



REPLY TO  
ATTENTION OF

ATSS-CD

4 May 2012

**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY SERGEANTS MAJOR ACADEMY  
11291 SGT E. CHURCHILL STREET  
FORT BLISS, TEXAS 79918

MEMORANDUM FOR ALL ASSIGNED/ATTACHED PERSONNEL, US ARMY SERGEANTS MAJOR ACADEMY, FORT BLISS, TX 79918

SUBJECT: Policy Memorandum # 22 - **Civilian Leave Administration**

1. REFERENCES.

- a. Code of Federal Regulations, Title 5, Part 630, Absence and Leave.
- b. DoD Directive 1400.25, DoD Civilian Personnel Management System, 3 Dec 96.
- c. DoD 7000.14-R, Department of Defense Financial Management Regulation, Volume 8, Civilian Pay Policy and Procedures, Chapter 5, 2 Feb 10.
- d. Agreement Between US Army Air Defense Center and Fort Bliss and National Association of Government Employees Local R14-89, 22 February 1996.

2. PURPOSE. To establish guidelines for requesting and approving leave for DA civilian employees in the United States Army Sergeants Major Academy (USASMA).

3. INTENT. To establish consistent procedures for leave administration, including requests for leave, leave approval authority, and time keeping policies for USASMA civilian employees and their supervisors. In the event there is a conflict between this policy and the provisions in the collective bargaining agreement (reference 1d), the collective bargaining agreement takes precedence.

4. APPLICABILITY. Applies to all USASMA civilian employees.

5. GENERAL.

a. Supervisor Responsibilities.

(1) Ultimately, supervisors are responsible for the overall planning, coordination, and approving of their employees' annual leave throughout the leave year so that the USASMA mission and employees' needs are met, and so that employees do not approach the end of the leave year with a significant amount of annual leave that must be used or forfeited. While the final date to schedule leave applies only to situations involving the possible forfeiture and restoration of annual leave, employees should be sure to schedule and use annual leave throughout the leave year and not wait until the end of the leave year to schedule annual leave. When an employee makes a timely request for leave, the supervisor must either approve the request and schedule the leave at the time requested by the employee or, if that is not possible because of the workload, must schedule it at some other time. If the employee forfeits annual leave because the supervisor did not schedule the leave or request a determination that a public

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exigency exists that would prevent the employee from using the leave, such supervisory negligence constitutes administrative error and the employee's leave must be restored.

(2) Since supervisors must balance the work of the organization against the interest of the employee in using annual leave, supervisors may from time to time ask employees how they will use the requested annual leave so that the supervisors may make informed decisions about scheduling the leave. In such cases, employees are not required to provide the supervisor with this information, but should understand that in the absence of such information, their request for annual leave may be denied based on the workload of the organization. However, supervisors should not make it a standard practice to require, with every request for annual leave, that employees inform them how the annual leave will be used. Supervisors must provide a written response to every request for leave.

b. **Employee Responsibilities.** Employees are expected to request leave, annual or sick leave, as soon as they are aware of the need. The time the request for leave is received by the supervisor will determine priority in the event of conflict between leave requests by other employees.

(1) IAW reference 1d above, bargaining unit employees must request vacation (annual) leave NLT 1 February. A failure to schedule annual leave by 1 February will not be the sole basis for denial of leave.

(2) Employees will submit written requests for leave using OPM Form 71, Request for Leave or Approved Absence. The employee must secure the supervisor's approval before the leave begins. If an OPM Form 71 was not prepared prior to the absence, the employee must prepare one before the end of the applicable pay period during which the leave will be charged.

(3) In emergency situations, request for leave will be made by the employee either in person or by telephone directly to his/her supervisor, or in the event this is not possible the employee will inform some other individual within the same organization, prior to the start of duty but not later than 2 hours after the start of the employee's duty day on the first day of absence. The allowance for informing someone other than the immediate supervisor is with the understanding that the employee will make every effort practicable to personally contact the immediate supervisor on the first duty day of absence to secure approval of the absence. Employees may be required to provide proof of the emergency. Failure to secure the proper approval may result in the period being charged as absence without leave.

## 6. APPROVAL AUTHORITY.

a. **Annual Leave.** Immediate supervisors are the approving authority for routine requests for annual leave. All leave requests must be recorded on OPM Form 71 and the bi-weekly time sheet for the employee.

b. **Advanced Annual Leave.** The Commandant, USASMA, is the sole approving authority for requests for advanced annual leave. Immediate supervisors will accept requests for advance leave and, after considering the mission requirements and the employee's accrued leave, submit their recommendation through the chain of command to the Commandant, USASMA.

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c. Sick Leave. Immediate supervisors are the approving authority for routine requests for sick leave. All leave requests must be recorded on OPM Form 71 and the bi-weekly time sheet for the employee. Employees will request sick leave for known appointments as soon as they become aware of the appointment (see paragraph 5b above).

d. Advanced Sick Leave. The Commandant, USASMA, is the sole approving authority for requests for advanced sick leave. Employees who are incapacitated for duty because of serious illness or disability and who are supported by a doctor's certificate, may request advance sick leave not to exceed 30 days (240 hours). Immediate supervisors will accept requests for advance sick leave and submit their recommendation through the chain of command to the Commandant, USASMA.

e. Leave Without Pay (LWOP). Immediate supervisors are the approving authority for requests for LWOP. Whenever, in the judgment of the supervisor, a leave of absence is justified and warranted and workload or other consideration permits, an employee will be granted LWOP in accordance with applicable laws and regulations. Normally, a period of leave without pay shall not exceed one year for each employee. In cases of denial, the supervisor will notify the employee of the reasons for denial in writing.

7. The Point of contact is Director, Personnel & Administration, 744-8383.

  
RORY L. MALLOY  
CSM, USA  
Commandant