or retirement.

10-3. Advanced Sick Leave.

a. It is the policy to advance sick leave in deserving cases of serious ailments or disability when the situation so warrants; however, 30 days of sick leave (240 hours) is the maximum that can be advanced.

b. Advanced sick leave credits may not be retroactively applied against any period of leave for which LWOP was requested and granted.

c. An employee injured while on duty may request the advance of sick leave credits as provided in this regulation.

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d. For employees on temporary appointment, or probationary or trial periods, advanced sick leave should not exceed an amount which it is reasonably ensured will be subsequently earned.

e. Supervisors are responsible for being aware of an employee's use of leave, or taking corrective action where indicated, for counseling and cautioning an employee about depleting their sick leave account, and in requiring certification of sick leave if appropriate. In reviewing requests for advance of sick leave and in determining approval or disapproval, appropriate consideration must be given to the following elements:

- (1) Current balance of sick leave and reasons for any near-zero balance.
- (2) Pattern of past use of sick leave relative to indications of misuse.
- (3) Age and length of service relative to probability for early retirement.
- (4) Apparent and real physical condition relative to probability for disability retirement.
- (5) Employment history relative to conduct and performance.
- (6) Repayment of a sick leave advance may not be obtained in the event of disability retirement, separation for disability, resignation because of illness, or death of the employee.

f. All factors relating to the individual circumstances will be considered in determining approval or disapproval. The final decision must be made in consideration of the best interests of the Federal Service with due consideration to the well-being of the employee.

#### -4. Procedures.

a. The employee will prepare Part I of SMCRI Form 2005 and include the specific reason/justification in block 10. A statement from the employee's physician/practitioner is required for extended absence based on medical reasons, indicating the probable length of absence and anticipated return to duty date. The SMCRI Form 2005 will then be submitted to the immediate supervisor for completion of Part II and approval/disapproval by the appropriate official. If the employee is physically unable to prepare the request, the supervisor should obtain the medical statement and initiate the SMCRI Form 2005 in the employee's behalf.

b. The immediate supervisor will check all blocks of Part I of the SMCRI Form 2005, enter their own reason for recommending approval/disapproval in Part II, and forward it through channels to the approving official.

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c. The approving official, normally the director/office chief, after consideration of the employee's request and the supervisor's recommendation, will approve or disapprove the request and provide any remarks in Part III of SMCRI Form 2005.

d. If the request is approved, the approving official will forward it to the immediate supervisor for distribution as follows:

(1) Original form to SMCRI-RMF-P if the request is for advanced annual leave, or for advanced sick leave of less than 80 hours or for childbirth reasons. A copy of these advanced sick leave approvals will also be provided to HSXP-FS-RIA.

(2) Original form to HSXP-FS-RIA if the request is for advanced sick leave of more than 80 hours and/or reasons other than for childbirth.

(3) A copy will be provided to the employee, and a copy retained for the supervisor's records.

e. If the request is disapproved, the SMCRI Form 2005 will be returned to the immediate supervisor for delivery to the employee.

f. HSXP-FS-RIA will review all approved requests for advanced sick leave of more than 80 hours and/or reasons other than for childbirth. The medical statement will be considered to determine the employee's potential to repay the advanced leave. Where reasonable doubt exists that repayment of the leave will be precluded by one of the events stated in paragraph 10-3e(6), the SMCRI Form 2005 will be discussed with or returned to the approving official for reconsideration/disapproval, as annotated in Part IV of SMCRI Form 2005. Appropriate requests will so be annotated in Part IV and forwarded to SMCRI-RMF-P for action. A copy will be retained in the employee's medical record.

g. SMCRI-RMF-P will complete Part V of SMCRI Form 2005 on the final action taken for approved requests.

690-20 REQUEST FOR ADVANCE OF LEAVE/EXTENDED ABSENCE 26 JUN 1991  
(RIAR 690-20)

**PART I - EMPLOYEE** BEFORE PREPARING THIS FORM, SEE PRIVACY ACT STATEMENT ON REVERSE.

1. NAME OF EMPLOYEE: Mary Smith	2. SSH 123-45-6789	3. DATE: 17 May 89
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4. JOB TITLE & GRADE: Clerk GS-4	5. ORGANIZATIONAL ELEMENT & COST CENTER: SMCRI-ZZ CC 1234	6. CHECK AS APPLICABLE: TEMPORARY APPOINTMENT NTE _____ PROBATIONARY/TRIAL PERIOD NTE _____
-------------------------------------	--	---

TYPE OF LEAVE: <input checked="" type="checkbox"/> ADVANCED SICK LEAVE <input type="checkbox"/> EXTENDED LEAVE OF ABSENCE <input type="checkbox"/> ADVANCED ANNUAL LEAVE	8. NO. OF HRS/DAYS: 240 HRS	9. COMMENCING: DAY MONTH YR      DAY MONTH YR 28 May 89 TO 10 Jul 89
--	--------------------------------	--

REASONS/JUSTIFICATION:  
Surgery to remove tumor.

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(SIGNATURE OF EMPLOYEE)

**PART II - SUPERVISOR**

I HAVE REVIEWED THE APPLICABLE REQUIREMENTS AND CRITERIA OUTLINED IN RIAR 690-20. EMPLOYEE'S BALANCE OF LEAVE AS OF 17 May 89 IS 12 HRS SICK LEAVE 16 HRS ANNUAL LEAVE.

RECOMMENDATION:  APPROVED - ALL PROVISIONS MET  
 DISAPPROVED - (EXPLAIN DISAPPROVAL HERE - CONTINUE ON REVERSE IF NECESSARY)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(SIGNATURE OF SUPERVISOR)

**PART III - OFFICE/DIRECTORATE/ACTIVITY**

APPROVED  DISAPPROVED - (EXPLAIN DISAPPROVAL HERE - CONTINUE ON REVERSE IF NECESSARY)

10. NAME AND TITLE: HEN BROWN Director, SMCRI-ZZ	SIGNATURE:	DATE:
--	------------	-------

**PART IV - U. S. ARMY HEALTH CLINIC (HSXP-FS-RI)** NOTE: TO BE COMPLETED FOR ADVANCED SICK LEAVE OF MORE THAN 80 HRS OR REASONS OTHER THAN CHILDBIRTH

ACTION TAKEN:

11. NAME AND TITLE:	SIGNATURE:	DATE:
---------------------	------------	-------

**PART V - PAY EXAMINATION BRANCH (SMCRI-RMF)**

ACTION TAKEN:

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(SIGNATURE)

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## PRIVACY ACT STATEMENT

1. Collection of the Social Security Number (SSN) is authorized by Executive Order 9397. Disclosure of the number is voluntary.
2. The SSN is used by management, the Civilian Personnel Office, and the payroll office to identify the employee and to insure that leave records are correct.

CHAPTER 11

RESTORATION OF FORFEITED ANNUAL LEAVE

---

11-1. General.

a. Purpose. To provide specific guidance, responsibilities, and criteria relative to the restoration of forfeited annual leave and the procedure necessary to acquire restoration.

b. Policy. Public Law 93-181 (14 December 1973) provides for the restoration of annual leave forfeited as a result of administrative error, sickness (or injury or any other medical condition for which paid sick leave would be approved), and exigencies of the public business. Annual leave approved for restoration is intended for use, not for accumulation. For this reason, restored annual leave will not affect the maximum carryover permitted at the beginning of the leave year; will be established as a separate account; and must be used within the timeframe described in paragraph 11-2.

(1) Administrative Error. Annual leave accrued after 30 June 1960 which was forfeited due to administrative error may be restored.

(2) Sickness (or Other Medical Condition). Annual leave lost to an employee as a result of their sickness (or other medical condition) may be restored if:

(a) The annual leave which was forfeited was scheduled before the start of the third biweekly pay period prior to the end of the leave year.

(b) The period of absence due to sickness (or other medical condition) occurred late in the leave year or was of such duration that the annual leave could not be rescheduled to avoid forfeiture.

(3) Exigencies of the Public Business. Except in emergency situations, an operational demand must be approved as an exigency of the public business before it can serve as the basis for disapproval of an employee's request for leave. Except in emergency situations, the exigency must be approved in advance of the disapproval or cancellation of the requested leave by the delegated authority to act in this capacity (para 11-3c). Requests for approval of exigencies should be routed through supervisory channels to directors/office chiefs for concurrence and forwarded to the approving authority for action. For emergency situations, where the suddenness or uncertainty of the circumstances prevent advance approval, requests should be forwarded within 1 workday following the onset of the emergency. General guidelines regarding exigencies have been extracted from FPM Letter No. 630-22 and are at figure 11-1. Annual leave forfeited as a result of operational demands may be restored if:

(a) The annual leave which was forfeited was scheduled before the start of the third biweekly pay period prior to the end of the leave year.

(b) The exigency(ies) prevented the use of scheduled annual leave or the rescheduling of annual leave to avoid forfeiture.

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1-2. Time Limit for Use of Restored Leave. Annual leave restored as a result of the two conditions specified above will be used within the timeframes addressed below. If the employee separates prior to the expiration of the limits, lump sum payment may be made for all unused restored leave to the employee's credit.

a. If restored leave amounts to 40 hours or less, it will be used prior to the use of normal accrued leave. Exceptions to this provision will be made if compliance would result in forfeiture of accrued leave.

b. Restored annual leave which exceeds 40 hours will be used no later than the end of the leave year ending 2 years after the effective date of restoration. The starting date for this period is computed based on the following:

(1) The date the annual leave was restored in correcting an administrative error.

(2) The date the employee is determined to be recovered from their sickness (or other medical condition) and is able to return to duty.

(3) The date fixed as the termination date of the exigency.

### 3. Responsibilities.

a. Employees are responsible for requesting annual leave by use of SF 71 sufficiently in advance to permit scheduling which will not interfere with mission accomplishment and which will minimize the potential for forfeiture. All requests for annual leave must be submitted and the leave scheduled prior to the beginning of the third full pay period before the end of the current leave year.

#### b. Supervisors will:

(1) Act upon leave requests as soon as they are received and record the request as approved or disapproved.

(2) Schedule and reschedule (as necessary) subordinates' annual leave to minimize the potential for the forfeiture of leave.

(3) Ensure that all subordinates' annual leave is requested by SF 71 and scheduled for use prior to the beginning of the third full pay period before the end of the current leave year.

(4) Maintain a permanent record of all annual leave requested and approved or disapproved; document reasons for all disapprovals and provide the affected employees written documentation of any disapprovals.

(5) Forward approved SFs 71 to SMCRI-RMF in accordance with timekeeping requirements as leave is used.

(6) In the event of restoration of leave forfeited by a subordinate employee, ensure that all leave used against their restored account is specified as 'restored leave' on both the TA cards and on the SFs 71.

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c. The Chief of Staff, HQ, AMCCOM; the Deputy Commanding General for Procurement and Readiness, AMCCOM; and the Commander, RIA are delegated the authority to approve exigencies of the public business for employees under their command and subsequent restoration of forfeited leave. Heads of supported activities are delegated the authority to approve such actions for employees in their activity. The official with delegated authority to approve exigencies must personally sign the approval of the determination that an exigency exists. However, no official with delegated authority may approve exigencies which affect employees for whom they are the leave approving authority.

d. The Director, Personnel and Community Activities Directorate (SMCRI-PC) after review of the propriety and adequacy of the documentation submitted in support of a request for restoration of forfeited annual leave, will approve or disapprove restoration of annual leave forfeited as a result of administrative error or because of sickness (or other medical condition).

e. The Finance and Accounting Division (SMCRI-RMF) will establish and maintain control of employee restored leave accounts. Individual leave accounts will contain the date such leave was restored for use, the amount of leave credited, the expiration date for use of the restored leave, the use of such leave, and any remaining balance.

11-4. Procedures for Requesting Restoration of Forfeited Leave Based on Sickness or Administrative Error.

a. The employee requesting restoration will initiate SMCRI Form 2004, (Request for Restoration of Forfeited Annual Leave) in four copies and submit them to their immediate supervisor. Requests for restoration may not be initiated prior to the end of the leave year. The following information must be provided in supporting facts in block 7 of Section I:

(1) The nature of the events causing the forfeiture. This information should contain complete details of the events.

(2) The inclusive dates of the period of sickness (or other medical condition) or the date of the administrative error which caused leave to be forfeited.

(3) The calendar dates the leave was scheduled; i.e., approved.

b. Supervisor.

(1) Complete Section II of SMCRI Form 2004 and provide clarification/ additional documentation not submitted by the employee.

(2) Forward the completed forms through supervisory channels to the director or office chief for concurrence.

c. Director or Office Chief will complete Section III of SMCRI Form 2004 and forward all copies to SMCRI-PC.

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d. The Director, Personnel and Community Activities Directorate (SMCRI-PC). Determine validity of the request and complete Section IV of SMCRI Form 2004. Distribute completed forms as follows:

- (1) Original to supervisor for retention.
- (2) One copy to SMCRI-RMF (or other designated servicing payroll office).
- (3) One copy to employee.
- (4) Retain one copy in SMCRI-PCL files.

e. The Finance and Accounting Division (SMCRI-RMF) will establish a restored leave account for the employee, provide the employee with current status information, and maintain record information, as required. Section V of SMCRI Form 2004 will be annotated to reflect action taken.

1-5. Procedures for Requesting Restoration of Forfeited Annual Leave Based on Exigency of the Public Business.

a. Supervisor.

(1) In the event a supervisor determines that an exigency is of such importance that employees cannot be excused from duty, and there is no reasonable alternative to cancellation of scheduled leave, the supervisor shall prepare an informal memorandum to be signed by the director/office chief for approval of the exigency by the appropriate official.

(2) Informal memorandum for approval of the exigency must include a statement that adequate documentation exists to support restoration of forfeited annual leave. The general guidelines regarding exigencies (figure 11-1) outlines the specific requirements of the documentation. Evidence of the leave scheduling should be available to the director/office chief, but need not accompany the request for approval.

b. Director/Office Chief is responsible for reviewing the evidence to ensure that documentation is adequate to justify restoration of annual leave. Incomplete/insufficient actions will be rejected/resolved to preclude unlawful restoration of leave. Valid requests will be forwarded to the appropriate approving official.

c. Receive the approval of the exigency and simultaneous restoration of leave and the immediate supervisor will notify the affected employee(s) in regards to their responsibility to request restoration. A copy of the approved exigency must be provided to the employee to accompany any request for restoration.

d. Employee requesting restoration must initiate SMCRI Form 2004 (Request for Restoration of Forfeited Annual Leave) in three copies and submit them to their supervisor. A copy of the approval exigency must be enclosed. (NOTE: A request may not be initiated prior to the end of the leave year.)

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e. The immediate supervisor shall complete Section II of SMCRI Form 2004 and indicate the amount of hours to be restored. Sections III and IV should be annotated as "Not Required." Distribute the completed SMCRI Form 2004 and supporting exigency approval as follows:

- (1) Retain the original for the supervisor's records.
- (2) One copy to SMCRI-RMF (or other designated servicing payroll office).
- (3) One copy to the employee.

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The following information is extracted from FPM Letter No. 630-22 regarding restoration of annual leave forfeited because of exigencies of the public business under the provision of Public Law 93-181.

a. Exigencies of the Public Business. There are no specific guidelines for management's use in reaching a decision, that specific kinds of operational requirements are of such magnitude or significance that employees cannot be excused from duty to avoid forfeiture of annual leave. In reaching the decision however, management should be guided by the following:

(1) The determination that the exigency is of such importance that employees cannot be excused from duty for the duration is a separate decision. Normally, this decision is to be made in advance of the cancellation of scheduled leave, or the assignment of employees who will be affected by the work requirement generated by the exigency. Only a bona fide emergency would preclude making the decision in advance.

(2) There is no reasonable alternative to the cancellation of the scheduled leave, or the assignment of those individual employees who will forfeit annual leave because of the work requirement generated by the exigency. This also is a separate decision distinct from the decision about the importance of the exigency.

(3) The above two decisions must be approved by the head of the agency or someone designated by them to act for them specifically on this matter. The decision must be outside the immediate organizational unit affected by the exigency and may not be made by any employee whose leave would be affected by the decisions.

(4) A specific beginning date and ending date of the exigency period must be fixed in advance, unless the suddenness or uncertainty of the circumstances prevents advance decision. These dates must establish the specific time period within which employees were prevented from using scheduled leave and thus subsequently forfeited leave.

b. Restoration of Annual Leave. Annual leave forfeited because of exigencies of the public business may be temporarily restored for use provided that the annual leave was scheduled in advance before the start of the third biweekly pay period prior to the end of the leave year. Positive action should be taken to ensure that annual leave is scheduled for use during the year so as to avoid situations where employees approach the end of the leave year with a significant amount of annual leave that must be used or forfeited. For example, if an exigency should occur during the year that results in the cancellation of scheduled leave, action must be taken to reschedule the leave for use before the end of the leave year to avoid forfeiture. The scheduling and, as necessary, rescheduling of annual leave must be in writing. Documentation must include the following:

(1) The calendar date the leave was scheduled; i.e., approved by the official having authority to approve leave.

(2) The date(s) during which the leave was scheduled for actual use and the amount of leave (days/hours) that was scheduled for use.

Figure 11-1

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(3) Reason(s) for subsequent canceling of approved leave (e.g., if because of an exigency of the public business, documentation must include the beginning and ending dates of the exigency and a copy of the approved action).

(4) The calendar date the canceled leave was rescheduled for use.

(5) The date(s) during which the leave was rescheduled for use and the amount of leave (days/hours) that was rescheduled for use.

Figure 11-1 - Continued

## CHAPTER 12

## LEAVE TRANSFER PROGRAM

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12-1. General.

a. Purpose. The purpose of this chapter is to set forth procedures and requirements for a temporary leave transfer program under which the unused accrued annual leave of one employee may be transferred for use by another employee who needs such leave because of a medical emergency.

b. Policy. Public Law 100-568 provides for the establishment by regulation of a program under which the unused accrued annual leave of officers or employees of the Federal Government may be transferred for use by other officers or employees who need such leave because of a medical emergency.

c. Explanation of Terms.

(1) "Leave Donor" means an employee whose voluntary written request for transfer of annual leave to the annual leave account of a leave recipient is approved by their own employing agency.

(2) "Leave Recipient" means a current employee for whom the employing agency has approved an application to receive annual leave from the annual leave accounts of one or more leave donors.

(3) "Medical Emergency" means a medical condition of an employee or a family member of such employee that is likely to require an employee's absence from duty for a prolonged period of time and result in a substantial loss of income to the employee because of the unavailability of paid leave. Absence for childbirth is included in this explanation.

(4) "Family Member" means the following relatives of the employee:

(a) Spouse and parents thereof.

(b) Children, including adopted children, and spouses thereof.

(c) Parents.

(d) Brothers and sisters, and spouses thereof.

(e) Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

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2-2. Time Limit for Eligibility and Duration of Leave Transfer Program. Annual leave transferred under this program may be substituted retroactively for periods of LWOP, or used to liquidate an indebtedness for advanced annual or sick leave granted on or after a date fixed by the leave recipient's employing agency as the beginning of the period of the medical emergency for which LWOP or advanced annual or sick leave was granted. The temporary leave program will terminate on 31 October 1993. If the temporary leave transfer program terminates before the termination of the medical emergency affecting a leave recipient, any annual leave transferred to the leave recipient before the termination of the temporary leave transfer program shall remain available for use by the leave recipient until the termination of the medical emergency.

2-3. Requirements for Leave Transfer Program.

a. Application for Leave Transfer Program.

(1) Applications for the leave transfer program must specify the beginning and ending dates during which the medical emergency is expected to exist. The medical emergency must be expected to result in an absence from duty without available paid leave for at least 80 hours in order to be eligible for leave transfer program. In the case of a part-time employee or an employee with an uncommon tour of duty, the expected absence must be the average number of hours of work in the employee's biweekly scheduled tour of duty.

(2) An approving official (the director/or office chief) will determine the validity of an application for the leave transfer program and approve or disapprove within 10 working days after the date the application is received. If approved, the approving official must provide the reasons to the employee in writing.

(3) The leave recipient must be in an approved leave status in order to use a transferred annual leave. An employee may not use donated annual leave in lieu of AWOL and cannot retroactively substitute donated annual leave for previous charges of AWOL. An exception to this would occur if the employee is initially charged AWOL, produces acceptable documentation to excuse the absence, and management changes the employee's status to an approved leave status.

(4) While an employee is in a transferred leave status, annual and sick leave will accrue to the credit of the employee at the same rate as normally earned. While using transferred leave, a leave recipient may accrue up to 5 days (40 hours) of annual leave and up to 5 days (40 hours) of sick leave for use after the medical emergency terminates. The 5 day limit is also used for employees on an uncommon tour of duty, such as firefighters. No leave will be earned after the maximum has been accrued. This leave is credited to separate leave accounts of the employee and is available for use until transferred to the employee's appropriate leave account during the first pay period beginning after the date on which the medical emergency ends. If the employee's Federal service is terminated, however, no leave is credited to the employee.

b. Leave Donations.

(1) Leave donations will normally only be accepted from employees serviced by SMCRI-PC. However, a leave recipient's employing agency will accept the transfer of annual leave from leave donors employed by one or more other agencies when:

(a) The leave donor is a 'family member' of the leave recipient.

(b) The leave recipient's employing agency determines that the amount of annual leave donated within the agency may not be sufficient to meet the needs of the leave recipient.

(c) In the judgment of the leave recipient's employing agency, acceptance of leave transferred from another agency would further the purpose of the voluntary leave transfer program.

(2) In an inter-agency transfer, the employing agency of a leave donor who wishes to donate annual leave to a leave recipient in another agency will:

(a) Verify the availability of annual leave in the leave donor's annual leave account.

(b) Determine that the amount of annual leave to be donated does not exceed the limitations set forth in (5) below.

(c) Ascertain that the leave recipient's employing agency has made a determination that inter-agency transfer is appropriate per paragraph 12-3b(1) above.

(d) If all requirements are met, the employing agency of the leave donor will then reduce the amount of annual leave credited to the donor's account and notify the employing agency of the leave recipient of the amount of transferred leave.

(3) Leave donations will not be made to a leave donor's immediate supervisor.

(4) Leave donation must be a minimum of 4 hours.

(5) In any 1 leave year, a leave donor may donate no more than a total of one-half of the amount of annual leave they would be entitled to accrue during the leave year in which the donation is made. Example: If an employee is accruing 4 hours per pay period, then no more than 52 hours of accrued leave may be donated in the current leave year. Also, a leave donor who is projected to have annual leave that otherwise would be subject to forfeiture under 5 USC 6304(a) may donate no more than the number of hours remaining in the leave year (as of the date of the transfer) for which leave donor is scheduled to work and receive pay. Example: Leave donor may not donate 40 hours of 'use or lose' when only 32 hours of scheduled work time remains in the leave year.

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(6) The limitations on the amount of annual leave that may be donated may be waived in the case of an individual who wishes to donate to a family member. (See explanation of 'family member' in paragraph 12-1c(4).)

(7) The immediate supervisor of the leave donor will review the leave donor's statement for validity of the authorization and approve or disapprove it.

c. Termination of the Transfer of Leave. Leave transferred to an approved leave recipient will terminate:

(1) When the leave recipient's Federal employment is terminated.

(2) At the end of the biweekly pay period in which the leave recipient's employing agency determines that the leave recipient is no longer affected by a medical emergency. (NOTE: This does not mean an individual can use leave beyond the specific date that the medical emergency ceases to affect the employee.)

(3) At the end of the biweekly pay period in which the leave recipient's employing agency received notice that OPM has approved an application for disability retirement of the leave recipient.

d. Monitoring the Medical Emergency. The approving official will appoint an action officer (usually the immediate supervisor of the leave recipient) who will be responsible for continuously monitoring the status of the medical emergency of the leave recipient to ensure that they continue to be affected by a medical emergency. When it is determined that the leave recipient is no longer affected by a medical emergency, the immediate supervisor will advise the employee that they are expected back to work. The approving official will provide written notification of the termination date of the transferred leave to SMCRI-PCL and to the leave recipient's servicing payroll office. If the emergency is extended beyond the original ending date, the supervisor must obtain medical documentation from the employee attesting to their expected return and forward this immediately to SMCRI-PCL.

e. Employees who are able to work on an intermittent basis are authorized to be leave recipients. In some cases, employees may be able to return to work on a temporary or part-time basis even though the medical emergency has not yet terminated. If a leave recipient is able to work some of the time, the annual and sick leave earned while the employee is working will be placed in their regular annual and sick leave accounts. The leave recipient must use up any leave earned while working on a temporary or part-time basis before using any additional transferred leave. The 40 hours referred to in paragraph 12-3a(4) will still be maintained in a separate account.

f. Restoration of Unused Transferred Leave. Any transferred annual leave remaining to the credit of a leave recipient when the medical emergency terminates shall be restored by transfer to the annual leave accounts of leave donors currently employed by a Federal agency on the date the medical emergency terminates provided a minimum of 1 hour of annual leave is available for restoration to each leave donor. The following procedures will be used to determine the amount of unused transferred leave to be restored to each leave donor:

- (1) Divide the number of hours of unused transferred annual leave by the total number of hours of annual leave transferred to the leave recipient.
- (2) Multiply the ratio obtained in (1) above by the number of hours of annual leave transferred by each leave donor eligible for restoration.
- (3) Round the result obtained in (2) above to the nearest one hour increment of leave.

If the total number of eligible leave donors exceeds the total number of hours of annual leave to be restored, no unused transferred annual leave shall be restored. In no case shall the amount of annual leave restored to a leave donor exceed the amount transferred to the leave recipient by the leave donor. Transferred annual leave restored to the account of a leave donor before the beginning of the third biweekly pay period before the end of the leave year shall be subject to the limitation of maximum hours of annual leave that an employee may carry forward to the next leave year; i.e., normally 240 hours. A leave donor has the option, at any time leave is restored, to have the annual leave credited to the account of the current leave year, or to the account of the following year, or may elect to donate restored leave in whole or in part to another leave recipient.

g. Prohibition of coercion. An employee may not directly or indirectly intimidate, threaten, or coerce, or attempt to intimidate, threaten, or coerce any other employee for the purpose of interfering with any right such employee may have with respect to donating, receiving, or using annual leave under this chapter. The terms 'intimidate, threaten, or coerce' include promising to confer or conferring any benefit (such as an appointment or promotion or compensation) or effecting or threatening to effect any reprisal (such as deprivation of appointment, promotion, or compensation). Furthermore, the donation of leave for monetary gain is prohibited. Violation of the prohibition against coercion may result in disapproval of participation in the leave transfer program and may result in disciplinary action.

#### 12-4. Procedures.

##### a. Application to become a leave recipient:

(1) An employee who has been affected by a medical emergency and who wishes to participate in the leave transfer program will prepare Part I of SMCRI Form 2060 (Request for Leave Transfer Program) and include a brief description of the nature and severity of the medical emergency in block 8. In addition, a statement from a physician/practitioner must be attached to the SMCRI Form 2060. The medical statement must indicate the probable length of the medical emergency and the anticipated date the employee will be available to return to duty. If the employee is not

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capable of making application on their own behalf, another employee covered by this regulation may complete and submit the application, with the exception that managers and supervisors may not make application for a subordinate employee. If the application is completed by someone other than the leave recipient, written consent must be obtained from the leave recipient (or an individual having power of attorney) to release and publish information concerning the medical emergency. This written consent is necessary to inform other employees of the approved leave recipient's need for leave donations. Employees may limit the information to be released and the scope of the release. Upon completion of Part I of SMCRI Form 2060, it will be submitted to the applicant's immediate supervisor for completion of Part II and approval/disapproval by the director/office chief.

(2) The immediate supervisor will review all blocks of Part I of SMCRI Form 2060, enter their own reason for recommending approval/disapproval in Part II, and forward it through channels to the approving official. Review should include consideration of such factors as the duration of the medical emergency, and loss of the employee's services for the period covered as well as the likelihood of the employee returning to duty, and any other relevant factors. If the employee is seriously ill and is not expected to return to work for more than a 1 year period, they should be counseled on the procedures for filing a disability retirement application (if eligible).

(3) The approving official shall consider the employee's request and the supervisor's recommendation, and shall approve or disapprove the request in Part III of SMCRI Form 2060. Approval or disapproval will be made within 10 working days after receipt of the employee's application by the immediate supervisor.

(4) If the application is disapproved, the approving official will return SMCRI Form 2060 to the employee with the reasons for disapproval so annotated.

(5) If the application is approved, the approving official will forward SMCRI Form 2060 to SMCRI-PCL for verification that the employee's request and approval meet the provisions of the temporary leave transfer program.

(6) SMCRI-PCL will notify the employee through supervisory channels of the approval of their application to become a leave recipient. Notification to the employee will normally be made within 15 calendar days after receipt of the approved SMCRI Form 2060 in SMCRI-PCL.

(7) SMCRI-PCL will complete Part IV of SMCRI Form 2060 and forward to SMCRI-RMF-PC (or appropriate servicing payroll office) for transfer of leave and pay purposes.

b. Notification to other employees of the approved leave recipients - A variety of methods will be available to use to inform employees of names and other applicable information concerning the approved leave recipients. Such methods may include notices in the Weekly Bulletin, communications signed by line official, and other forms of publications. Normally, supervisory and managerial channels will be used to disseminate information to employees concerning the need for leave donors for approved leave recipients. Supervisors should refer questions regarding release of medical emergency data to SMCRI-PCL or the Office of Counsel, General Law/ Congressional Affairs Division (AMSMC-GCS).

c. Receipt of donation of accrued annual leave from leave donors - Employees covered by this regulation may donate leave by completing Part I of SMCRI Form 2061 (Statement of Leave Donor) and submitting it to their immediate supervisor for completion of Part II. The immediate supervisor will review the statements in Part I and approve or disapprove the donation, based on considerations such as the leave donor's accrued leave balances and the total amount of donated leave. The leave donor's immediate supervisor will forward approved SMCRI Form 2061 to SMCRI-PCL for verification and submittal to the leave donor's servicing payroll office.

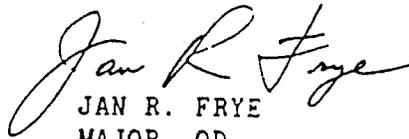
d. When the medical emergency no longer affects the leave recipient, the approving official (or their representative) will prepare an informal memorandum notifying SMCRI-PCL and the leave recipient's servicing payroll office of the date that the medical emergency terminated with a copy furnished to the leave recipient. It is important that this be done immediately after the medical emergency ceases.

e. Restoration of unused transferred leave. SMCRI-RMF-P (or appropriate payroll office of the leave recipient) will compute the number of hours, if any, to be restored to each leave donor. The minimum number of hours to be restored to each donor must be at least 1 hour. The servicing payroll office will provide written notification to the leave donor through supervisory channels of the amount and effective date of the restoration of leave. The leave donor must then notify the payroll office to which leave year to credit the restored leave (current or following) or whether they wish to donate the restored leave in whole or part to another leave recipient. If the employee does not respond to the payroll office by the suspense date given, the restored leave will automatically be credited to the account of the current leave year.

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(SMCRI-PC)



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