



INSPECTOR GENERAL  
DEPARTMENT OF DEFENSE  
400 ARMY NAVY DRIVE  
ARLINGTON, VIRGINIA 22202-4704

OCT 15 2004

MEMORANDUM FOR DEPUTY INSPECTOR GENERAL FOR AUDITING  
DEPUTY INSPECTOR GENERAL FOR INSPECTIONS AND  
POLICY  
DEPUTY INSPECTOR GENERAL FOR INTELLIGENCE  
DEPUTY INSPECTOR GENERAL FOR INVESTIGATIONS  
ASSISTANT INSPECTOR GENERAL (OFFICE OF  
COMMUNICATIONS AND CONGRESSIONAL LIAISON)  
DEPUTY GENERAL COUNSEL (INSPECTOR GENERAL)  
CHIEF OF STAFF  
DIRECTOR, EQUAL EMPLOYMENT OPPORTUNITY

SUBJECT: Clarification of Leave Administration Policy and Procedures Pertaining to the  
"59-Minute Rule"

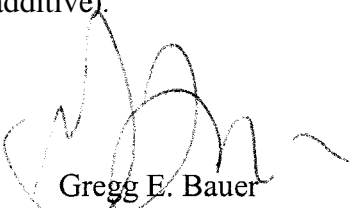
References: (a) 5 CFR 630.206

(b) IGDINST 1424.630, "Leave Administration Policy and Procedures, Inspector  
General, Department of Defense," January 21, 2003 (Change 4)

In accordance with paragraph 9-6a of Reference (b), "[t]ardiness and brief absences from duty of less than one hour may be excused if the reason(s) are justifiable to the supervisor." For the purposes of this policy, the authority to excuse tardiness and brief absences from duty of less than one hour extends to duly designated supervisors within the Office of Inspector General for individual (supervised) employees on a case-basis and is not authority to excuse group absences. Supervisors must exercise this authority judiciously, consistently, and fairly for all employees.

The authority to excuse group absences under the Reference (b) policy is vested in the Inspector General and the OIG Component Heads (for their respective components), to include the Deputy Inspectors General, the Chief of Staff, the Assistant Inspector General (OCCL), the Deputy General Counsel (IG), and the Director (EEO), unless otherwise delegated by the Inspector General or the Component Heads (for their respective components).

Authorization of group absences under Reference (b) by higher authority precludes authorization of same by subordinate authority for the same period (i.e., authorized absences from duty of less than one hour are not additive).

  
Gregg E. Bauer  
Chief Human Capital Officer