



REPLY TO
ATTENTION OF :

DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY SUPPORT ACTIVITY, FORT DIX
5417 ALABAMA AVENUE
JOINT BASE MCGUIRE-DIX-LAKEHURST, NEW JERSEY 08640-5000

IMDI-ZA

10 June 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Support Activity, Fort Dix (USASA, Fort Dix) Command Policy Memorandum #18 – Withholding of Administrative Leave Authority

1. This policy memorandum supersedes US Army Support Activity, Fort Dix Command Policy Memorandum #18 - Withholding of Authority to Approve Administrative Leave, dated 14 August 2015.

2. REFERENCES:

a. DoD Directive 1400.25, DoD Civilian Personnel Management System, November 25, 1996, certified current as of December 1, 2003

b. DoD Instruction 1400.25, Volume 630, DoD Civilian Personnel Management System: Leave, December 1996, administratively re-issued 6 April 2009

c. Part 630 of Title 5, Code of Federal Regulations

d. Part 752.404(b)(3) of Title 5, Code of Federal Regulations

3. **PURPOSE:** This policy memorandum prescribes that authority for approval of Administrative Leave for Department of the Army Civilian (DAC) personnel assigned to USASA, Fort Dix is withheld by the Commander USASA, Fort Dix, subject to the exception set forth in Paragraph 6 (below).

4. **APPLICABILITY:** This policy applies to all USASA, Fort Dix personnel who have supervisory authority over DAC personnel.

5. **BACKGROUND:** Administrative leave, also referred to as “excused absence,” describes times when an employee is absent from work but still receives full pay, and the time is not charged to the employee’s personal leave account. Excused absences are meant to be limited to brief periods of time. Some of the more common situations in which administrative leave may be approved under the appropriate circumstances include, but are not limited to:

IMDI-ZA

SUBJECT: US Army Support Activity, Fort Dix (USASA, Fort Dix) Command Policy Memorandum #18 – Withholding of Administrative Leave Authority

- a. Matters related to civic duty, such as a reasonable time to vote or register to vote;
- b. Emergency conditions related to inclement weather or natural disaster;
- c. Agency activities being closed, subject to early release or delayed opening;
- d. Involuntary removal or suspension proposals in which the safety or welfare of the workforce, government property or Agency mission may be adversely impacted;
- e. Medical exams and treatment related to your federal job and conducted off-post;
- f. Blood donations;
- g. Organ donations.

6. POLICY: The authority for supervisors of DAC personnel to approve paid administrative leave for said personnel is hereby withheld and limited to the ASA Fort Dix Commander, or his designee, effective immediately. No other ASA Fort Dix personnel shall approve paid administrative leave for any DAC employee. The lone exception to this policy shall allow USASA, Fort Dix Directors and Heads of Staff Offices to approve an excused absence of an employee or group of employees under their respective supervision for periods not to exceed one hour. This authority may not be further delegated.

7. For additional information, contact the USASA, Fort Dix Deputy to the Commander at 609-562-2351.


MARTIN F. KLEIN
COL, LG
Commanding

DISTRIBUTION:

A