



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, D.C. 20240

November 22, 1994

PERSONNEL MANAGEMENT LETTER NO. 94-26 (630)

SUBJECT: Revised Leave Policies

This Personnel Management Letter provides additional Departmental policies on leave.

This Letter implements the leave entitlements contained in Public Law 103-329, the Treasury, Postal Service and General Government Appropriations Act for Fiscal Year 1995, of September 30, 1994. Employees are now entitled to the following types of leave:

1. Sick Leave for Adoption

Employees can now use sick leave for adoption of a child. An employee may substitute an unlimited amount of sick leave for adoption of a child. However, the employee must provide documentation for the amount of sick leave to be used showing that the time was for the purpose of proceeding with the adoption.

PLEASE NOTE: If an employee adopted a child during the time period September 30, 1991 and September 30, 1994, the employee may substitute sick leave retroactively for all or any portion of annual leave used for adoption-related purposes. However, this retroactive provision is not presently available to employees - this provision will be effective following the receipt of the Office of Personnel Management's implementing regulations; this office will provide you with these policy regulations as soon as possible. There will not be a time limit for employees in requesting this substitution of sick leave retroactively for adoption-related purposes.

2. Leave for Bone Marrow or Organ Donation

Employees can now have up to 7 days of paid leave in a calendar year (in addition to sick or annual leave) to serve as a bone marrow or organ donor.

3. Absence to Attend Funerals for Fellow Federal Law Enforcement Officers or Firefighters

Federal law enforcement officers or firefighters can be excused from duty to attend the funeral of a fellow law enforcement officer or firefighter. Attendance at the funeral is to be considered official duty and the employee's bureau may pay the employee's travel, transportation, and subsistence expenses as provided by 30 U.S.C. 1345.

time and attendance reporting procedures being developed by PAY/PERS as a result of this Public Law 103-329 will be provided to you within the next few weeks. Should you have any reporting requirements in the interim, please contact the Division of Employee Relations.


Another Act -- The Federal Employees Family Friendly Leave Act (Public Law 103-388) was enacted on October 22, 1994. The Act will become effective on December 22, 1994. The Act provides the use of sick leave to provide care for a family member as a result of physical or mental illness; injury; pregnancy; childbirth; or medical, dental, or optical examination or treatment; or to make arrangements as a result of the death of a family member or attend the funeral of a family member.

This Act provides that:

- (1) Full-time employees will be able to use a total of up to 40 hours (5 workdays) of sick leave each year for family care or bereavement purposes.
- (2) Full-time employees who maintain a balance of at least 80 hours of sick leave will be able to use an additional 64 hours (8 workdays) of sick leave per year for family care or bereavement purposes.
- (3) Part-time employees or employees with an uncommon tour of duty would be able to use the number of hours of sick leave normally accrued during a leave year.

Once we receive the Federal Employees Family Friendly sick leave regulations from OPM, this office will provide you with further guidance and policy as well as time and attendance reporting procedures.

All of the leave provisions explained in this Letter will be incorporated in the updated policy on absence and leave in the near future.


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Director of Personnel

INQUIRIES: Division of Employee Relations, Mail Stop 5203 MIB,
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