

**SUMMARY OF MAJOR CHANGES TO  
DoD 7000.14-R, VOLUME 8, CHAPTER 5  
“LEAVE”**

All changes are denoted by blue font

Substantive revisions are denoted by a ★ preceding the section, paragraph, table or figure that includes the revision

Hyperlinks are denoted by *underlined, bold, italic, blue font*

PARA	EXPLANATION OF CHANGE/REVISION	PURPOSE
050204.A	Post IC 05-CP4 to correct paragraph reference from 050408 to 050808.	Update
050204. E, F, G	Authorizes Senior Level, Scientific or Professional, and Intelligence Senior Level employees to accrue and accumulate annual leave for use in succeeding years, not to exceed 90 days (720 hours).	Add
050402	Post IC 07-06 to clarify eligibility for family and medical leave if employee is on a temporary appointment of 1 year or less.	Update
050502	Post IC 06-06 removes requirement for employees to maintain a specific amount of sick leave in order to use maximum amount of leave for family care and bereavement.	Update
0506	Authorized up to 30 days for organ donors.	Update
050701	Corrects reference from DoD 1404.1-M to DoD 1401.1-M.	Update
051405	Provided clarification on payout of credit hours upon employee moving to a new data base.	Update
0515	Changes reference 5 CFR 451.301-451.307 to 5 CFR 451.101-451.107.	Update
051609	Changes reference 5 U.S.C. 6327 to 5 U.S.C. 6328.	Update
051610	Post IC 10-06 to allow an agency to pay expenses for a United States official or employee performing official functions at a funeral. Allows for the absence of veteran employees from duty without a loss of pay or leave to attend funeral services, not to exceed 4 hours in 1 day.	Add
051810	Changes reference Title 39, District of Columbia Code to Title 49, District of Columbia Code.	Update
0520	Post IC 11-06 revises shore leave in accordance with 5 U.S.C. 6305 and 5 CFR 630.701-630.704.	Update
0521	Post IC 12-06 to add information pertaining to home leave in accordance with 5 U.S.C. 6304(b), 6305(a), and 5 CFR 630.604.	Add
052202	Changes reference 5 U.S.C 6327 to 5 U.S.C 6328.	Update

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PARA	EXPLANATION OF CHANGE/REVISION	PURPOSE
052602.A 052602.B	Changes date of Executive Order 5396, from July 17, 1960 to July 17, 1930. Corrects reference from 38 U.S.C 2024(b) to 38 U.S.C. 4316(b) (1).	Update
0529	Post IC 08-06 regarding Emergency Leave Transfer Program.	Add
0530	Post IC 09-06 Annual Leave Accrual Rates for Senior Executive Service, Senior Level and Scientific or Professional Positions, or Positions in Equivalent Pay Systems.	Add
0531	Post IC 01-06 regarding “Compensatory Time Off for Travel Time.”	Update
Table 5-1	Home Leave Earning Table – Earned Days	Add
Table 5-2	Leave Proration for Fractional Pay Periods	Add
Table 5-3	Leave Conversion Matrix	Add
Table 5-4	Time Limitations for Use of Reinstated Leave	Add
Table 5-5	Employee Absences for court or court-Related Services	Add
Figure 5-1	Post OPM Form 1637 “Application to Become a Leave Recipient Under the Emergency Leave Transfer Program.”	Add
Figure 5-2	Post OPM Form 1638 “Request to Donate Annual Leave Under the Emergency Leave Transfer Program.”	Add
Figure 5-3	Post OPM Form 1639 “Transfer of Donated Annual Leave To or From the Emergency Leave Transfer Program.”	Add

**TABLE OF CONTENTS****LEAVE**

- 0501 General Requirements
- ★ 0502 Annual Leave
- 0503 Sick Leave
- ★ 0504 Family and Medical Leave Act
- ★ 0505 The Family Friendly Leave Act
- ★ 0506 Bone Marrow or Organ Donor Leave
- ★ 0507 Nonappropriated Fund (NAF) Transfer of Leave Under Employee Benefit Portability Program
- 0508 Restored Leave
- 0509 Restored Leave Resulting From Correction of Unjustified or Unwarranted Personnel Action
- 0510 Compensatory Time Used
- 0511 Compensatory Time Off For Religious Reasons
- 0512 Leave-Sharing Programs (Voluntary Leave Transfer and Voluntary Leave Bank)
- 0513 Holiday
- 0514 Credit Hours
- ★ 0515 Time Off as an Incentive Award
- ★ 0516 Excused Absence
- 0517 Court Leave
- ★ 0518 Military Leave
- 0519 Educator's Leave
- ★ 0520 Shore Leave

**TABLE OF CONTENTS (cont'd)**

- ★ 0521 Home Leave
- ★ 0522 Funeral Leave
- 0523 Continuation of Pay (COP) and Office of Workers' Compensation Program (OWCP)
- 0524 Furlough
- 0525 Absence for Military Duty
- ★ 0526 Leave without Pay (LWOP)
- 0527 Absence Without Leave (AWOL)
- 0528 Suspension
- ★ 0529 Emergency Leave Transfer Program
- ★ 0530 Annual Leave Accrual Rates for Senior Executive Service (SES), Senior Level and Scientific or Professional Positions, or Equivalent Pay Systems
- ★ 0531 Compensatory Time Off for Travel
- ★ Table 5-1 Home Leave Earning Table – Earned Days
- ★ Table 5-2 Leave Proration for Fractional Pay Periods
- ★ Table 5-3 Leave Conversion Matrix
- ★ Table 5-4 Time Limitations for Use of Reinstated Leave
- ★ Table 5-5 Employee Absences for Court or Court-Related Services
- ★ Figure 5-1 Office of Personnel Management (OPM) Form 1637, “Application to Become a Leave Recipient Under the Emergency Leave Transfer Program”
- ★ Figure 5-2 Office of Personnel Management (OPM) Form 1638, “Request to Donate Annual Leave Under the Emergency Leave Transfer Program”
- ★ Figure 5-3 Office of Personnel Management (OPM) Form 1639, “Transfer of Donated Annual Leave Transfer Program”

## CHAPTER 5

LEAVE0501 GENERAL REQUIREMENTS

050101. Eligibility. The type, amount, and nature of leave benefits are dependent on the type and length of employment, military status, and other eligibility requirements. See Department of Defense Civilian Personnel Manual, ([1400.25-M, subchapter 630](#)), [Title 5 of United States Code \(U.S.C.\), chapter 63](#), and [5 Code of Federal Regulations \(C.F.R\), part 630](#).

050102. Objectives. The leave objectives for payroll operations and systems are as follows.

- A. Properly maintain leave records for each employee.
- B. Accurately accrue all leave.
- C. Properly authorize and report all leave taken.

D. Promptly report accurately determined information on leave usage and accruals to help facilitate collection of certain leave-related debts from employees and for preparation of financial reports, including those for cost accounting purposes.

050103. Documentation. Maintain leave records on each employee to show the following.

- A. The rate of accrual for each category of leave;
- B. The hours or days accrued and type of leave used; and
- C. The hours or days advanced by leave type. Additional documentation requirements for specific leave types are defined within this chapter under the paragraph discussing the specific leave type.

D. The mechanized leave record is created automatically from accession leave data obtained from information on the [Standard Form \(SF 50\) \(Notification of Personnel Action\)](#) and [SF 1150 \(Record of Leave Data\)](#). Annual and sick leave balances for employees transferring in are furnished to the civilian payroll office on the SF 1150. Prior to receipt of the SF 1150, the leave balances from the last [Leave and Earnings Statement \(LES\)](#) issued to the employee by the losing civilian payroll office may be used. Upon receipt of the SF 1150, the gaining civilian payroll office will make any necessary adjustments. See subparagraph [090202.C](#) for additional guidance.

050104. Accruals

A. The leave year begins with the first full pay period starting in the calendar year. For leave accruals, the civilian payroll system shall contain accurate information on the type of appointment for each employee and the leave hours or days to which the employee is entitled. Leave earned shall be accurately accrued for each type of leave using correct rates effective at the proper times. Reductions shall be made at the beginning of each leave year for accumulated leave exceeding statutory limits. Reductions shall be made in accruals for annual and sick leave when:

1. It is necessary to reflect extended leave without pay (LWOP); or
2. The employee being absent without leave (AWOL).

B. Annual and sick leave earned shall be posted to an employee's record each pay period before leave taken in that period is charged against the employee's leave balances. During a pay period in which an employee's service is interrupted by a non-leave-earning period, he or she earns leave on a pro rata basis ([5 CFR 630.204](#)). For example, leave shall be prorated when an employee has reemployment rights in connection with military service, both at the time of separation and at the time of reemployment, and both separation and reemployment occur within the normal biweekly pay period; when an employee is in receipt of injury compensation, both at the beginning and at the end of the nonpay status, and the nonpay status begins and ends within the normal biweekly pay period; when an employee transfers to an agency having a different pay period; when an employee is restored after a period of unwarranted suspension or removal for which retroactive compensation is paid; and when an employee is attending school or college as a student trainee. Full-time and part-time employees who change to an intermittent work schedule during the pay period are eligible to have their leave accruals prorated. See Table 5-2 for proration of leave.

050105. Approval. To support the time and attendance record, employees shall request approval of leave. Leave used shall be documented and approved in writing by a supervisor designated to make such approvals. Documentation for leave used shall show the dates, times, and types of leave taken. Employees may not be compensated for leave taken in excess of leave accrued except for religious observances taken for which compensatory time off for religious reasons was not worked in advance and for authorized advance leave.

050106. Minimum Charge. Unless an agency establishes a minimum charge of less than 1 hour, or establishes a different minimum charge through negotiations, the minimum charge for leave is 1 hour, and additional charges are in multiples thereof. It is Department policy, as stated in [DoD 1400.25-M](#), "Department of Defense Civilian Personnel Manual," subchapter 630, that minimum charges of less than 6 minutes shall not be established.

050107. Interfaces. The payroll system shall be integrated or interfaced with general ledger and cost accounting systems to ensure prompt and accurate collection of health and life insurance premiums from employees on unpaid leave, when required, and court reimbursements for time served as a juror while on court leave, when required. Amounts of leave accrued and used and

their related values shall be maintained to compute leave expenses and liabilities by designated general ledger and cost accounting classifications and to report externally.

050108. Conversions. See Table 5-3 for conversions when there is an insufficient amount of the type of hours requested.

## 0502 ANNUAL LEAVE

050201. General. Annual leave is absence with pay for personal and emergency purposes. An absence that is otherwise chargeable to sick leave may be charged to annual leave if requested by the employee and approved by the supervisor. Other than for the liquidation of advance sick leave indebtedness, the retroactive substitution of annual leave for sick leave is not authorized. A substitution of annual leave for sick leave may not be made retroactively for the purpose of avoiding a forfeiture of annual leave at the end of the leave year.

### 050202. Amount of Annual Leave Earned

A. Full-time and part-time employees earn annual leave. Intermittent employees (employees with no scheduled tour of duty) do not earn annual leave. Employees who are appointed to positions not limited to less than 90 days are entitled to annual leave earning upon completion of the first biweekly pay period. Employees whose current employment is limited to less than 90 days are entitled to annual leave earning only after being currently employed for a continuous period of 90 days under successive appointments without a break in service. After completing the 90-day period, employees are entitled to be credited with the leave that would have accrued during those 90 days.

B. The amount of annual leave earned depends on the length of service. Full-time employees with less than 3 years of service earn 4 hours of annual leave per biweekly pay period. Full-time employees with 3 years, but less than 15 years of service, earn 6 hours per biweekly pay period. In the last full pay period of the calendar year, they earn 4 additional hours. Full-time employees with 15 or more years of service earn 8 hours per biweekly pay period. Employees must be employed for the full biweekly pay period to be entitled to accrue annual leave for that period. An employee is considered to have been employed for a full biweekly pay period if he or she is employed during the days falling within that period, exclusive of holidays and nonworkdays established by Federal statute, Executive Order, or administrative order [5 U.S.C. 6302\(b\)](#).

C. Each time the number of hours in a nonpay status, which includes all nonpay hours, in a full-time employee's leave year equals the number of base pay hours in a pay period, the civilian payroll system shall reduce his or her credits for leave by an amount equal to the amount of leave the employee earns during the pay period. When an employee's number of hours of nonpay status does not require a reduction of leave credits, the civilian payroll system shall drop those hours of nonpay status at the end of the employee's leave year. An employee in the Office of Workers' Compensation Program (OWCP) does not accrue leave; therefore, reduction in leave credits is not required.

D. Part-time employees with regularly scheduled tours of duty earn leave for the time they are in a pay status. Part-time employees with less than 3 years, of service earn 1 hour of annual leave for each 20 hours in a pay status. Part-time employees with 3 years, but less than 15 years, of service earn 1 hour of annual leave for each 13 hours in a pay status. Part-time employees with 15 or more years, of service earn 1 hour of annual leave for each 10 hours in a pay status. Hours in a pay status in excess of an activity's basic working hours (normally 80 hours) in a pay period are disregarded in computing the leave earnings of a part-time employee. Part-time employees may carry over from 1 pay period to the next those excess hours that are not evenly divisible by 10, 13, or 20 hours, as applicable. These hours will be added to the next pay period work hours for leave accrual. See [5 C.F.R. 630.202\(b\)](#) and [630.303](#).

E. Annual leave earned shall be posted to an employee's record each pay period before annual leave taken in that period is charged against annual leave.

050203. Uncommon Tours of Duty, Leave Accruals, and Charges to Leave

A. Employees who work a 24-hour shift or a 72-hour workweek, such as firefighters, accrue and use leave based on uncommon tours of duty. The 72-hour workweek leave accrual for up to 3 years of service is 7 hours and 12 minutes per biweekly pay period. For 3 to 15 years of service, the accrual is 10 hours and 48 minutes per biweekly pay period and 18 hours for the last full pay period. For 15 or more years of service, the accrual is 14 hours and 24 minutes per biweekly pay period. See [DoD 1400.25-M, subchapter 630](#).

B. Employees with up to 3 years of service who work standby tours of 56-hour workweeks, such as fire chiefs, accrue 5 hours and 36 minutes per biweekly pay period. Employees with 3 to 15 years of service accrue 8 hours and 24 minutes per biweekly pay period and 14 hours the last full pay period. Employees with 15 or more years of service accrue 11 hours and 12 minutes per biweekly pay period. See [DoD 1400.25-M, subchapter 630](#).

C. Employees who work uncommon tours of duty are charged leave on a hour-for-hour basis for time off. For example, an employee working a 72-hour workweek would be charged 72 hours for a week's absence. See [5 C.F.R. 630.210](#) and [DoD 1400.25-M, subchapter 630](#).

★ 050204. Limitations and Variances

A. The maximum carried forward from one leave year to another is usually 240 hours. See paragraph [050808](#) regarding unlimited annual leave carryover for civilian Department of Defense (DoD) employees who are employed at installations that are facing planned base closures. Employees stationed outside the United States, who meet the conditions for eligibility established by [5 U.S.C. 6304\(b\)](#) and [5 C.F.R. 630.302](#), may carry forward a maximum of 360 hours. Employees returning from an assignment outside of the continental United States (OCONUS) may carry forward the balance of leave to their credit at the end of the pay period, which includes the date the employee departs for reassignment. If an employee is placed on detail to another OCONUS assignment, then the date he or she ceases to perform duty at the detailed post is considered the date the employee departs for reassignment. Annual leave in excess of 240 hours,



which was accumulated under [5 U.S.C. 6304\(b\)](#) by an employee who becomes subject to the 240-hour maximum carry forward, remains to the credit of the employee until used. The excess annual leave is reduced at the beginning of the first full biweekly pay period occurring in a leave year, by the amount of annual leave the employee used during the preceding year that is in excess of the amount which accrued during that year. This process continues until the employee's accumulated leave does not exceed 240 hours.

B. The following formula is used to arrive at the maximum hour accumulation for a newly assigned employee [on an uncommon tour of duty](#) who has a 30-day maximum accumulation. Multiply 240 times the number of hours in the standby workweek; then divide the result by 40. Using this formula, the maximum accumulation for an employee with a 72-hour standby workweek would be 432 hours. For an employee with a 56-hour standby workweek, the maximum accumulation would be 336 hours.

C. There is a 90-day (720-hour) maximum limitation on the amount of annual leave that a Senior Executive Service (SES) member may carry over from one leave year to the next. SES members with accumulated annual leave that exceeds 90 days (720 hours) are allowed to retain their excess annual leave in a personal leave ceiling as of the first day of the first applicable pay period beginning after October 13, 1994. The amount of annual leave credited to an SES member's personal leave ceiling will be based on the amount of annual leave accumulated by the employee as of the end of the pay period preceding the first applicable pay period beginning after October 13, 1994. Annual leave accrued for any pay period during only a portion of which the employee served under an appointment to the SES shall be prorated.

D. Executive Schedule employees generally do not accrue leave [5 U.S.C. 6301\(2\)\(x\)](#). Any unused annual leave that remains to his or her credit immediately before an employee moves to an appointment under the Executive Schedule shall be liquidated by a lump-sum payment [5 U.S.C. 5551\(b\)](#). Lump-sum annual leave payments are based on the rate of pay the employee was receiving immediately before the date became applicable to him or her [5 U.S.C. 6301\(2\)\(x\)](#). If a career appointee is appointed at a rate of basic pay which is equal to or greater than the rate payable for Level V of the Executive Schedule, then that career appointee may elect to continue under leave provisions as if the career appointee had remained in the SES position from which appointed. If the appointee elects to continue under leave provisions, then the liquidation of leave by lump-sum payment would not apply. See [5 U.S.C. 3392](#) for additional information.

★ E. Unused annual leave accrued by an employee while serving in a position subject to one of the pay systems under 5 U.S.C. 5383 (Senior Executive Service) or 5 U.S.C. 5376 (Senior-Level, Scientific and Professional) or 10 U.S.C. 1607(a) Intelligence Senior Level), may be accrued by the employee for use in subsequent years. The accumulated total shall not exceed 90 days (720 hours) at the beginning of the first full bi-weekly pay period occurring in a calendar year.

★ F. An employee moving from a position not covered by subparagraph 050204.E to a new position that is covered by subparagraph 050204.E, shall retain the annual leave accumulated prior to the move and the leave shall remain to the employee's credit.

1. Annual leave accumulated before an employee moves to a position covered by subparagraph 050204.E and the leave exceeds the amount allowed for the former position covered by 5 U.S.C. 6304 (a), (b), or (c), and the leave remains unused by the beginning of the first full biweekly pay period in the next leave year, then the excessive leave shall be subject to forfeiture.

2. If an employee serves less than a full pay period in a position covered by subparagraph 050204.E, then the annual leave accrued for that portion of the pay period, will be subject to the 90 days (720 hour) limitations. The remaining portion of annual leave accrued during the same pay period the employee was not covered under subparagraph 050204.E shall be subject to the limitations in 5 U.S.C. 6304 (a), (b), and (c) as appropriate.

★ G. If an employee covered by subparagraph 050204.E moves to a position not covered by subparagraph 050204.E, then any annual leave accumulated while serving in the former position which is in excess of the amount allowed under 5 U.S.C. 6304 (a), (b), or (c) shall remain to the employees credit and shall be subject to reduction under procedures identical to those described in 5 U.S.C. 6304(c).

H. Annual leave may be changed to sick leave if the employee becomes ill during a period of annual leave.

050205. Advance Criteria. The current leave year accrual of annual leave may be advanced if approved by the supervisor and if there is reasonable assurance the employee will be in a duty status long enough to earn the advanced leave. Doubtful cases shall be disapproved. Subsequent loss of accrual may result in an indebtedness situation. An employee separating from Federal service must repay any advanced annual leave unless the separation is caused by death, disability retirement, or a disability that prevents return to duty or continued service, and which is the basis of the separation as determined by the employing office on medical evidence acceptable to it. See [5 C.F.R. 630.209](#).

050206. Unused Annual Leave. Upon separation from Federal employment, all employees are entitled to a lump-sum payment for the balance of their annual leave account. Refer to [5 U.S.C. 5551](#) for additional information. Employees who enter on active duty in the Armed Forces are entitled to elect to have the leave remain to their credit until they return from active duty. See [chapter 3](#) sections [0307](#) of this volume for additional information on lump sum leave payments.

050207. Transferred Employees. Employees who transfer to another DoD or non-DoD civilian payroll office are not required to repay unearned annual leave until they separate from Federal service. For transferred employees, see [chapter 9](#), subparagraph [090202.C](#) for the instructions on completing the SF 1150 to transfer annual leave balances.

## 0503 SICK LEAVE

050301. General. Sick leave is provided for an employee's use when sick, injured, confined by pregnancy, required to give care to a member of his or her immediate family who is

afflicted with a contagious disease, or the health of others would be jeopardized by his or her presence on duty because of exposure to a contagious disease, or for medical, dental, or optical appointments. Sick leave usage information under the Family and Medical Leave (FML) Act is in section 0504. Sick leave usage information is located in the Family Friendly Leave Act in section 0505.

050302. Amount of Sick Leave Earned

A. Full-time employees earn 4 hours of sick leave for each full biweekly pay period. Employees on uncommon tours of duty accrue 7 hours and 12 minutes of sick leave per pay period for a 72-hour workweek and 5 hours and 36 minutes of sick leave per pay period for a 56-hour workweek. Each time the number of hours in a nonpay status, which includes all nonpay hours except OWCP, in a full-time employee's leave year equals the number of base pay hours in a pay period, the civilian payroll system shall reduce his or her credits for sick leave by an amount equal to the amount of sick leave the employee earns during the pay period. Part-time employees earn 1 hour of sick leave for each 20 hours in a pay status. They may not earn more than 4 hours of sick leave for 80 hours in a pay status during any biweekly pay period. Intermittent employees do not earn sick leave.

B. Sick leave earned shall be posted to an employee's record each pay period before sick leave taken in that period is charged against the employee's sick leave balance.

050303. Limitations and Variances

A. There is no limit on accrued balances of sick leave. Sick leave is recredited after a break in service to an employee who returns to Federal employment on or after December 2, 1994, unless the sick leave was forfeited upon reemployment in the Federal government before December 2, 1994. See [5 C.F.R. 630.502](#). The exception is when sick leave has been used in the computation of an annuity for an employee ([5 C.F.R. 630.405](#)).

B. Executive Schedule employees generally do not accrue leave ([5 U.S.C. 6301\(2\)\(x\)](#)). Any unused leave that remains to his or her credit when an employee moves to an appointment under the Executive Schedule will be certified on an SF 1150 by the civilian payroll office. The SF 1150 will be sent to the human resources organization (HRO) for retention in the Official Personnel Folder (OPF), until the employee is reemployed in a leave-accruing position or separated from the Executive Schedule position. Career appointees appointed at a rate of basic pay equal to or greater than the rate payable for Level V of the Executive Schedule may elect to continue to have leave provisions as if the career appointee remained in the SES position from which appointed.

050304. Advance Criteria. In cases of serious disability or illness, employees, except those serving under a limited appointment or with a specified termination date, may be advanced up to 30 days sick leave, or equivalent for uncommon tours of duty. Example: An employee with an 80-hour biweekly tour of duty may be advanced up to 240 hours, and an employee on a 144-hour biweekly uncommon tour of duty may be advanced 432 hours. Employees should submit requests in writing for advance sick leave to the leave-approving official. Advance sick leave

should not be granted if it appears likely that the employee will not return to duty long enough to earn the leave. Employees separating from Federal service must repay any advanced sick leave unless the separation is caused by death, disability retirement, or a disability which prevents the employee from returning to duty or continuing in the service, and which is the basis of the separation as determined by the employing office on medical evidence acceptable to it. See [5 C.F.R. 630.209](#).

050305. Unused Sick Leave. Employees are not paid for unused sick leave upon separation. The unused sick leave balance upon retirement or death is shown in the remarks column under “Service History” on the [SF 2806/3100](#). See [5 C.F.R. 630.209](#).

050306. Transferred Employees. Employees who transfer to another DoD or non-DoD civilian payroll office are not required to repay unearned sick leave until they separate from Federal service. For employees transferred, see chapter 9 subparagraph [090202.C](#) for instructions on [preparing](#) the SF 1150 to transfer sick leave balances.

050307. Sick Leave for Adoption. Section 629(b) of [Public Law 103-329](#) authorizes Federal employees to use sick leave for purposes related to the adoption of a child. Employees may use sick leave for appointments with adoption agencies, social workers, and attorneys; court proceedings; required travel; and any other activities necessary to allow the adoption to proceed. This entitlement is in addition to unpaid leave for the placement of a child with an employee for adoption under the FML Act. Refer to [5 C.F.R. 630.401](#) and [630.406](#) for additional information on sick leave usage for adoption.

#### 0504 FAMILY AND MEDICAL LEAVE ACT

050401. General. The Family and Medical Leave ([FML](#)) Act of 1993, Public Law 103-3, provides a total of up to 12 administrative workweeks of unpaid leave (LWOP) during any 12-month period to take care of specified family and medical needs for employees covered by the sick and annual leave provisions of [5 U.S.C., chapter 63](#), subchapter V and [5 C.F.R., part 630](#), Subpart L, and certain other Federal employees.

★ 050402. Entitlement. The employee must have completed at least 12 months of Federal service. Temporary employees [serving under an appointment of 1 year or less or intermittent employees](#) are not entitled to FML. A total of up to 12 administrative workweeks of unpaid leave will be available during any 12-month period (which begins when the FML is first used and ends 12 months later). An employee may elect to substitute annual, sick, or educator leave, or leave made available to the employee under the Voluntary Leave Transfer Program or the Voluntary Leave Bank Program for the LWOP. The employee’s work schedule will be the basis for computing the number of hours of FML available for the 12 administrative workweeks. For example: An 80-hour full-time employee will have 480 hours available for FML -- 40 hours per week times 12 weeks.

050403. Usage. The FML may be used for:

- A. The birth of a son or daughter and care of the newborn.

- B. The placement of a son or daughter with the employee for adoption or foster care.
- C. The care of a spouse, son, daughter, or parent with a serious health condition.
- D. A serious health condition of the employee that makes the employee unable to perform the duties of his or her position.

050404. Conditions. Under certain conditions, FML may be taken intermittently, or the employee may work under a work schedule that is reduced by the number of hours of leave taken as family and medical leave. The FML is in addition to other paid time off available to an employee.

050405. Advance Notice and Medical Certification. The employee must provide notice of intent to take FML not less than 30 days before leave is to begin or as soon as is practicable. The agency may request medical certification for FML taken to care for an employee's spouse, son, daughter, or parent who has a serious health condition or for the serious health condition of the employee.

#### 0505 THE FAMILY FRIENDLY LEAVE ACT

050501. General. [Title 5, U.S.C. section 6311](#) and [5 C.F.R., part 630](#), Subpart D allow for the use of sick leave for family care or bereavement. Employees who accrue sick leave under [5 U.S.C., 6307](#) may use the total number of hours of sick leave normally accrued by that employee during a leave year for family care or bereavement purposes.

★ 050502. Entitlement. A full-time Federal employee may use up to 104 hours (13 days) of sick leave in a leave year for family care or bereavement. The part-time employee or an employee with an uncommon tour of duty may use up to the number of hours of sick leave normally accrued by that employee during the leave year. [Prior to October 1, 2006, the full-time employee may use 40 hours \(5 days\) of sick leave without regard to his or her current sick leave balance. A part-time employee or an employee with an uncommon tour of duty may use the average number of hours of work in the employee's scheduled tour of duty. An additional 64 hours \(8 days\) may be used if the full-time employee maintains a balance of at least 80 hours of sick leave in his or her sick leave account. The part-time employee or an employee with an uncommon tour of duty may use an additional amount equal to twice the average number of hours in the employee's scheduled tour of duty. Beginning October 1, 2006, employees are not required to maintain a minimum balance in their sick leave account in order to use the maximum amount of sick leave provided for family care and bereavement purposes.](#)

★0506 BONE MARROW OR ORGAN DONOR LEAVE. [Title 5, U.S.C., section 6327](#) provides up to 7 days of paid [excused](#) leave in a calendar year (in addition to sick or annual leave) to serve as a bone marrow donor or up to 30 days of excused leave in a calendar year to serve as an organ donor.

0507 NONAPPROPRIATED FUND (NAF) TRANSFER OF LEAVE UNDER EMPLOYEE BENEFIT PORTABILITY PROGRAM

★ 050701. General. In accordance with [DoD 1401.1-M \(Personnel Policy Manual for Nonappropriated Fund Instrumentalities\)](#) an employee who transfers from a Nonappropriated Fund (NAF) position to an appropriated position or the reverse without a break in service of more than three days shall transfer all leave without limit. An employee may not be paid for any accumulated hours of leave. Leave will be administered in accordance with the rules of the gaining employment system (civil service or NAF). The employee shall be credited with the full amount of leave even in those cases where the employee may receive a higher rate of pay from the gaining employment system (civil service or NAF).

050702. Provisions. Service in the losing employment system (civil service or NAF) shall be credited in determining the appropriate leave accrual rate. All provisions are applied exactly the same regardless of whether the move is voluntary or involuntary, and regardless of the direction of the move, civil service to NAF or NAF to civil service.

0508 RESTORED LEAVE

050801. General. Except as otherwise authorized by regulation, annual leave restored under [5 U.S.C. 6304\(d\)](#) must be scheduled and used not later than the end of the leave year ending 2 years after the date:

- A. Of restoration of the annual leave forfeited because of administrative error;
- or
- B. Fixed by the agency head, or his designated official, as the termination date of the exigency of the public business which resulted in forfeiture of the annual leave; or
  - C. The employee is determined to be recovered and able to return to duty if the leave was forfeited because of sickness.

050802. Approval Requirements. The following requirements must be met before forfeited annual leave can be considered for restoration:

- A. Use of the annual leave must have been scheduled in writing before the start of the third biweekly pay period prior to the end of the leave year;
- B. The determination that an exigency is of major importance and, therefore, annual leave may not be used must be made by the head of an activity no lower than a major field headquarters or major field installation.

050803. Time Limit. For an extended exigency of the public business, the time period for use of restored leave is 2 years for each calendar year, or part thereof, during which the exigency existed. This time period starts at the beginning of the leave year following the leave year in which the exigency is declared to be ended. An extended exigency is one that threatens the national security, safety, or welfare; lasts more than three calendar years; affects a segment of an



agency or occupational class; and precludes subsequent use of both restored and accrued annual leave within the time limit specified in [5 U.S.C. 6304\(d\)](#) and [5 C.F.R. 630.306](#) and [630.309](#). The time limit established under [5 C.F.R. 630.306](#) during which restored leave must be used in order to avoid forfeiture is not changed by entry into the SES.

050804. Separate Leave Account. The payroll system shall maintain three separate restored leave accounts for each calendar year. Restored annual leave must be credited to a separate leave account identifying the date of restoration, the date of forfeiture, the amount credited for use, the amount of usage, and the unused balance. Restored annual leave is not included in, and does not increase, the maximum annual leave carryover for an employee.

050805. Time and Attendance Reports. Timekeeping instructions in paragraph [020203](#) specify the method to be used to identify the leave account to be charged.

050806. Forfeiture of Annual Leave. Restored annual leave, if unused at the expiration of the time limitation, is forfeited with no further right to restoration.

050807. Lump-Sum Payment. Upon separation, employees entitled to lump-sum payment shall be paid for their unused restored annual leave if such leave has not been forfeited. If the leave is forfeited because of an administrative error, then a claim must be filed within 3 years of the discovery of the administrative error leading to the forfeiture [5 U.S.C. 6304\(e\)](#). Employees entering active duty in the Armed Forces may elect to have leave remain to their credit until their return from active duty ([5 U.S.C. 5552](#) and [6304](#)). See section [0307](#) for additional information on lump-sum leave payments.

050808. Maximum Annual Leave Accumulation

A. Title 5, U.S.C., section 6304(d) was amended so that civilian DoD employees who are employed at installations that are facing planned base closures may carry into the next leave year more than 240 hours of annual leave. Annual leave accumulated in excess of 240 hours at closing bases under this provision shall be considered restored leave. It applies to the period beginning October 1, 1992 and ending on December 31, 1997. As of September 23, 1996, leave restored under [5 U.S.C. 6304\(d\)\(3\)](#) must be liquidated by lump-sum payment when an employee transfers to another Federal agency outside of the Department or to a position within the Department not located at an installation being closed or realigned.

B. The HROs shall furnish civilian payroll offices with listings by the end of each leave year that identify each employee who is eligible (including those who were eligible in prior years and those who are newly eligible) for restoration of annual leave under this provision. The list shall contain each eligible employee's full name, Social Security number (SSN), and employing activity. The list should be labeled "Employees eligible for annual leave restoration under Section 4434 of Public Law 102-484" or an equivalent heading, and it should be signed by the personnel officer. This listing should be separate and distinct from any employee listing, form, or memorandum which is used to inform civilian payroll offices that an employee's annual leave is to be restored under provisions of [5 C.F.R. 630.306](#).

0509 RESTORED LEAVE RESULTING FROM CORRECTION OF UNJUSTIFIED OR UNWARRANTED PERSONNEL ACTION

050901. General. Annual leave that is restored to an employee as a result of the correction of an unjustified or unwarranted personnel action in excess of the maximum leave accumulation authorized by law shall be credited to a separate leave account for use by the employee ([5 C.F.R. 550.805\(g\)](#)). This restored leave shall be referred to as reinstated leave. Annual leave in such a separate account must be scheduled and used as provided in the following subparagraphs. If leave is not used within the prescribed time frames, then it shall be forfeited. Refer to [5 U.S.C. 5596\(b\)\(1\)\(B\)](#) for additional information.

A. Full-Time Employees. Excess annual leave of 416 hours or less must be scheduled and used by the end of the leave year ending 2 years after the date on which the leave is credited to the separate account. This period is extended by 1 year for each additional 208 hours of excess annual leave or any portion thereof. See Table 5-4.

B. Part-Time Employees. These employees shall schedule and use excess annual leave in an amount equal to or less than 20 percent of the employees scheduled tour of duty over a period of 52 calendar weeks by the end of the leave year ending 2 years after the date on which the annual leave is credited to the separate account. This period shall be extended by 1 leave year for each additional number of hours of excess annual leave or any portion thereof, equal to 10 percent of the employee's scheduled tour of duty over a period of 52 calendar weeks. See Table 5-4.

0510 COMPENSATORY TIME USED

051001. General. Compensatory time off in lieu of overtime pay derives from entitlement to pay for overtime work (work in excess of 8 hours in a day or 40 hours in a week, ordered in advance by management). At the request of an employee, the head of an agency may grant an eligible employee compensatory time off from the employee's scheduled tour of duty instead of payment for an equal amount of time spent in irregular or occasional overtime work. An agency may provide that a Fair Labor Standards Act (FLSA) exempt employee whose rate of basic pay exceeds the maximum rate for GS-10 shall be compensated for irregular or occasional overtime work with an equivalent amount of compensatory time off in lieu of payment for overtime worked. Refer to [5 U.S.C. 5543](#), [5544](#), [6122](#), [6123](#), [6127](#), and [6128](#), and [5 C.F.R. 550-114](#).

051002. Usage. Compensatory time off shall be granted to an employee within a reasonable time after the overtime is worked. The limit for the use of compensatory time is the end of the 26th pay period after that in which the overtime was worked. The unused compensatory time then shall be paid at the overtime rate at which it was earned. Compensatory time earned before June 8, 1997 was placed in an "old compensatory time" account on June 7, 1998, and thereafter shall be charged only if the employee has insufficient current compensatory time to cover the compensatory time off requested. National Guard employees are not paid for unused compensatory time worked. They shall use their compensatory time by the end of the 26th pay period after it is earned or it will be forfeited.



051003. Separation or Transfer. When a DoD employee separates or transfers to another DoD Component or Federal agency, unused compensatory time balances shall be paid at the overtime rate in effect when the compensatory time was earned. Title 32 National Guard technicians shall forfeit any unused compensatory time when they separate or transfer to another DoD Component or Federal agency.

0511 COMPENSATORY TIME OFF FOR RELIGIOUS REASONS. Compensatory time off for religious observances is provided for in [5 U.S.C. 5550a](#). An employee whose personal religious beliefs require not working during certain periods of time may elect to work compensatory time for the time lost to meet those religious requirements. An employee who works compensatory time for religious reasons shall be granted equal compensatory time off from the scheduled tour of duty ([5 C.F.R. 550.1002](#)). See [030302.F](#) for additional information regarding compensatory time off for religious reasons.

0512 LEAVE-SHARING PROGRAMS (VOLUNTARY LEAVE TRANSFER AND VOLUNTARY LEAVE BANK)

051201. General. The “Federal Employees Leave Sharing Amendments Act of 1993,” [Public Law 103-103](#), made permanent the voluntary leave transfer and voluntary leave bank programs. The Act requires all agencies to operate a leave transfer program, allows all agencies to establish leave banks at any time, permits employees to participate in both programs, eliminates the requirement to count any advanced leave an employee may have when determining whether the employee qualifies to be a leave recipient, and permits leave recipients who exhaust transferred leave to use leave accrued while in a transferred leave status. The Act took effect on February 5, 1994.

051202. Voluntary Leave Transfer Program. In accordance with [5 C.F.R. 630.901](#) “et seq.” Federal employees may donate annual leave to other employees who need leave because of a medical emergency. Medical emergency used herein is defined as a medical condition of an employee or a family member of an employee (as defined in [5 C.F.R. 630.902](#)) that may 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.

A. Interagency leave transfer is mandatory if any of the following conditions are met:

1. If a family member of a leave recipient is employed by another agency and requests the transfer of annual leave to the leave recipient.

2. If, in the judgment of the leave recipient’s employing agency, the amount of annual leave transferred from leave donors employed by the leave recipient’s employing agency may not be sufficient to meet the needs of the leave recipient.

3. If, 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 ([5 C.F.R. 630.906\(f\)](#)).

B. Leave donors may not contribute to an immediate supervisor. The annual leave donated must be accrued and available at the date of donation. The maximum amount of annual leave that may be donated during the leave year shall be the lesser of:

1. One-half of the amount of annual leave he or she would be entitled to accrue during the leave year in which the donation is made; or
2. The number of hours remaining in the leave year (as of the date of the transfer) for which the leave donor is scheduled to work and receive pay. These limitations may be waived according to the agency's established written criteria. The waivers shall be documented in writing.

C. Only the designated recipient of the documented medical emergency may use the donated leave and it may not be used for any other purpose. The law provides that a leave recipient shall earn annual and sick leave while using donated leave, but only up to 40 hours of each type. Earned leave is placed in separate accounts for use after the recipient exhausts all donated leave or the medical emergency ends. An employee may use any annual or sick leave accrued while in a shared leave status if the medical emergency continues after the leave recipient exhausts all transferred leave. Leave accruals for employees who use donated leave intermittently shall be prorated between the regular leave accounts and the separate leave accounts until the maximum accrual is reached or termination of the emergency. Accruals are prorated based on the number of hours of donated leave used within the pay period.

D. Upon termination of the medical emergency, the unused donated leave shall be transferred pro rata back to each donor ([5 C.F.R. 630.911](#)). Each donor has an election as to how the leave is to be recredited from the following options:

1. crediting the donated annual leave to the donor's annual leave account in the current leave year;
2. crediting the donated annual leave to the donor's annual leave account effective as of the first day of the first leave year beginning after the date of election; or
3. donating such leave in whole or part to another leave recipient.

E. The civilian payroll office shall process all leave balances, restore unused balances, and track the identified civilian payroll office cost.

051203. Voluntary Leave Bank Program. Under the Voluntary Leave Bank Program ([5 U.S.C. 6361-6373](#) and [5 C.F.R. 630.1001](#), et seq.), employees can make a specified contribution of annual leave to their agency's leave bank in order to become leave bank members. See [5 C.F.R. 630.1004 \(g\) through \(i\)](#) for minimum leave contributions. Should a leave bank member experience a medical emergency, he or she can apply to the leave bank board for withdrawal of annual leave from the leave bank.

051204. Participation in Both Programs. The law permits an employee to participate in both leave transfer and leave bank programs in the same agency for the same medical emergency if his or her agency has established both programs.

★ 051205. Movement Between Voluntary Leave Bank Programs. If an employee moves between one organization operating a leave bank to another organization operating a different type of leave bank, the following procedures apply:

A. On the date the employee moves to the new organization, the employee will become subject to the policies and procedures of the new organization's leave bank.

B. The employee's right to submit an application to become a leave contributor or leave recipient in accordance with the new organizations policies and procedures of the leave bank, shall not be restricted by 5 C.F.R. 630.1010(a)(2) or (b).

### 0513 HOLIDAY

051301. When No Work Is Performed. An employee in a pay status on either the regularly scheduled workday preceding a holiday or on the regularly scheduled workday succeeding a holiday is entitled to straight-time pay for the holiday, regardless of his status on the holiday not worked.

A. Regular full-time employees receive their regular straight-time pay, including night and shift differential, for holidays on which they are not required to work.

B. Part-time employees receive their regular pay for holidays falling on their regularly scheduled workdays. When an installation is closed for an "in lieu of" holiday that falls on a part-time employee's regularly scheduled workday and the employee is prevented from working on that day, the installation may excuse the employee from duty by an administrative order or grant the employee annual leave or LWOP for the hours scheduled to be worked on that day.

C. Intermittent employees, including experts and consultants, with no regularly scheduled tour of duty receive no compensation unless actual work is performed.

051302. When Work Is Performed. See holiday premium pay provisions in chapter 3 paragraph 030305.

### 0514 CREDIT HOURS

051401. General. Credit hours are any hours within a flexible schedule established under 5 U.S.C. 6122 that are in excess of an employee's basic work requirement, and that the employee elects to work to vary the length of a workweek or a workday.

051402. Requirements. Only employees on flexible schedules may work credit hours. Credit hours are used within the tour of duty. Credit hours shall be earned and used in the

same increments as other absences with pay. The hours are in excess of the employee's basic work requirement (8 hours in a day, 40 hours in a week, or 80 hours in the biweekly pay period). Credit hours are distinguished from overtime hours in that they are not officially ordered in advance by management. See [5 U.S.C. 6121 - 6126](#).

051403. Accumulation. A full-time employee may accumulate not more than 24 credit hours to be carried forward for credit against a later pay period. The 24 credit hours carried forward must be accounted for the same as other types of absences with pay ([5 U.S.C. 6126](#)).

051404. Part-Time Employees. A part-time employee is limited to the credit hours to be carried forward on a pro rata basis. For carry-over purposes, a part-time employee may carry over credit hours from one biweekly pay period to a subsequent biweekly pay period, in an amount equal to 25 percent of the biweekly scheduled hours of work.

★ 051405. Payment. The employee receives no additional pay for credit hours when these hours are credited to his or her account. Credit hours are considered a part of the basic work requirement (nonovertime work) in the biweekly pay period to which they are applied. An employee is entitled to his or her basic rate of pay for credit hours. Credit hours shall be paid at the employee's current hourly rate when an employee is no longer subject to a flexible work schedule program, transfers to another employing activity, provided the Agency and Major Claimant/Command changes, or upon separation ([5 U.S.C. 6126\(b\)](#)). For full-time employees not more than 24 accumulated credit hours can be paid. For part-time employees, credit hours that are not more than 25 percent of such employee's biweekly scheduled hours can be paid.

051406. Entitlement. An employee shall not use credit hours to increase the entitlement to overtime pay. An employee shall not be paid Sunday pay or holiday pay for credit hours. Whether an employee is entitled to night pay for credit hours on the workday in which taken depends on the rules for night pay. Credit hours shall be considered daytime hours whenever possible. For example, then an employee's schedule includes daytime and nighttime hours, credit hours may be applied only to the daytime portion of the schedule. An employee has the right to use earned credit hours, subject to the activity's authority to approve the time at which they may be used ([5 U.S.C. 6123\(c\)](#)).

051407. Biweekly Pay Period. There is no limit on the number of credit hours that may be accumulated during the biweekly pay period; however, a supervisor may limit the number of credit hours accumulated during the biweekly pay period. Any credit hours worked in a pay period that exceed the 24-hour maximum carryover must be taken during that pay period, or they will be forfeited. Credit hours must be earned before they are used. Employees may carry forward only 24 credit hours into the succeeding pay period. Credit hours under a maxiflex schedule may be used during the pay period in which they are earned.

★0515 TIME OFF AS AN INCENTIVE AWARD. Authorized by [5 U.S.C. 4502\(e\)](#), a time-off award may be granted in lieu of cash ([5 C.F.R. 451.101-451.107](#)). A time-off award is an absence with pay. See [031102.C](#) for additional information.

0516 EXCUSED ABSENCE

051601. General. Excused absence is an absence from duty, administratively authorized, without loss of pay and without charge to leave. Agency heads or their designees have authority to grant excused absence in limited circumstances for the benefit of the agency's mission or a government-wide recognized and sanctioned purpose. The following are some of the more common situations in which agencies generally excuse absence without charge to leave. See [DoD 1400.25-M, subchapter 630](#).

051602. Blood Donation. Employees who serve as blood donors shall 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. This provision does not cover an employee who gives blood for his or her personal use or receives compensation for giving blood. See DoD 1400.25-M, subchapter 630.

051603. Closure of Installations or Activities. Administrative leave may be granted when employees are prevented from working due to extreme weather conditions or other severe disruptions.

051604. Tardiness and Brief Absence. Where absences are for other than brief periods of time, a grant of excused absence is not appropriate unless the absence is in connection with furthering a function of the Department. The absence also may be compensated for by additional work or may be charged against any compensatory time the employee may have to his or her credit or may be charged to annual leave, LWOP (with the employee's consent), or AWOL. See DoD 1400.25-M, subchapter 630.

051605. Registering and/or Voting. Excusal from duty is authorized for registering and/or voting in any election or referendum for a reasonable period of time. Generally, employees are excused from duty to permit them to report for work 3 hours after the polls open or to leave work 3 hours before the polls close, whichever results in the lesser amount of time off. Employees on flexible work schedules will be excused only for those hours that cannot be accommodated by their flexible schedules. See DoD 1400.25-M, subchapter 630.

051606. Taking Examinations. This applies only to examinations given by or taken at the request of the employing activity. Employees shall be excused, without charge to leave or loss of pay, for all examinations required for converting to career-conditional appointments or for required noncompetitive examinations within the same employing activity. See DoD 1400.25-M, subchapter 630.

051607. Attending Conferences or Conventions. Employees may be excused to attend conferences or conventions when it is determined that the attendance will serve the best interest of the Federal service. Such absences may be restricted to those situations in which the employee is an official representative of the organization involved or is a contributor on the agenda. Employees shall not be excused to attend conferences or conventions of political parties or partisan political groups or committees.

051608. Representing Employee Organizations. Representative leave hours shall be reported by three separate categories. The categories are negotiations, grievance and appeals, and

on-going labor and management committees. Absence charged as representative leave may be subject to the provisions of local negotiated agreements and/or supervisory approval. See [5 C.F.R. 551.424](#) for additional information.

★ 051609. Official Duty Status Funerals of Fellow Federal Law Enforcement Officers or Federal Firefighters. Excused absence from duty without loss of pay or leave may be granted for a Federal firefighter or Federal law enforcement officer to attend the funeral of a fellow Federal firefighter or Federal law enforcement officer who was killed in the line of duty. See [5 U.S.C. 6328](#). When excused from duty, attendance at the funeral service shall be considered official duty for the firefighter or officer. Title [31 U.S.C. 1345](#) allows an agency to pay the expenses of an official or employee of the United States carrying out an official function.

★ 051610. Absence of Veterans to Attend Funeral Services. An employee who is a veteran of a war, or of a campaign or expedition for which a campaign badge has been authorized, or a member of an honor or ceremonial group of an organization of those veterans, may be excused from duty without loss of pay or deduction from annual leave for the time necessary, not to exceed 4 hours in any one day, to enable the employee to participate as an active pallbearer or as a member of a firing squad or honor guard in a funeral ceremony for a member of the Armed Forces whose remains are returned from abroad for final interment in the United States.

#### 0517 COURT LEAVE

051701. General. Employees are authorized court leave with pay when summoned in connection to serve as a juror or as a witness in a nonofficial capacity on behalf of any party in connection with any judicial proceeding to which the United States, the District of Columbia, or a state or local government is a party. See [5 U.S.C. 6322](#), [5537](#), and [5515](#).

051702. Annual Leave. If an employee is on annual leave when called for jury duty or witness service, then court leave shall be substituted. No charge shall be made to annual leave for the court service.

051703. Requirements. An employee who is under proper summons from a court to serve on a jury should be granted court leave for the entire period, regardless of the number of hours per day or days per week the employee actually serves on the jury during the period. Jury service for which an employee is entitled to court leave does not include periods when the employee is excused or discharged by the court, either for an indefinite period, subject to call by the court or for a definite period in excess of 1 day. Therefore, an employee may be required to return to duty or be charged annual leave if excused from jury service for 1 day or even a substantial part of a day. The employee may not, however, be required to return to duty if it would cause a hardship.

051704. Intermittent Employees. Intermittent employees are not eligible for court leave ([5 U.S.C 2105](#)).

★ 051705. Nonexempt Employees. Nonexempt employees shall not have their pay reduced under FLSA due to court leave for jury duty or witness service during their regularly scheduled tour of duty ([5 U.S.C. 6322](#)).



051706. Documentation. When an employee is called for court service (as a witness or juror), the court order, subpoena, or summons, if one was issued, must be presented to the supervisor as far in advance as possible.

051707. Jury Duty Service Payment. Employees who perform jury duty service on behalf of:

- A. a state or local court is paid jury duty fees; or
- B. the United States or District of Columbia government are not paid jury duty fees ([5 U.S.C. 5537](#)).

051708. Witness Service Payment. An employees who performs witness service on behalf of:

- A. A state or local government in a nonofficial capacity is paid witness fees.
- B. A private party in a nonofficial capacity to which the United States, District of Columbia, or a state or local government is a party is not paid witness fees.

051709. Certificate of Attendance. The employee cannot retain fees received for jury duty and witness service performed in chapter 5, subparagraphs 051707.A and 051708.A. The employee must submit fees received for jury or witness service by money order or personal check to the employing activity. A certificate of attendance from the clerk of the court must also be submitted. The certificate shows inclusive dates of jury duty or witness service and amount of fees the court paid to the employee. The certificate of attendance separately should identify fees and allowances. Fees received by the employee are collected while allowances are not collected. If the certificate of attendance does not identify allowances separately, then all moneys are considered fees and shall be collected. The employee may keep reimbursements for expenses received from the court, authority, or party that caused the employee to be summoned and may keep fees that exceed the employee's compensation for the days of service. An employee serving on a jury in a state or local court who waives or refuses to accept jury fees is still liable to the U.S. Government for the fees he or she would have received.

051710. Retention of Fees. Fees should not be paid for jury duty or witness service performed in chapter 5, subparagraphs 051707.B and 051708.B. If fees are paid to an employee while serving in a nonofficial capacity, then the employee cannot retain those paid fees. Such fees must be turned in to the customer service representative (CSR) at the employing activity. An employee may keep reimbursements for expenses received from the court, authority, or party that caused the employee to be summoned.

051711. Official Capacity. Employees who perform witness service in an official capacity on behalf of the United States or District of Columbia government, a state or local government, or a private party shall not be paid witness fees nor shall the time served as a witness be charged to court leave or annual leave. The time shall be recorded as official duty. If any fees are paid, then they must be turned in to the employing activity.

051712. Nonofficial Capacity. Employees who testify in a nonofficial capacity on behalf of a private party to which the United States, the District of Columbia, a state, or local government is not a party are not entitled to court leave. The employee must take annual leave or LWOP. He or she is entitled to the fees and expenses related to such witness service.

051713. Holiday. When a holiday occurs during the time an employee is on jury duty or witness service, the employee can keep the jury duty or witness service fee paid for the holiday.

051714. Nonworkday. If an employee is called to jury duty on a nonworkday, then the employee may keep the fees paid.

051715. Submission of Fees. Moneys submitted to the payroll office from the CSR for fees collected by employees for jury duty or witness service shall be accounted for on a DoD (DD) Form 1131 (Cash Collection Voucher). Under 5 U.S.C. 5515, the appropriation and accounting classification that paid the employee's salary while on jury duty or witness service will be credited with these moneys.

051716. Employee Absence. See Table 5-5 for employee absences for court or court-related services.

051717. Payroll Deduction. Fees not submitted in a timely manner are subject to payroll deduction. Payroll deductions to collect the fees will be made in the next regular pay period.

## 0518 MILITARY LEAVE

051801. General. Public Law 96-431, as codified in 5 U.S.C. 6323, provides that, effective October 1, 1980, military leave shall be made available to eligible employees on a fiscal year rather than a calendar year basis; unused military leave up to 120 hours (15 days) shall be allowed to accumulate for subsequent use; and eligible part-time employees, as defined by 5 U.S.C. 3401(2), are entitled to military leave on a prorated basis. Employees with temporary appointments of 1 year or less or intermittent work schedules are not entitled to military leave. Employees with appointments exceeding 1 year are entitled to military leave.

051802. Reduction of Civilian Pay. Under the provisions of 5 U.S.C. 5519, an employee's civilian pay is reduced by the amount (other than a travel, transportation, or per diem allowance) received by the employee for military service as a member of the Reserve or National Guard for a period for which he is granted military leave for law enforcement assistance under 5 U.S.C. 6323(b) or (c). When the employee uses annual leave or compensatory time, the offset rules do not apply and the employee receives full military pay and full civilian pay. Refer to chapter 8, subparagraph 080512 for further information.

051803. Weekend Drills. Civilian employees whose regular workweek includes Sunday may not take military leave under 5 U.S.C. 6323(a) to attend weekend drills since an



employee, as a member of a Reserve Component of the Armed Forces, is entitled to military leave under [5 U.S.C. 6323\(a\)](#) only if on active duty. Weekend drills are considered inactive duty.

051804. Recording Military Leave. At the beginning of each fiscal year (1 October) eligible full-time employees shall be credited with [120 hours \(15 days\)](#) of military leave. Eligible part-time employees shall be credited with leave on a prorated basis. The percentage is determined by dividing 40 into the number of hours in the employee's regularly scheduled workweek during that fiscal year. Any portion of the leave unused at the end of the fiscal year, not to exceed [120 hours \(15 days\)](#), shall be carried forward to the next fiscal year. New eligible employees and new members of Reserve Components shall be credited with the full [120 hours \(15 days\)](#) (prorated if employed part time) when entering upon duty or upon joining the Reserve unit. It shall not be prorated for a partial year.

051805. Military Leave Charges. To substantiate leave charges, an employee is required to submit a copy of the orders directing him or her to active military duty and a certified verification of attendance indicating completion of training duty upon return to duty from military leave. Military leave is charged on a daily basis. No charge is made to nonworkdays at the beginning and end of a period of absence on active military duty. If an employee has separate sets of orders or orders which cover separate periods of time with return to civilian status between the periods covered in the orders, then the military leave shall not be charged for the time the employee is returned to civilian status. Military leave may be taken intermittently, a day at a time, or all at one time, regardless of the number of training sessions.

051806. Effective Date of Separation for Military Duty. Before a Reserve or National Guard member is separated from civilian employment, the member must be given the chance to use any accrued military leave. If a member takes military leave and is then separated, then the date the separation is effective shall be the date the military leave expires.

051807. Pay Status Required. A maximum of [240 hours \(30 days\)](#) of military leave can be used in any fiscal year. The military leave may be used during one or more periods of military duty during the fiscal year. Employees can take the full [120 hours \(15 days\)](#) of military leave immediately at the beginning of a fiscal year even if up to a maximum of [240 hours \(30 days\)](#) had been taken during the prior fiscal year and even if the military duty is continuous.

051808. Nonexempt Employees. Nonexempt employees shall not have their pay reduced under FLSA due to military leave for training. Employees shall receive the same pay as they would otherwise receive for their regularly scheduled biweekly tour of duty.

051809. Reserve or National Guard Members. Permanent or temporary indefinite (including all appointments exceeding 1 year) employees who, as Reserve or National Guard members provide military aid to enforce the law or assistance to civil authorities in the protection or saving of life or property or the prevention of injury, are also entitled to leave not to exceed 22 workdays in a calendar year. At the employee's request, the period the employee is absent to perform service may be charged to the employee's accrued annual leave or available compensatory time balance. It may not be charged to sick leave. See [5 U.S.C. 6323\(b\)](#) for additional information. A copy of the orders and a certificate of attendance are required. Leave granted for

these purposes are charged in hours. The 22 workdays are converted to 176 hours and charged on the same basis as annual and sick leave. An employee working an uncommon tour of duty shall have this additional leave entitlement adjusted on a pro rata basis.

★ 051810. National Guard of the District of Columbia. Employees who are members of the National Guard of the District of Columbia are entitled to leave without loss in pay or leave for each day of a parade or encampment ordered or authorized under Title 49, District of Columbia Code. This covers each day of service, or a portion thereof, the National Guard is ordered to perform by the commanding general. See 5 U.S.C. 6323(c) for additional information.

051811. Military Reserve Technicians. Under 5 U.S.C 6323, employees who are defined by 5 U.S.C. 8401(30) as military reserve technicians are entitled to an additional 44 workdays of military leave in a calendar year. See 5 U.S.C. 6323(d). This military leave is in addition to the military leave already available under 5 U.S.C. 6323(a), (b), and (c). To be eligible for military leave, the military reserve technician must be on active duty without pay under 10 U.S.C. 12301(b) or 12301(d) (other than active duty during a war or national emergency declared by the President or the Congress) for participation in noncombat operations outside the United States, its territories, and its possessions. A copy of the military orders or a statement by the employee's commanding officer which shows either 10 U.S.C. 12301(b) or 12301(d) authority is required as acceptable evidence that the military duty was performed and was without military pay. The compensation of an employee granted leave under 5 U.S.C. 6323 will not be reduced by reason of such absence. An employee will receive the same pay he or she would have received for the regularly scheduled work. The carryover of all or a portion of the 44 workdays is not permitted. There is no charge for holidays and nonworkdays. At the employee's request, the period the employee is absent to perform service may be charged to the employee's accrued annual leave or available compensatory time. It may not be charged to sick leave. See 5 U.S.C. 6323(d)(2) for additional information.

0519 EDUCATOR'S LEAVE. See subparagraph 070201.M for provisions on educator's leave.

★0520 SHORE LEAVE

052001. General. This section applies to an employee who is regularly assigned to duties onboard an oceangoing vessel. The employee can be an officer, crewmember, or other employee serving aboard an oceangoing vessel on an extended voyage. An employee is considered to be regularly assigned when his continuing duties are such that all or a significant part of them require that he or she serve aboard an oceangoing vessel. Temporary assignments of a shore-based employee, such as for limited work projects or for training, do not constitute a regular assignment. An officer, crew member, or other employee serving onboard an oceangoing vessel on an extended voyage may be granted leave of absence under 5 U.S.C 6305(c) and 5 C.F.R. 630.701-704 at a rate not to exceed 1 day for each 15 calendar days of absence on one or more extended voyages.

052002. Extended Voyage. Shore leave accrues for service by employees on an extended voyage. An extended voyage must be at least 7 consecutive calendar days in duration, including voyage-preparation time on board the vessel. Voyage means the sailing of an

oceangoing vessel from one port and its return to that port or the final port of discharge. Oceangoing vessel is described as one used on the high seas or the Great Lakes, but does not include a vessel which operates primarily on rivers, other lakes, bays, sounds, or within the 3-nautical-mile limit of the coastal area of the 48 contiguous states, except when used in mapping, charting, or surveying operations or when in or sailing to or from foreign, territorial, Hawaiian, or Alaskan waters, or waters outside its normal area of operations or outside the 3-nautical-mile limit.

052003. Computation of Shore Leave. An employee earns shore leave at the rate of one day of shore leave for each 15 calendar days of absence on 1 or more extended voyages. The master of the vessel will keep a record of the accrual of shore leave for each employee.

A. For an employee who is an officer or crewmember, a voyage begins either on the date the employee assumes duties aboard an oceangoing vessel to begin preparation for a voyage or on the date the employee comes aboard when a voyage is in progress. The voyage terminates on the date the employee ceases to be an officer or crewmember of the oceangoing vessel or on the date on which the employee is released from assigned duties relating to the voyage aboard the oceangoing vessel at the port of origin or port of final discharge, whichever is earlier.

B. For an employee other than an officer or crewmember, a voyage begins on the date of sailing and terminates on the date the oceangoing vessel returns to a port at which the employee will disembark in completion of his or her assignment aboard the vessel, or on the date the employee is released from the assignment aboard the vessel, whichever is earlier.

052004. Computing Days of Absence. The master of the vessel will keep a record on the use of shore leave for each employee. He or she must include the following information in order to accurately compute the days of absence:

- A. the beginning date and termination date of the voyage
- B. The days an employee spends traveling to join the assigned oceangoing vessel, when the vessel is at a place other than the port of origin
- C. The days an employee spends traveling between oceangoing vessels when the employee is assigned from one vessel to another
- D. The period representing the number of days within which an employee is reasonably expected to return to the port of origin when his or her oceangoing vessel's voyage is terminated, or his or her employment as an officer or crewmember is terminated, at a port other than the port of origin
- E. For an employee who is an officer or crewmember, the days on which the employee is on sick leave when he or she becomes sick during a voyage (whether or not continued as a member of the crew) but not beyond the termination date of the voyage of the oceangoing vessel or his or her repatriation to the port of origin, whichever is earlier

F. For an employee other than an officer or crewmember, the days on which the employee is carried on sick leave but not beyond the date on which he or she returns to the port of origin or the termination date of the voyage, whichever is earlier

G. The days of approved leave from a vessel (paid or unpaid) during a voyage.

052005. Granting Shore Leave. An employee has an absolute right to use shore leave, subject to the right of the head of the agency to fix the time at which shore leave may be used. Shore leave may be granted during a voyage at the written request of the employee. If the written request is denied, then the denial shall also be in writing.

052006. Minimum Charge. The minimum charge for shore leave is 1 day. Additional charges are in whole days.

052007. Time and Attendance Report. Civilian payroll offices shall accept shore leave taken on the time and attendance report.

052008. Limitation. Shore leave is in addition to annual leave, and it may be accumulated for future use without limitation.

052009. Lump-Sum Leave Payment. Shore leave is not included for lump-sum leave payment.

052010. Terminal Leave. An agency shall not grant shore leave to an employee as terminal leave. Terminal leave is defined as approved absence immediately before an employee's separation when an agency knows the employee will not return to duty before the date of his or her separation. The exception to this rule is that an agency shall grant shore leave as terminal leave when the employee's inability to use shore leave was due to circumstances beyond his or her control and not due to his or her own act or omission.

052011. Forfeiture. Shore leave is forfeited if not granted before:

A. Separation from the service.

B. Official assignment (other than by temporary detail) to a position in which the employee does not earn shore leave. To the extent administratively practicable, the employing activity shall give an employee an opportunity to use the shore leave to his or her credit either before the reassignment or not later than 6 months after the date of his or her reassignment when the employing activity is unable to grant the shore leave before the reassignment.

052012. Transfer. At the time of an employee's transfer to a position at another employing activity or agency, accumulated shore leave shall be transferred if:

A. He or she is entitled to shore leave in the new position.

B. There is no break in service.

★0521 HOME LEAVE

052101. General. Home leave means leave authorized by 5 U.S.C. 6305(a) and earned by service abroad. Home leave is for leave in the United States, or if the employee's place of residence is outside the area of employment, U.S. territories and possessions, including the Commonwealth of Puerto Rico. Home leave can be earned and granted to eligible employees who have been recruited for overseas duty and who meet the requirements of 5 U.S.C 6304(b) for the accumulation of a maximum of 45 days of annual leave. There is no maximum accumulation of home leave. Balances shall be retained on the SF 1150 for future use.

052102. Earning Home Leave. Home leave is earned from the date of the employee's arrival at a post of duty outside the United States or on the date of entrance on duty when recruited abroad. See Table 5-1 for additional information. It ends on the date of the employee's departure from the post for separation or for assignment in the United States or on the date of separation from duty when separated abroad. Full credit is given for the day of arrival and the day of departure.

A. Except as otherwise authorized by statute, an employee is entitled to home leave only when he or she has completed a basic service period of 24 months of continuous service abroad. The 24 months of continuous service abroad is a one-time requirement. This basic service period is terminated by a break in service of 1 or more workdays or an assignment (other than a detail) to a position in which an employee is no longer subject to 5 U.S.C. section 6305(a).

B. Computation of service abroad must exclude all absences in a nonpay status up to a maximum of 2 workweeks within each 12 months of service abroad, when authorized leave with pay occurs, or when there is time spent in the Armed Forces of the United States which interrupts service abroad (but only for eligibility, not leave-earning purposes), or when there is a period of detail.

C. For each 12 months of service abroad, an employee earns home leave at the following rate:

1. An employee who accepts an appointment to, or occupies, a position for which the agency has prescribed the requirement that the incumbent accept assignments anywhere in the world as the needs of the agency dictates --15 days.

2. An employee who is serving with a U.S. mission to a public international organization --15 days.

3. An employee who is serving at a post for which payment of a foreign or nonforeign (but not a tropical) differential of 20 percent or more is authorized by law or regulation --15 days.

4. An employee not included in chapter 5, subparagraph 052102.C.1, 2, or 3, who is serving at a post for which payment of a foreign or territorial (but not a tropical)

differential of at least 10 percent but less than 20 percent is authorized by law or regulation -- 10 days.

5. An employee not included in 05102.C.1, 2, 3, or 4 of this section -- 5 days.

6. An employee not included in 052102.C.1 through 5 of this section whose civilian service abroad is interrupted by a tour of duty in the Armed Forces of the United States, for the duration of such tour: 0 (zero) days.

D. The employee earns home leave under the rates fixed by 5 C.F.R., section 630.604 for each month of service abroad. An agency shall credit home leave to an employee's leave account, as earned, in multiples of 1 day.

E. When an employee moves between different home leave-earning rates during a month of service abroad, or when a change in the differential during a month of service abroad results in a different home leave-earning rate, the agency shall credit the employee with the amount of home leave for the month at the rate to which he or she was entitled before the change in his home leave-earning rate.

052103. Home Leave Usage. A grant of home leave is at the discretion of the employee's agency. An agency may grant home leave in combination with other leaves of absence in accordance with established agency policy. An agency may grant home leave in accordance with 5 U.S.C. 6305(a)(1), for use in the United States or, if the employee's place of residence is outside the area of employment, in U.S. territories and possessions, including the Commonwealth of Puerto Rico, and during an employee's period of service abroad, or within a reasonable period after his or her return from service abroad when it is contemplated that he or she will return to service abroad immediately or upon completion of an assignment in the United States.

052104. Charging of Home Leave. The minimum charge for home leave is 1 day and additional charges are in multiples thereof.

052105. Indebtedness. An employee is indebted for the home leave used when failing to return to service abroad after the period of home leave or after the completion of an assignment in the United States. However, a refund for this indebtedness is not required when:

A. the employee has completed at least 6 months service in an assignment in the United States following the period of home leave;

B. the agency determines the employee's failure to return was due to compelling personal reasons of a humanitarian or compassionate nature, such as may involve physical or mental health or circumstances over which the employee has no control; or

C. the agency which granted the home leave determines that it is in the public interest not to return the employee to his overseas assignment.

052106. Transfer and Recredit of Home Leave. An employee is entitled to have their home leave account transferred or recredited to his or her account when the employee moves between agencies or is reemployed without a break in service of more than 90 days. No lump-sum payment is made for home leave.

#### 0522 FUNERAL LEAVE

052201. General. Funeral leave is granted to allow an employee to make arrangements for, or to attend, the funeral or memorial service for an immediate relative who died as a result of wounds, disease, or injury incurred while serving as a member of the Armed Forces in a combat zone. Title 5, U.S.C., section 6326 requires an activity to grant an employee funeral leave as is needed and requested, not to exceed 3 workdays, without loss of or reduction in pay, leave to which he or she is otherwise entitled, or credit for time or service, and without adversely affecting his or her performance or efficiency rating. Title 31, U.S.C., section 1345 allows agencies to pay the expenses of an official or employee of the United States carrying out an official function as part of the funeral or memorial service. The 3 days need not be consecutive, but if not, the employee shall furnish the approving authority satisfactory reasons justifying a grant of funeral leave for nonconsecutive days. Combat zone means those areas determined by the President under the authority of 26 U.S.C. 112. An activity may grant funeral leave only from a prescribed tour of duty, including regularly scheduled overtime. Immediate relatives are the following relatives of the deceased member of the Armed Forces:

- A. Spouse and his or her parents.
- B. Children, including adopted children, and their spouses.
- C. Parents.
- D. Brothers and sisters, and their spouses.

E. Any person related by blood or affinity whose close association with the deceased was the equivalent of a family relationship. See 5 C.F.R. 630.801-630.804 and 5 U.S.C. 6326.

★ 052202. Official Duty Status. Refer to chapter 5, paragraph 051609 for information concerning the official duty status of an employee in connection with funerals of fellow federal law enforcement officers or Federal firefighters under 5 U.S.C. 6328.

0523 CONTINUATION OF PAY (COP) AND OFFICE OF WORKERS' COMPENSATION PROGRAM (OWCP). For information on COP and OWCP see chapter 3, section 0312. See chapter 5, subparagraph 050104.B for proration of leave.

#### 0524 FURLOUGH

052401. General



A. Use. A furlough action is the placement of an employee in a temporary nonduty and nonpay status on a continuous basis (for example, 10 consecutive days), or a noncontinuous basis (for example, 1 day a week) because of lack of work or funds or for other nondisciplinary reasons. An SF 50 must be issued for furlough. Reduction-in-Force (RIF) procedures under [5 C.F.R. 351.201](#) must be followed to furlough an employee when the furlough will be for more than 30 consecutive days (or more than 22 workdays if done on a noncontinuous basis), if caused by one of the reasons in [5 C.F.R. 351.201](#), and is not in accordance with preestablished conditions of employment. See [5 C.F.R., part 752](#) for additional information.

B. Time Limit. An employee may be furloughed for up to 1 year. The 1-year limit begins the day after the notice period ends and when the furlough begins.

C. Exclusions

1. Placement in nonpay and nonduty status in accordance with preestablished conditions of employment is not a RIF action but is covered by the requirements in [5 C.F.R., part 340](#).

2. A furlough for 30 days or less (or 22 workdays or less if done on a noncontinuous basis) is not a RIF action but is covered by the adverse action procedures.

#### 0525 ABSENCE FOR MILITARY DUTY

052501. General. Whether an employee is placed on a leave of absence or military separation while absent on military duty depends on the authority under which the employee enters on military duty. A member of a Reserve Component who performs active duty for training or inactive duty training covered under [38 U.S.C. 4316\(b\)\(1\)](#) must be granted a leave of absence upon request. Similarly, an employee is entitled to a leave of absence for the period required to report for induction, enlistment, or to determine by preinduction or other examination the employee's physical fitness to enter the Armed Forces under [38 U.S.C. 4316](#).

052502. Provisions Under 5 U.S.C., Chapter 83. An absence to perform military duty under any other section of [38 U.S.C.](#) ordinarily should be processed as a military separation except during a period of war or national emergency when the provisions of [5 U.S.C. 8332\(g\)](#) have been explicitly invoked. In this situation, all employees who enter on military duty will be granted a leave of absence unless an employee has applied for and received a lump-sum credit under [5 U.S.C., chapter 83](#). See [38 U.S.C., chapter 43](#) and [5 C.F.R., part 353](#). Refer to chapter 5 section 051805 for additional information.

#### 0526 LEAVE WITHOUT PAY (LWOP)

052601. Employee Request. LWOP is a temporary nonpay status and absence from duty granted at the employee's request. Employee requests for paid leave absence, such as annual or sick leave, when such absence converts to LWOP because of insufficient leave available, are considered to be the requests for LWOP.



★ 052602. Authorization. Authorizing LWOP is a matter of administrative discretion. An employee cannot demand LWOP as a matter of right except as follows:

A. Disabled veterans are entitled to LWOP if required for medical treatment under Executive Order 5396, July 17, 1930.

B. Reserve and National Guard members are entitled to LWOP if required to perform military training duties under 38 U.S.C., 4316(b)(1). See chapter 5, paragraph 052501 for additional information.

C. For limited periods, employees are entitled to LWOP if receiving injury compensation under 5 U.S.C., chapter 81.

052603. Leave Conversion. LWOP granted an employee may not at a later time be converted to annual or sick leave except in the case of administrative error, participation in the voluntary leave transfer or voluntary leave bank programs, disability retirement and employee compensation cases in which claims are disallowed, or when there has been a settlement or an order of an arbitrator, administrative law judge, or Federal judge in an employee dispute.

052604. Reduction of Leave Accrual. When the number of LWOP status hours in a full-time employee's leave year equals his or her biweekly tour of duty (80, 112, 144 hours), the employee's leave accrual is reduced by an amount equal to the amount of leave (sick and annual) earned during a pay period. When reduction of accrual is required during the last pay period in the calendar year for an employee in the 6-hour leave accrual category (entitled to accrue 10 hours of leave in such period), leave accrual for that period shall be reduced only by 6 hours. When an employee has one or more breaks in service during the leave year, include all hours in a LWOP status (other than nonpay status during a fractional pay period when no leave accrues). When an employee's number of LWOP hours at the end of the leave year is less than his or her biweekly tour of duty, the LWOP hours are dropped.

#### 0527 ABSENCE WITHOUT LEAVE (AWOL)

052701. General. An absence from duty which is not authorized or approved, or for which a leave request has been denied, is properly charged as AWOL although disciplinary action may be taken on the basis of AWOL. It does not necessarily mean that the employee has insufficient reason for requesting leave but that the employee's presence was required and the reason for requesting leave was one for which approval is not mandatory. AWOL shall be charged on the time and attendance report and leave record for the exact amount of time the employee is AWOL.

052702. Reduction of Leave Accrual. When the number of AWOL status hours in a full-time employee's leave year equals his or her biweekly tour of duty (80, 112, 144 hours), the employee's leave accrual is reduced by an amount equal to the amount of leave (annual and sick) earned during the pay period. When reduction of accrual is required during the last pay period in the calendar year for an employee in the 6-hour leave accrual category (entitled to accrue 10 hours of leave in such period), leave accrual for that period shall be reduced only by 6 hours. When an

employee has one or more breaks in service during the leave year, include all hours in an AWOL status (other than nonpay status during a fractional pay period when no leave accrues). When an employee's number of AWOL hours at the end of the leave year is less than his or her biweekly tour of duty, the AWOL hours are dropped.

0528 SUSPENSION. Suspension is the placement of an employee in a temporary nonpay and nonduty status for disciplinary reasons. An SF 50 must be issued for all suspensions. See 5 U.S.C., chapter 75 and 5 C.F.R., part 752.

★0529 EMERGENCY LEAVE TRANSFER PROGRAM

052901. Authority. Title 5, U.S.C., section 6391 and Office of Personnel Management (OPM) regulations at 5 C.F.R. 630, subpart K provide that in the event of a major disaster or emergency, as declared by the President, resulting in severe adverse effects for a substantial number of Federal employees, the President may direct OPM to establish an emergency leave transfer program under which an employee in an executive agency may donate annual leave for transfer to employees of the agency or to employees in other agencies who are adversely affected by such disaster or emergency.

052902. General. The Emergency Leave Transfer Program (ELTP) permits Federal employees to transfer their unused annual leave to employees of the same or other Executive agencies who are adversely affected by a disaster or emergency. OPM will notify agencies of the establishment of an ELTP for a specific disaster or emergency, as declared by the President. Immediately after a disaster or an emergency, agencies can typically grant excused absence or advance annual leave or sick leave as appropriate to affected employees. Agencies will then determine whether donated annual leave is needed by their employees in disaster situations and will facilitate the transfer of donated annual leave within their agencies. They will be responsible for determining whether, and how much, donated annual leave is needed by affected employees; approving leave donors and/or leave recipients within the agency; and facilitating the distribution of donated annual leave from approved leave donors to approved leave recipients within the agency and determining the period of time for which donated annual leave may be accepted for distribution to approved leave recipients. Agencies may advance annual leave or sick leave, as appropriate, to approved emergency leave recipients.

052903. Eligibility. An employee as defined in, 5 U.S.C 6331(I), who has been adversely affected by a disaster or emergency which is considered to be a major disaster or emergency that results in loss of life or property, serious injury, or mental illness as a result of a direct threat to life or health may receive donated leave under the ELTP. An employee who has a family member who has been adversely affected by the disaster or emergency and who does not have reasonable access to other forms of assistance may receive donated leave under the ELTP. An employee is considered to be adversely affected by a major disaster or emergency if the disaster or emergency has caused severe hardship to the employee or family member to such a degree that the employee's absence from work is required.

052904. Emergency Leave Donor. Once ELTP is established, an employee may voluntarily submit a written request to become an emergency leave donor to his or her agency

using *OPM Form 1638* (Request to Donate Annual Leave Under the Emergency Leave Transfer Program) (see Figure 5-1) to donate leave to the ELTP. The emergency leave donor must specify the number of hours of accrued annual leave he or she requests to be transferred from his or her annual leave account to the ELTP. The donor may not contribute less than 1 hour (minimum) nor more than 104 hours (maximum) of annual leave in a leave year. If there is not enough donated leave in the ELTP, then each agency may establish written criteria for waiving the 104-hour limitation per employee for donating annual leave in a leave year. After the initial 1-hour donation, leave may be donated in 15-minute increments. A donor may not donate annual leave for transfer to a specific emergency leave recipient; rather it goes to the ELTP bank. Certain exceptions can be granted by the agency(ies).

052905. Emergency Leave Recipient

A. An employee (or personal representative or the agency on the employee's behalf) must make a written application to become an emergency leave recipient using *OPM Form 1637*, (Application to Become a Leave Recipient Under the Emergency Leave Transfer Program) (see Figure 5-1). The employing agency must notify the employee if they are approved or disapproved for participation in the ELTP. Agency notification for either approval or disapproval must be sent to the employee within 10 calendar days (excluding Saturdays, Sundays, and legal public holidays) after the date the application was received or the date the employing agency established its administrative procedures, if that date is later. If the agency is disapproving the application, then the employee must be given reason(s) for the agency disapproval. If the agency is approving the application, then the agency must specify the major disaster or emergency for which the recipient was approved.

B. The recipient is not required to exhaust his or her accrued annual or sick leave before receiving donated leave under the ELTP. Annual and sick leave will continue to accrue to the credit of the recipient at the same rate as if the recipient were in a paid leave status. Donated annual leave transferred to the recipient under this program may be substituted retroactively for any period of leave without pay used because of the adverse effects of the disaster or emergency, or used to liquidate indebtedness incurred by the emergency leave recipient for advance annual or sick leave used due to the adverse effects of the disaster or emergency. The recipient may receive a maximum of 240 hours of donated annual leave at any one time from an ELTP for each disaster or emergency.

052906. Insufficient Agency Emergency Leave Transfer Program (ELTP) Donated Leave. If a Federal agency does not have sufficient donated leave to meet the needs of its approved emergency leave recipients, then the agency must notify OPM. OPM will coordinate a government-wide transfer of annual leave from donating agencies to affected agencies for crediting to their emergency leave recipients. The *OPM Form 1639*, (Transfer of Donated Annual Leave To or From the Emergency Leave Transfer Program) (see Figure 5-3), is used for the purpose of donating or receiving annual leave from other agencies. OPM will facilitate the transfer of donated leave from/to agencies.

052907. Procedures. In addition to the information in chapter 5, paragraph 052902, agencies will establish and maintain the ELTP, which includes the donated leave amounts (per

employee), the number of leave recipients, the amount each recipient received, and the balance in the ELTP. The agency must also advise the Civilian Payroll Office(s) (PRO) of the last date for donated leave, since some forms may be erroneously submitted directly to the PRO.

A. Donors will submit an OPM Form 1638 through the applicable agency to its designated ELTP administrator, who in turn will submit it to the PRO for reduction of the donated annual leave amount. If the PRO has received forms directly from an employee, then they must notify the appropriate ELTP administrator and fax a copy of the form to them. The PRO will use the donated leave screen to reduce the donors annual leave balance.

B. After the recipients are approved, the ELTP administrator will forward a memorandum to the applicable PRO that must include the recipient's name, Social Security number, number of emergency leave hours donated, the name of the emergency, and the start and end date (if available) for the leave.

C. The PRO will input the emergency leave hours into one of the three Defense Civilian Pay System (DCPS) restored leave accounts (LP-restored account #3, LQ-restored account #2, or LR-restored account #1). The field used for the donated leave is dependent on whether the recipient already has a restored leave account. If the termination date for the emergency leave is unknown or other than the end of a leave year, then it will be treated as an unlimited annual leave carryover and the expiration date will be shown as "999999." Any balance remaining at the end of the termination date will be deleted by the PRO and reported by memorandum to the ELTP administrator for redistribution. If the termination date corresponds to a leave year-end date, then the expiration date will be the end of that leave year. Leave year-end processing will forfeit any remaining balance, and any forfeited amounts will be reported to the ELTP administrator for appropriate action.

D. The PRO will notify the CSR and/or the timekeeper of the proper restored leave account to be used in recording time and attendance for the recipient. If the donated emergency leave hours are for a prior pay period, then the PRO must notify the CSR and/or the timekeeper to submit a corrected time and attendance record. The PRO can use the agency's memorandum to notify the CSR and/or timekeeper since it will contain all the pertinent information including the start date.

#### 052908. Termination of Disaster or Emergency

A. The disaster or emergency ends when OPM or the agency determines it is terminated or the recipient's Federal service terminates. The emergency also terminates at the end of the biweekly pay period when: (1) the recipient or his or her personal representative notifies the agency that the recipient is no longer affected by the disaster or emergency; (2) when the agency determines that the emergency leave recipient is no longer affected by such disaster or emergency; (3) or when the recipient's agency receives notice that OPM has approved an application for disability retirement.

B. When a disaster or emergency affecting an emergency leave recipient is terminated, any annual leave donated to an ELTP that is not used by an approved emergency leave

recipient must be returned to the emergency leave donors. The ELTP administrator will determine the amount of remaining annual leave to be restored to each emergency leave donor who, on the date leave restoration is made, is employed by a Federal agency. The returned amount of annual leave must be proportional to the amount of annual leave donated by the employee to the ELTP for such disaster or emergency. Annual leave donated to an ELTP for a specific disaster or emergency may not be transferred to another emergency leave transfer program established for a different disaster or emergency.

C. The ELTP administrator will prepare a memorandum for the PRO that includes the donor's name, Social Security number, the amount of annual leave being returned, and the name of the emergency. Since the emergency leave donor can elect to have his or her donated annual leave restored in the current leave year account or be effective as of the first day of the following leave year, this information must also be included in the memorandum.

052909. Effects on Lump-Sum Annual Leave Payment. The emergency leave in a recipient's restored leave account may not be included in a lump-sum payment, made available for recredit when reemployed with a break in service by a Federal agency, or used to establish initial eligibility for immediate retirement or acquired eligibility to continue health benefits. If an employee transfers to another agency without a break in service, then the leave may be transferred.

★0530 ANNUAL LEAVE ACCRUAL RATES FOR SENIOR EXECUTIVE SERVICE (SES), SENIOR LEVEL AND SCIENTIFIC OR PROFESSIONAL POSITIONS, THE DEFENSE INTELLIGENCE SENIOR EXECUTIVE SERVICE, OR POSITIONS IN EQUIVALENT PAY SYSTEMS

053001. General. Section 202(b) of the Federal Workforce Flexibility Act of 2004, effective October 30, 2004, provides a higher annual leave accrual rate of 1 day (8 hours) per biweekly pay period without regard to the length of their service with the Federal Government, for members of the SES, and employees in senior-level (SL) and scientific or professional (ST) positions and the Defense Intelligence Senior Executive Service (DISL). Under 5 U.S.C. 6303(f) and 5 C.F.R. 630.301(a)-(d), OPM is authorized to extend the coverage of this provision to employees covered by equivalent pay systems.

A. Employees who were in an SES and SL/ST positions for the full pay period that began on October 17 through October 30, 2004 began accruing annual leave with that pay period. Agencies whose pay systems were determined by OPM to be "equivalent" immediately after the effective date of the law were authorized the extension of the 8-hour annual leave accrual effective for the pay period of October 31, 2004 through November 13, 2004 for those employees who worked that full biweekly pay period.

B. Agency heads may request that OPM authorize an 8-hour annual leave accrual rate for employees in additional categories within the organization who hold positions covered by pay systems which they believe are equivalent to the SES or SL/ST pay system. Such requests must include an explanation of the rationale for considering the affected pay system to be "equivalent" to the SES or SL/ST pay system. The agency's request for approval must include documentation that meets all three of the following conditions:

1. Pay rates are established under an administratively determined (AD) pay system that was created under a separate statutory authority

2. Covered positions are equivalent to a “Senior Executive Service position” as defined in 5 U.S.C. 3132(a)(2), a senior-level position, or a scientific or professional position as described in 5 U.S.C. 3104.

3. Covered positions are subject to a performance appraisal system established under 5 U.S.C., chapter 43 and 5 C.F.R., part 430, subparts B and C or other applicable legal authority for planning, monitoring, developing, evaluating, and rewarding employee performance.

C. Once OPM approves an agency’s request to cover additional categories of employees, the higher annual leave accrual rate will become effective for the pay period during which OPM approves the agency’s request. Agencies must credit annual leave at the 8-hour accrual rate for affected employees who are employed for the full pay period.

D. Employees who move from a covered position will no longer be entitled to the higher annual leave accrual rate established under this provision, except as provided in 5 U.S.C. 6303(a). Upon movement to a noncovered position, an employee’s annual leave accrual rate must be determined based on his or her years of creditable service, as provided in 5 U.S.C. 6303(a).

E. Since leave accruals for most employees are determined by years of creditable service, both Defense Civilian Personnel Data System (DCPDS) and DCPS have implemented a field titled “Leave Service Computation Date”. This field provides the agency with the mechanism to give employees covered by this law the 8-hour annual accrual rate.

#### ★0531 COMPENSATORY TIME OFF FOR TRAVEL

053101. General. Section 202(b) of the Federal Workforce Flexibility Act (Public Law 108-411, October 30, 2004) amended subchapter V of Chapter 55 of title 5 U.S.C. By adding a new section 5550b, which establishes a new form of compensatory time off that may be earned by an employee in a travel status (when officially authorized for work purposes) away from the employee’s official duty station when such time is not otherwise compensable. This compensatory time off provision applies to an “employee,” as defined in 5 U.S.C. 5541(2), who is employed in an “Executive agency,” as defined in 5 U.S.C. 105, without regard to whether the employee is exempt from or covered by the overtime pay provisions of the Fair Labor Standards Act of 1938, as amended. The definition includes employees in SL and ST positions, but not members of the SES. Availability pay recipients may not earn compensatory time off for travel during unscheduled duty hours because the employees are entitled to availability pay for those hours. However, if an employee who receives availability pay is required to travel on a non-workday or on a regular workday (during hours that exceed the employee’s basic 8-hour workday), and the travel does not meet one of the four criteria in 5 U.S.C. 5542(b)(2)(B) and 5 C.F.R. 550.112(g)(2), then the travel time is not compensable as overtime hours of work for regular overtime or availability pay. Thus,



the employee may earn compensatory time off for such travel, subject to the exclusions specified in 5 C.F.R. 550.1404(b)(2) and (b)(3) and the requirements in 5 C.F.R. 550.1404(c) and (d).

053102. Creditable Travel Time. Creditable travel time is time in a travel status that is not otherwise compensable hours of work under other legal authority. This includes only the time an employee actually spends traveling between the official duty station and a temporary duty station, or between two temporary duty stations, and the usual waiting time that precedes or interrupts such travel (this excludes any extended or unusual waiting time between actual period of travel during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes.) However, the agency must deduct from such travel hours the time the employee would have spent in normal home-to-work or work-to-home commuting. Time spent in traveling from the worksite after regular working hours (i.e., after the end of the employee's workday) to the transportation terminal is creditable as time in a travel status, and no commuting time offset applies. Once the employee arrives at a temporary duty station, he or she is not considered to be in a travel status just because he or she is away from the official duty station. In other words, the time spent at a temporary duty station between arrival and departure cannot be credited as time in a travel status.

053103. Crediting Compensatory Time Off. Within 5 workdays after returning to the official duty station, the employee must submit his or her travel itinerary, or any other documentation acceptable to the employee's supervisor, in support of a request for credit for compensatory time off for travel. Upon receipt of a proper and complete request from the employee, the agency must credit the employee with compensatory time off for creditable time in a travel status. The agency may authorize credit in increments of one-tenth of an hour (6 minutes) or one-quarter of an hour (15 minutes). There is no limit on the amount of compensatory time off for travel an employee may earn. Agencies must track and manage compensatory time granted for time in a travel status separately from other forms of compensatory time off.

053104. Usage of Accrued Compensatory Time Off. An employee must request permission from his or her supervisor to schedule the use of his or her accrued compensatory time off in accordance with agency-established policies and procedures. Compensatory time off may be used when the employee is granted time off from his or her scheduled tour of duty established for leave purposes. An employee must use earned compensatory time off in increments of one-tenth of an hour (6 minutes) or one-quarter of an hour (15 minutes).

053105. Forfeiture of Unused Compensatory Time Off

A. Except as noted in chapter 5, section 053105.B an employee must use accrued compensatory time off by the end of the 26th pay period after the pay period during which it was credited. If an employee fails to use the compensatory time off within 26 pay periods after it was credited, then the compensatory time off is forfeited. When an employee voluntarily transfers to another agency or separates from Federal service, any unused compensatory time off is forfeited. Agency means an Executive agency as defined in 5 U.S.C. 105 (e.g., Department of Defense).

B. If the employee with unused compensatory time for travel separates from Federal service or is placed in a leave without pay status in the following circumstances and later



returns to service with the same (or successor) agency, then the employee must use all of the compensatory time off by the end of the 26th pay period following the pay period in which the employee returns to duty; otherwise the compensatory time off is forfeited:

1. The employee separates or is placed in a leave without pay status to perform service in the uniformed services (as defined in 38 U.S.C. 4303 and 5 C.F.R. 353.102) and later returns to service through the exercise of a reemployment right provided by law, Executive order, or regulation; or

2. The employee separates or is placed in a leave without pay status because of an on-the-job injury with entitlement to injury compensation under 5 U.S.C., chapters 81 and later recovers sufficiently to return to work.

053106. Prohibition Against Payment for Unused Compensatory Time. As provided by 5 U.S.C. 5550b(b), an individual may not receive payment under any circumstances for any unused compensatory time off he or she earned under 5 C.F.R., part 550, subpart N. This prohibition against payment applies to surviving beneficiaries of deceased civilian employees.

053107. Inapplicability of Premium Pay and Aggregate Pay Caps. Accrued compensatory time off under 5 C.F.R., part 550, subpart N is not considered in applying the premium pay limitations established under 5 U.S.C 5547 and 5 C.F.R. 550.105 through 550.107 or the aggregate limitation of pay established under 5 U.S.C. 5307 and 5 C.F.R., part 530, subpart B.

HOME LEAVE EARNING TABLE - EARNED DAYS

Day Earned for Each 12 Months			
Month of Service Abroad	Earning Rates		
	15	10	5
1	1	0	0
2	2	1	0
3	3	2	1
4	5	3	1
5	6	4	2
6	7	5	2
7	8	5	2
8	10	6	3
9	11	7	3
10	12	8	4
11	13	9	4
12	15	10	5

★Table 5-1. Home Leave Earning Table - Earned Days

LEAVE PRORATION FOR FRACTIONAL PAY PERIODS

Biweekly Pay Period	Hourly Accrual Rate		
	Workdays	Category 4 *	Category 6
1	1	1	1
2	1	1	2
3	1	2	2
4	2	2	3
5	2	3	4
6	2	4	5
7	3	4	6
8	3	5	6
9	3	5	7
10	4	6	8

\* This column may be applied for sick leave purposes.

★Table 5-2. Leave Proration for Fractional Pay Periods

LEAVE CONVERSION MATRIX

If the hours available to an employee are insufficient to cover the hours used or requested, then precedence for charging the excess is as follows:

TYPE OF HOURS USED OR REQUESTED	COMP TIME *	ANNUAL LEAVE WITH USE OR LOSE	ANNUAL LEAVE WITH NO USE OR LOSE	RESTORED LEAVE (OLDEST ACCOUNT FIRST)	LEAVE WITHOUT PAY	CREDIT HOURS	DONATED LEAVE FOR FAMILY	DONATED LEAVE FOR EMPLOYEE	REIN- STATED LEAVE
ANNUAL LEAVE	1			2	6	5	4		3
SICK LEAVE	2	1	5	3	8	7		6	4
COMP TIME		1	4	2	6	5			3
MILITARY LEAVE	2	1	5	3	7	6			4
RESTORED LEAVE**	2	1	4		6	5			3
TRAUMATIC INJURY (COP)					1				
MILITARY LEAVE FOR LAW ENFORCE- MENT	2	1	5	3	7	6			4
HOME LEAVE	2	1	5	3	7	6			4
SHORE LEAVE	2	1	5	3	7	6			4
EDUCATORS LEAVE***					1				
REINSTATED LEAVE	2	1	4	3	6	5			
CREDIT HOURS	2	1	5	3	6				4
PGS INCENTIVE					1				
TIME OFF AWARDS ****	2	1	5	3	7	6			4
ANY PURPOSE LEAVE					1				

If no hours are available, then LWOP should be charged.

\* The oldest compensatory time within the 26 pay period limitation will be charged first, then any grandfathered compensatory time in the separate compensatory time account, if available.

\*\* All restored leave account balances will be used prior to converting to annual leave.

\*\*\* Educators leave converts directly to LWOP. Usable annual leave that is grandfathered is kept manually.

\*\*\*\* This conversion occurs if the payroll office has not received notification of the granting of the award within 2 pay periods after the usage.

★Table 5-3. Leave Conversion Matrix

## TIME LIMITATIONS FOR USE OF REINSTATED LEAVE

Full-Time Employees	
Hours in excess of maximum accumulation	Time limitation for use of reinstated leave (end of leave year in progress after)
416 or less	2 years
417 – 624	3 years
625 – 832	4 years
833 – 1040	5 years
1041 – 1248	6 years

Part-Time Employees	
Hours in excess of maximum accumulation	Time limitation for use of reinstated leave (end of leave year in progress after)
If 208 or less multiply tour of duty by 20% ( $1040 \times 20\% = 208$ )	2 years
209 – 312 multiply tour of duty by 10% ( $1040 \times 10\% = 104$ )	3 years
313 – 416	4 years
417 – 520	5 years
521 – 624	6 years

★Table 5-4. Time Limitations for Use of Reinstated Leave

EMPLOYEE ABSENCES FOR COURT OR COURT RELATED SERVICES

Nature of Service	Type of Absence			Fees		Government Travel Expenses		
	Court leave	Official duty	Annual leave or LWOP	No	Yes		No	Yes*
					Retain	Turn in to agency		
I. JURY SERVICE								
A. U.S. or D.C. court	X			X			X	
B. State or local court	X					X	X	
II. WITNESS SERVICE								
A. On behalf of U.S. or D.C. Government		X		X				X
B. On behalf of state or local government:								
1. Official capacity		X				X		X
2. Nonofficial capacity	X					X	X	
C. On behalf of a private party:								
1. Official capacity		X				X		X
2. Nonofficial capacity:								
a. When party is U.S., D.C., or state or local government	X					X	X	
b. When party is not U.S., D.C., or state or local government			X		X		X	

\* Offset to the extent paid by the court, authority, or party that caused the employee to be summoned.

★Table 5-5. Employee Absences for Court or Court-Related Services

**Application to Become a Leave Recipient  
Under the Emergency Leave Transfer Program**

<b>Completed Form Must Be Submitted To Employing Agency</b>		
1. Applicant's name (Last, first, middle)		2. Employee or Social Security Number
3a. Position title	3b. Pay plan	3c. Grade/pay level
4. Name of organization (Agency, Department, Office, Division, Branch, etc.)		5. Office telephone number
6. Major disaster or emergency declared by the President		
7. Nature and severity of the emergency as it relates to the applicant		
8. Individual affected by the emergency (check one) <input type="checkbox"/> Employee <input type="checkbox"/> Employee's family member	9. Date emergency began	10. Date emergency ended (or is expected to end)
11a. Name of individual completing application (If applying on behalf of the applicant)	11b. Relationship to applicant	11c. Telephone number (area code)
12a. I certify that the above statements are true. (Signature of applicant or individual applying on behalf of applicant)		12b. Date signed
<p><b>Privacy Act Statement</b></p> <p>Participation in this program is voluntary; however, solicitation of this information is authorized under 5 U.S.C. 6391. The information furnished will be used to identify records properly associated with the transfer of annual leave. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law, rule, or regulation; or to another agency or court when the Government is party to a suit. Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.</p>		
13. First level supervisor's recommendation <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove Signature _____ Date signed _____		14. Deciding official's decision <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove Signature _____ Date signed _____

Office of Personnel Management  
5 CFR 630

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**Print Form**

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**★Figure 5-1. OPM Form 1637, “Application to Become a Leave Recipient Under the Emergency Leave Transfer Program”**



**Request to Donate Annual Leave Under the  
Emergency Leave Transfer Program**

I request that my annual leave be transferred to the emergency leave transfer program established by the Office of Personnel Management. As of the date indicated below, I have enough annual leave in my account to cover this amount. I understand I may not donate more than 104 hours of annual leave under the emergency leave transfer program, unless otherwise permitted by my agency.

I understand that my decision to transfer leave is not revocable. If a sufficient balance of unused donated leave remains after the emergency has terminated, I understand that a pro-rated share will be returned to me either during the current leave year or the following leave year. However, to recredit my leave, I must remain employed by a Federal agency and be subject to chapter 63 of title 5, United States Code. I have not been directly or indirectly intimidated, threatened or coerced, or promised any benefit by an employee for the purpose of donating or using leave.

**Completed Form Must Be Submitted to Employing Agency**

1. Applicant's name ( <i>Last, first, middle</i> )		2. Employee or Social Security Number	
3a. Position title	3b. Pay plan	3c. Grade/pay level	
4. Name of organization ( <i>Agency, Department, Office, Division, Branch, etc.</i> )		5. Office telephone number	
6. Amount of annual leave accrued as of end of last pay period		7. Amount of annual leave to be donated	
8. Major disaster or emergency declared by the President			
9a. Signature		9b. Date signed	

**Privacy Act Statement**

Participation in this program is voluntary; however, solicitation of this information is authorized under 5 U.S.C. 6391. The information furnished will be used to identify records properly associated with the transfer of annual leave. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law, rule, or regulation; or to another agency or court when the Government is party to a suit. Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

**★Figure 5-2. OPM Form 1638 “Request to Donate Annual Leave Under the Emergency Leave Transfer Program”**

**Transfer of Donated Annual Leave To or From the  
Emergency Leave Transfer Program**

Agency representatives must use this form for the purpose of donating or receiving annual leave from other agencies for the emergency leave transfer program. This form will be used only when an agency does not receive sufficient amounts of donated leave for their approved emergency leave recipients. OPM will facilitate the transfer of donated leave from/to agencies.

**Completed Form Must Be Faxed To OPM's Pay And Leave Administration Division - (202) 696-0524**

1. Name of agency and/or organization		
2. Major disaster or emergency declared by the President		
3. Total number of hours (in whole hour increments) of donated annual leave available for transfer from your agency/organization to the emergency leave transfer program	4. Number of emergency leave recipients approved by your agency	5. Estimated number of hours (in whole hour increments) of donated annual leave needed for transfer to approved emergency leave recipients in your agency
6a. Name of individual who can provide further information		6b. Telephone number (including area code)
		6c. FAX number (including area code)
		6d. Email address
7a. Authorizing agency official's signature		7b. Date signed
7c. Authorizing agency official's typed name		7d. Authorizing agency official's title
<b>For OPM Use Only for Receiving or Transferring Donated Leave</b>		
8. Number of hours approved (in whole increments) of annual leave donated by your agency/organization to the emergency leave transfer program		Hours from agency
9. Number of hours (in whole hour increments) of donated annual leave transferred from the emergency leave transfer program to your agency/organization for dissemination to approved leave recipients		Hours to agency
10a. OPM official's signature		10b. Date signed
10c. Authorizing OPM official's typed name		10d. Authorizing OPM official's title

Office of Personnel Management  
OPM 1639

Leave/Regulation 4/01/05/07

OPM 1639  
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★Figure 5-3. OPM Form 1639 “Transfer of Donated Annual Leave To or From the Emergency Leave Transfer Program”