

## Leave and Absence of U.S. Government Civilian Employees

### References:

- a. 5 USC Chapter 63
- b. 5 Code of Federal Regulations (CFR), Part 630, Absence and Leave, Subparts A-F and L.
- c. DoD Instruction 1400.25, Volume 630, April 6, 2009, DoD Civilian Personnel Management System: Leave
- d. DoD Financial Management Regulation, Volume 8, Chapter 5
- e. (Command) Leave Administration Procedures for U.S. Government Civilian Employees

1. **PURPOSE.** The purpose of this instruction is to provide policy and outline the responsibilities pertaining to the requesting and granting of leave to U.S. government civilian employees. Reference (e) provides guidance regarding the regulations and policies governing the use of leave and should be utilized in conjunction with this instruction.

2. **CANCELLATION.** This Instruction cancels \_\_\_\_\_, dated DD//MM//YYY, which is hereby revoked.

3. **APPLICABILITY.** This instruction applies to U.S. government civilian employees of **your Command**, **This directive is not applicable to \_\_\_\_\_**

4. **POLICY.** Management and employees have a mutual responsibility for the scheduling and usage of leave. Annual leave will be granted freely when mission requirements allow. It is to be scheduled as far in advance as possible to avoid large accumulations of "use or lose" annual leave and ensure efficient workload planning.

- a. Denial of annual leave will be based on mission-based factors that are reasonable and equitable and that do not discriminate against any employee or group of employees.
- b. If an employee chooses not to request the use of annual leave, forfeited "use or lose" leave will not be restored for later use. **Command Policy** outlines the circumstances by which leave restoration may occur.
- c. Approval of unscheduled leave will depend upon factors such as unit workload, previously established leave schedules of other employees in the unit, employee attendance or leave abuse issues, and the needs of the activity.
- d. Prior to each fiscal year a schedule of Command Training Holidays for military personnel is published by the command. These are required duty days for civilian employees unless they are in an approved leave status or taking previously earned compensatory time off. The command supports a liberal leave policy for civilian employees on Training Holidays and use of earned compensatory time is highly encouraged. Unless mission requirements prohibit, employees who request leave should have it granted by their supervisors.
- e. Compensatory time and overtime are to be approved by supervisors in advance of being earned, (see **Command Policy**). It is against command policy for supervisors to authorize excused absences or approve the use of annual leave, sick leave or Leave Without Pay (LWOP) of any duration on the same day an employee is scheduled to earn compensatory time or overtime.
- f. All leave is to be requested and approved utilizing the Automated Time, Attendance, and Production System (ATAAPS). If access to ATAAPS is not available, leave will be requested in writing using Office of Personnel Management (OPM) Form 71, Request for Leave or Approved Absence (OPM71 ). Forms may be obtained at <http://www.opm.gov/forms/htmllopmp.asp> ).

g. For further guidance regarding the use of ATAAPS contact your timekeeper.

5. **DEFINITIONS.** Contained in reference?.

a. **your designated office** is responsible for interpreting leave regulations and advising employees and supervisors on all leave matters.

b. Supervisors are responsible for the administration of leave regulations consistent with this instruction as well as **Command policy** and must ensure that their employees are familiar with their rights, responsibilities and privileges under current regulations.

Supervisors are additionally responsible for:

(1) Ensuring office workload is met during an employee's absence;

(2) Utilizing ATAAPS to approve/disapprove leave requests or returning OPM71 forms to employees in a timely manner;

(3) Providing a written explanation to employees when leave has been disapproved, utilizing ATAAPS or the OPM71 form.

(4) Ensuring employees do not lose annual leave at the end of the year because leave is not scheduled.

(5) Taking appropriate action when an employee is having attendance problems or abusing his or her leave privileges.

(6) Contacting your **designated office** and the servicing Civilian Personnel Advisory Center (CPAC) when contemplating action against employees for attendance problems or suspected leave abuse;

c. Employees are responsible for requesting leave in accordance with policies and procedures set forth in this instruction and **Command Policy**. Employees are responsible for scheduling their use of annual leave so that they are not in a position of forfeiting leave at the end of the leave year.

7. **SUMMARY OF CHANGES.** Establishment of a liberal leave policy for Military Training Holidays; denies the use of compensatory and overtime in conjunction with excused absence, annual leave, sick leave, or LWOP; requires mandatory usage of ATAAPS or if unavailable, the OPM71 , when requesting and approving leave; **Command Policy** is to be utilized in conjunction with **Supervisor Policy**.

8. **SUGGESTED IMPROVEMENTS.** The proponent for this Instruction is the **your designated office**

9. **RELEASABILITY.** This instruction is approved for restricted release. Authorized users may obtain copies on the appropriate

10. **EFFECTIVE DATE.** This instruction is effective immediately.

Commander of Organization