



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 12630.1J
HREL
31 MAR 1997

BASE ORDER 12630.1J

From: Commanding General
To: Distribution List

Subj: ABSENCE AND LEAVE FOR CIVIL SERVICE EMPLOYEES

Ref: (a) 5 CFR Pt 630 (NOTAL)
(b) Master Labor Agreement (MLA) Between United States Marine Corps and American Federation of Government Employees of 8 Nov 90 (NOTAL)
(c) Negotiated Agreement Between Naval Hospital, Camp Lejeune, North Carolina and American Federation of Government Employees of 5 Mar 89 (NOTAL)
(d) 5 U.S.C. 6327
(e) BO 12610.1K
(f) OCPMINST 12630.2A (NOTAL)
(g) BO 12752.1

Encl: (1) Annual Leave
(2) Sick Leave
(3) Military Leave
(4) Court Leave
(5) Leave Without Pay
(6) Excused Absence
(7) Voluntary Leave Transfer Program
(8) Family and Medical Leave

1. Purpose. To provide policy and procedures for administering absence and leave regulations for Civil Service employees per references (a), (b), (c), and (d).

2. Cancellation. BO 12630.1H.

3. Background. The enclosures provide detailed guidance relative to the various types of leave and absences that apply to employees covered by this Order. Proper administration of the absence and leave regulations per the procedures and policy set forth herein is essential. The lack of adequate supervisory controls over the use of leave privileges results in unnecessary absences, lower morale, increased cost, and decreased production.

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4. Requesting and Recording Leave

a. Supervisors may use Standard Form 71 (SF-71, Application for Leave) for sick and annual leave requests within their respective units for subsequent recording on the biweekly time and attendance cards.

b. Except in those cases where the SF-71 is required, leave of absence shall be requested and approved on the biweekly time and attendance card. The employee is required to initial each absence opposite the days involved.

c. The supervisor is required to sign the biweekly time and attendance card.

d. When it is not feasible or practical to obtain the initials of the employee, an SF-71 will be submitted with the biweekly time and attendance card regardless of the number of days involved.

5. Charging Leave. Leave shall be charged only for absence on days on which an employee would otherwise work and receive pay and shall be exclusive of holidays and all nonworkdays established by Federal statute or by executive or administrative order. The minimum charge for leave is one-half hour. Additional leave shall also be charged in one-half hour increments. There is no authority to combine leave absences on parts of two or more calendar days to provide for a minimum grant of annual or sick leave. Absences within a single day, however, will be accumulated for purposes of charging leave. Unless absence is on a holiday listed in reference (e), or administratively excused under the provisions of enclosure (6) of this Order, all absences from duty must be charged to one or a combination of the kinds of leave enumerated in this Order or to absence without leave (AWOL). AWOL is charged for the exact amount of time the employee is absent.

6. Obtaining Leave in Unforeseen Circumstances

a. There is no automatic entitlement to approved leave on the sole basis that unforeseen circumstances, in the employee's opinion, require absence from duty. The determination whether to approve or disapprove requested leave which was not approved in advance rests with the supervisor authorized to approve leave.

b. The reason for an absence not approved in advance must be reported to the supervisor concerned within the time limits set forth in enclosures (1) and (2). Such reports may be made by telephone or by message from a fellow employee.

c. Supervisors must be informed of the reason for an absence not approved in advance. Failure to cause the supervisor to be notified as required may result in an unforeseen, justifiable absence being charged as unauthorized absence. In genuine emergencies, such as a serious accident or illness, or death in the employee's immediate family, supervisors should exercise due consideration in enforcing reporting requirements. Mere unforeseen circumstances, such as minor accidents requiring repairs to automobiles or property, or ordinary illness of the employee or family members, do not justify failure to have the supervisor concerned notified promptly.

7. Indebtedness for Unearned Leave Upon Separation. Refund of any unearned annual and sick leave will be made upon separation except when the employee is separated by death or disability retirement, or is unable to return to duty because of a disability.

8. Delegation of Authority. The authority to approve requests for advance annual leave, advance sick leave, leave without pay in excess of five workdays, restoration of forfeited annual leave, and applications to be a leave recipient or leave donor; and the authority to determine exigencies of the public business are delegated as follows:

a. Marine Corps Base. Department heads or equivalents, or their designee.

b. Naval Hospital. Directorates, or their designee.

c. Naval Dental Center. Director for Services, or designee.

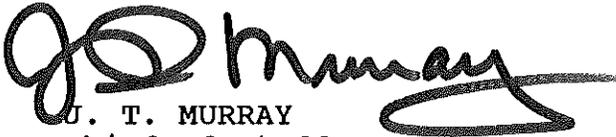
9. Forms. Leave recipient and donor forms at enclosure (7) may be reproduced locally per reference (f).

10. Action. Organizational commanders, heads of staff sections, and department heads will ensure that supervisors are thoroughly familiar with the contents of this Order and that the Order is made available to employees upon request. Supervisors who are authorized to approve leave will ensure that employees know and follow the instructions in this Order. Supervisors and managers will take immediate and appropriate corrective action per reference (g) when it is recognized that leave privileges are being abused.

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11. Concurrence. This Order has been coordinated with and concurred in by the Commanding Officer, Marine Corps Air Station, New River.


J. T. MURRAY
Chief of Staff

DISTRIBUTION: C

ANNUAL LEAVE

1. Accrual and Credit. An employee whose appointment is for 90 days or longer earns and is credited with annual leave beginning with the first full biweekly pay period in a duty status. If an appointment is for less than 90 days, an employee is not entitled to annual leave until after being employed for a continuous period of 90 days under successive appointments without a break in service. When leave in excess of that earned is requested, leave without pay (LWOP), not to exceed five workdays, may be approved by the supervisor.

a. Full-time employees accrue leave as follows:

(1) Less than three years of service - four hours for each full biweekly pay period (104 hours or 13 days per year).

(2) Three, but less than 15 years of service - six hours for each full biweekly pay period, except that the accrual for the last full biweekly pay period in the year shall be 10 hours (160 hours or 20 days per year).

(3) Fifteen years or more service - eight hours for each full biweekly pay period (208 hours or 26 days per year).

b. Firefighters who are paid annual premium pay in lieu of overtime, night differential, and holiday pay will be credited and charged with annual leave on the basis of each 24-hour workday within the regularly scheduled workweek.

2. Maximum Accumulation

a. Employees are entitled to accumulate annual leave until it totals not more than 30 days at the beginning of the first complete biweekly pay period in any year. Accumulated annual leave in excess of the maximum permissible carry-over is automatically forfeited at the end of the leave year.

b. Under certain conditions (as outlined in paragraph 8), part or all of forfeited annual leave may be restored to a special leave account.

3. Granting Annual Leave

a. Annual leave is provided so that employees may have time off for rest, recreation, vacations, and for personal and emergency purposes. The taking of annual leave is an absolute right of the employee, subject to the right of management to fix the time when leave may be taken. Management is responsible for

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the planning and scheduling of annual leave use throughout the leave year. While employees also have an obligation to request annual leave in a timely manner, failure on the employees' part to do so does not relieve management of its responsibility to assure that the leave is in fact scheduled for use. When an employee chooses not to use scheduled annual leave to avoid forfeiture, there is no entitlement to have forfeited leave restored for later use.

b. Accrued annual leave may be granted at any time during the leave year. Supervisors authorized to approve leave are responsible for determining when and to what extent annual leave is granted. To the extent possible, leave granted should include one period of 80 hours (six consecutive shifts for firefighters) for rest and relaxation. Adequate planning must be undertaken to provide scheduled vacations and otherwise grant annual leave in the best interest of maintaining maximum efficiency and production.

c. Supervisors will establish tentative vacation schedules for employees under their supervision based on requests for annual leave submitted by 1 March of each calendar year by employees of Naval Hospital and 1 April of each year by all other employees. If approval cannot be granted for all employees in the same job classification requesting leave for a particular time frame, conflicts will be resolved by individual seniority, based on length of service in the shop/office. This provision is not intended to permit the senior employee to reserve all the preferred leave periods. Accordingly, the following restriction applies to all employees except those employed by the Naval Hospital. When a senior employee's request conflicts with the requests of more junior employees for more than two leave periods, the senior person will promptly identify the two periods they want approved on a priority basis. Any remaining leave conflicts will be similarly resolved among the next most senior employees, with no employee being allowed to exercise their seniority priority for more than two preferred periods. Employees who have scheduled leave in the manner described in this paragraph will be given preference over employees who may request leave at a later date.

d. Some employees may submit requests to schedule their vacation during the months of January through February (Naval Hospital employees) or March (all other employees). Since the vacation schedule cannot be completed until 1 March at the Naval Hospital and 1 April throughout the remainder of the serviced activities, requests for leave during the preceding months should

be treated as though submitted per subparagraph 3e, below. Such requests should be acted on in the order they are received and in case of conflict, preference should be given to the individual who first submitted the request.

e. Employees may request annual leave for periods not scheduled per subparagraph 3c above at any time during the calendar year. Such requests will be submitted in advance and, when required by the employee's supervisor, an SF-71 will be used to document the leave request. Requests for annual leave under this subparagraph will be considered and acted on in the order that they are received with preference going to the individual who first made the request. If the requests are received on the same day, preference will be shown to the individual with the greatest amount of shop/office seniority.

f. Employees of the Naval Hospital having use or lose leave remaining after vacation leave is scheduled as required in paragraph 3c above must schedule such leave no later than 1 July. All other employees should schedule in writing all use or lose leave remaining to their credit no later than the start of the third biweekly pay period prior to the end of the leave year. Without this advance written scheduling, forfeited leave which is otherwise eligible for restoration cannot be restored.

g. A liberal leave policy shall be followed in circumstances such as, but not limited to, death in the employee's immediate family and religious observances.

4. Requiring Use of Annual Leave

a. Employees may be placed on annual leave with or without their consent when necessary to do so for unforeseen administrative reasons. This discretion does not apply to a personal disciplinary-type situation when the employee is ready, willing, and able to work, in which case the suspension procedures contained in reference (g) apply. The following are examples of situations in which an employee may be required to use annual leave, subject to the provision of paragraph b, below.

- (1) Equipment breakdown or power failure.
- (2) Lack of material.
- (3) Storms, floods, and other natural phenomena.
- (4) Temporary reduction in workload.
- (5) Temporary periods when operations are not economical.

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b. In cases of interrupted or suspended operations, employees who cannot be assigned to other work will be required to use annual leave in all cases where 24-hours advance notice in a pay status (one workday) can be given. If a situation develops too late to give 24-hours advance notice, employees who cannot be assigned to other work will be required to use annual leave only if notice can be given before the end of their shift immediately preceding the one in which they are to be placed on leave. Such involuntary use of leave without 24-hours notice may not exceed five days in any leave year. If the advance notice requirements cannot be met, employees who cannot be assigned other work shall be excused in all instances per enclosure (6).

c. When the use of annual leave is directed and the employee has no annual leave available, the employee will be granted advance leave not to exceed that amount to be earned in the remainder of the current leave year. If insufficient advance leave is available the employee may be granted the balance as LWOP. If LWOP is not requested, every effort will be made to assign other duties elsewhere in the department, in another department, or even at another activity. If this is not possible, furlough may be used as a last resort. Cases in which a furlough appears to be necessary will be referred to the Site Manager. Referrals from the MCAS, New River, will be sent via the S-1 Department.

5. Request for Annual Leave

a. Annual leave should be requested and approved before the absence begins. The supervisor will notify the employee of the approval or disapproval of a leave request as soon as possible prior to the first day of leave. If workload does not warrant approval of the requested leave, the supervisor must initiate action to reschedule any leave subject to forfeiture.

b. Occasions will arise during off-duty hours, however, when absence from the job without prior authorization may be requested. In such cases:

(1) Employees, except shift workers (including firefighters), are responsible for reporting reasons for such absences to the supervisor not later than two hours after the beginning of the work schedule on the first day of such an absence.

(2) Shift workers, including Firefighters, must make every reasonable effort to cause their supervisor to be notified as far in advance of the start of their work shift as possible when they know they will be unable to report for work. The employee is responsible for making every reasonable effort to

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ensure that notification is made, to include the employee's name, the reason for the absence, and the estimated duration. Any absence beyond the estimated duration will also be reported.

(3) Such absences may be approved only on a tentative basis. The notification of the reason for absence does not mean that the leave requested will be approved since the absence must be justified upon return to duty.

6. Status of Absent Employee when Leave was not Requested and Approved in Advance

a. When notice is not received on the first day from the employee explaining the unscheduled absence, the time card will reflect AWOL. Succeeding days of absence will also reflect AWOL when notice of the reason for absence is not received. The entry on the time card shall not be adjusted unless extenuating circumstances justify it.

b. Where notice is received and the employee requests annual leave under circumstances that are justifiable, the entire period of absence shall be reported on the time card as "LA."

c. Where notice is received on the first day of absence or a later day of continuing absence, and the employee requests annual leave under circumstances which do not appear to justify absence without prior authorization, the employee shall be so informed, if possible, and the period of absence reported on the time card shall remain as AWOL. Absence so reported shall not later be adjusted to annual leave unless, upon return to duty, the employee requests reconsideration of the case and the supervisor reverses the previous decision.

d. Employees who are denied annual leave in those cases where it is not requested and approved in advance will, upon request, be provided the reason for such denial.

e. When unauthorized absence exceeds five consecutive workdays, the supervisor will make every effort to contact the employee by telephone, through co-workers, or by letter to determine the reason for absence and whether or not the employee intends to return to duty. If it appears that the employee has abandoned the position, the supervisor shall take action per the provisions of reference (g).

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7. Advance Annual Leave

a. Annual leave of 24 hours or more, but not exceeding annual leave that will accrue to an employee during the remainder of the leave year, may be advanced for humanitarian reasons, (e.g., death in the immediate family). Requests for advance annual leave will be prepared in letter form and forwarded through official channels to the appropriate approving official as specified in paragraph 8 of the basic Order. The unit or section head's endorsement should recommend approval or disapproval. If the request is approved, the servicing payroll office will be advised in writing, with a copy to the employee and the Site Manager. If disapproved, it will be returned to the employee by memorandum with reasons. There must be reasonable assurance that the employee will be in a duty status long enough to earn the advance leave. Should the employee be separated, the advance leave must be liquidated by refund or off-set against the retirement fund unless the separation is due to death, disability retirement, or inability to return to work because of illness.

b. Advance leave will not be granted to an employee who has been issued a letter of caution or requirement during the preceding year.

8. Restoration of Forfeited Leave

a. Conditions. Under certain conditions, annual leave in excess of the maximum permissible carry-over that is automatically forfeited at the end of the leave year, may be restored. These conditions are:

(1) Administrative error which causes the loss of annual leave otherwise accruable after 30 June 1960. Restoration to an employee of any annual leave that might be forfeited because of such error is permitted when the error is discovered and the employee's leave record is adjusted to provide proper credit and this results in a forfeiture due to the 30-day carry-over restriction.

(2) Sickness of the employee which interferes with the use of scheduled annual leave that is subsequently forfeited.

(3) Exigencies of the public business or operational demands of such magnitude or significance that the employee cannot be excused from duty to avoid forfeiture of scheduled annual leave.

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b. Request for Restoration

(1) Administrative error. Employees who have, due to administrative error, forfeited annual leave may have all such leave restored so long as the leave was accruable after 30 June 1960, even though the error may have occurred before 30 June 1960. In addition to retroactive adjustment, there is continuing authority for future restoration of all leave to which an employee is entitled though the error occurred before that date. Requests for restoration of forfeited annual leave due to administrative error will be prepared in letter form and forwarded to the appropriate approving official as specified in paragraph 8 of the basic Order. The request should contain the amount of leave forfeited, the leave period(s) involved, and the reasons why the leave should not have been forfeited. Any letters, personnel actions, or documentary evidence in support of the request should be referenced or attached. If the request is approved, the servicing payroll office will be advised in writing with a copy to the employee and the Site Manager. If disapproved, it will be returned to the employee by memorandum, with reasons, with a copy to the Site Manager.

(2) Sickness. Employees who forfeit scheduled annual leave due to sickness, injury, or any other medical condition for which paid sick leave would be approved may request restoration of such leave provided that the annual leave was scheduled in writing in advance of the onset of the sick leave and the period of absence due to the sickness occurred at such time late in the leave year or was of such duration that the annual leave could not be rescheduled for use before the end of the year to avoid forfeiture. Requests for restoration of forfeited annual leave because of sickness will be prepared in letter form and forwarded to the appropriate approving official as specified in paragraph 8 of the basic Order, via the unit or section head concerned. Such requests must enclose a statement from the employee's private physician indicating the beginning and ending dates of the period(s) of treatment or care, and a completed Standard Form 71 (Application for Leave) showing that the annual leave was scheduled and approved prior to the beginning of the sick leave period(s). The forwarding endorsement of the unit or section head shall certify that the sickness occurred at such time late in the leave year or was of such duration that the annual leave could not be rescheduled for use before the end of the year. If the request is approved, the servicing payroll office will be advised in writing with a copy to the employee and the Site Manager. If disapproved, it will be returned to the employee by memorandum, with reasons, with a copy to the Site Manager.

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(3) Exigencies of the public business

(a) The officials specified in paragraph 8 of the basic Order, are designated as the management officials authorized to determine if a given exigency or operational demand is of such importance as to preclude the use of scheduled annual leave to avoid forfeiture. If the leave of the specified official would be affected by this determination, the Chief of Staff is the official authorized to make this determination.

(b) Scheduled annual leave of an employee will not be canceled because of an exigency or operational demand, anticipated or unanticipated, without the prior approval of the appropriate official as specified in paragraph 8 of the basic Order, when such cancellation may result in the forfeiture of scheduled leave at the end of the leave year.

(c) Requests for approval to cancel scheduled annual leave that may be forfeited will be prepared and forwarded via the chain of command to the appropriate official, or when appropriate, the Chief of Staff. Such requests will include the nature of the exigency, specific beginning and ending dates of the exigency period, reason(s) why the exigency is of such importance that annual leave may not be used during the period, and a list of employees affected. In emergency situations, telephone requests, subsequently supported in writing, may be accepted.

(d) Requests for restoration of forfeited annual leave due to an exigency or operational demand will be prepared in letter form and forwarded to the appropriate official as specified in paragraph 8 of the basic Order, via the unit or section head concerned and must include the following documentation, on or attached to the Standard Form 71 (Application for Leave):

- The calendar date(s) the leave was scheduled and approved;
- The date(s) during which the leave was scheduled for actual use and the amount of leave that was scheduled for use;
- The beginning and ending dates of the exigency and a copy of the approval to cancel leave;
- The calendar date the canceled leave was rescheduled for use; and

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- The date(s) during which the leave was rescheduled for use and the amount of leave that was rescheduled for use.

If the request is approved, the servicing payroll office will be advised in writing with a copy to the employee and the Site Manager. If disapproved, it will be returned to the initiator by memorandum, with reasons, with a copy to the Site Manager.

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SICK LEAVE

1. Accrual and Credit

a. Full-time employees accrue sick leave on the basis of four hours for each full biweekly pay period. There is no limit on the amount of sick leave which an employee can accumulate.

b. Part-time employees earn one hour of sick leave for each 20 hours in a pay status.

c. Employees who receive annual premium pay will be credited and charged sick leave on the basis of each 24-hour workday within the regularly scheduled workweek.

2. Granting Sick Leave

a. Sick leave, if available, shall be granted to an employee when the employee:

(1) Receives medical, dental, or optical examination or treatment.

(2) Is incapacitated for the performance of duties by sickness, injury, pregnancy, or childbirth.

(3) Provided care for a family member as a result of illness; injury; pregnancy; childbirth; or medical, dental or optical examination or treatment. Sick leave for this purpose is limited per paragraph 2d, below.

(4) Makes arrangements necessitated by the death of a family member or attends the funeral of a family member. Sick leave for this purpose is limited per paragraph 2d, below.

(5) Is required to give care and attendance to a member of their immediate family who is afflicted with a contagious disease.

(a) For the purpose of this Order, a "contagious disease" is one which must be reported to the Health Department and requires isolation, quarantine, or restriction of movement for a particular period based on regulations prescribed by local health authorities.

(b) Sick leave will be granted to an employee submitting a certificate from a physician specifically stating that the employee is required to remain at home to care for a

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family member ill with a reportable contagious disease. Such leave will be granted only for the period of time specifically designated by the physician.

(6) Would jeopardize the health of others by being present at work because of exposure to a contagious disease.

(7) Must be absent from duty for purposes relating to the adoption of a child, including appointments to the adoption agencies, social workers, and attorneys; court proceedings; required travel; and any other activities necessary to allow the adoption to proceed.

b. Sick leave, if available, shall be granted to disabled veterans for the purpose of receiving medical treatment or for the time necessary for making appointments. If sick leave is not available, annual leave or leave without pay shall be granted. This grant is obligatory provided the veteran gives prior notice of definite days and hours of absence for such treatment.

c. For the purposes of sick leave, a family member means the following relatives of the employee:

(1) Spouse and parents thereof.

(2) Children, including adopted children, and spouse thereof.

(3) Parents.

(4) Brothers and sisters, and spouses thereof.

(5) Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

d. There is a limit on the amount of sick leave an employee can use for family care and bereavement each leave year. The basic limit is equal to the average number of hours of work in the employee's scheduled tour of duty each week. Additional sick leave, up to the amount accrued during a leave year, can be used if the use of that leave does not cause the amount of sick leave to the employee's credit to fall below twice the basic limit amount.

e. An employee who becomes ill during a period of annual leave may have the period of illness charged to sick leave and the charge against annual leave reduced accordingly. Application

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for substitution of sick leave for annual leave shall be made within two days after return to duty and shall be substantiated in the same manner as any other request for sick leave.

f. Sick leave will not be granted to employees on extended leave without pay.

3. Requests for Sick Leave and Pay Status

a. Requests for sick leave for medical, dental, or optical examination or treatment shall be made in advance of the appointment. If the appointment cannot be made for nonwork hours, the employee should schedule the appointment for a time early in the workshift or close to the end of the shift to minimize the time away from work. Requests for sick leave for family care and bereavement (paragraphs 2(3) and 2(4), above) should be submitted on an SF-71, Application for Leave, and should indicate whether the sick leave is for care of a family member or for bereavement.

b. Each employee is responsible for causing their supervisor to be notified when unable to report to work because of illness or injury as follows:

(1) Shift workers, including Firefighters, must make every reasonable effort to cause their supervisor to be notified as far in advance of the start of their scheduled shift as possible.

(2) Other employees must cause their supervisor to be notified no later than two hours after the beginning of the employee's assigned workshift.

(3) Unless notification is made for more than one day, the employee must contact the supervisor within the above notification periods for each day of absence.

(4) Failure to give such notice may result in the absence being charged to another type of leave or AWOL as circumstances warrant.

(5) In emergencies, such as serious accidents or illnesses, the supervisor will exercise due consideration in enforcing the reporting requirements.

c. When employees report that they are incapacitated and unable to report for work, such notice is considered tantamount to a request for approved leave. Such an absence will be shown on the timecard as sick leave. The servicing payroll office will carry the employee on sick leave if available, on annual leave if

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sick leave is not available, and on leave without pay if no annual or sick leave is available. Since the employee has in effect requested approved leave, charging leave without pay in this case, when no other leave is available, does not constitute leave without pay without consent. The employee will continue to be paid while in a sick leave or annual leave status. Salary may be withheld pending a decision when there is reason to doubt the validity of the sick leave or the employee is under requirement to support all requests for sick leave with medical certification.

4. Return to Duty

a. When an employee returns to duty after an absence in excess of three workdays, a written application for sick leave is required. The application must be supported by a medical certificate containing a brief statement of the nature of the illness, inclusive dates of treatment, and a statement releasing the employee to return to duty and indicating any limiting medical restrictions. In lieu of a medical certificate, a signed statement from the employee indicating the nature of illness and the reason why a medical certificate is not furnished may be accepted whenever it is unreasonable to obtain such certification because of shortage of physicians, remoteness of locality, or because the circumstances surrounding the employee's absence do not require the services of a physician. When the required medical certificate is not submitted with the application, supervisors will hold the application and allow the employee not more than 15 calendar days after they return to duty to obtain the certificate. Supervisors will ensure that the application for leave form is completed. The employee must certify the reason for absence in all cases. The name, address, and telephone number of the physician, dentist, or other practitioner must be shown.

b. A medical certificate in support of an application for sick leave of three workdays or less normally will not be required. Such certificates will, however, be required in individual cases if the supervisor has a reason to believe the employee has abused sick leave privileges.

c. Where there is evidence of questionable sick leave records, supervisors of employees at the Naval Hospital and supervisors of employees at all other serviced activities will follow different procedures. In both cases, the supervisor may give the employee a letter of requirement and require medical certification for each absence because of a claimed illness or medical appointment. However, an employee of the Naval Hospital shall first be counseled that the employee's sick leave record is

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questionable and if the record does not improve, the employee may be placed on sick leave restriction requiring a medical certificate for each absence due to a claimed illness or medical appointment. Employees at all other activities may first be so counseled. If this warning does not bring about an adequate improvement in the sick leave record, or with the exception of the Naval Hospital, if the supervisor determines that counseling/warning is inappropriate, the employee will be advised in writing that all future requests for leave because of claimed illness or medical appointments must be supported by a medical certificate. The requirement for a medical certificate will be rescinded in writing at such time as improvement in the employee's sick leave record warrants. Enclosure (10) of reference (g) is a sample letter of requirement to be followed.

5. Disapproval of Sick Leave After Return to Duty

a. If, upon the employee's return to duty and submission of whatever substantiating evidence may be required in the individual circumstances, the requested leave is disapproved, the period of absence will ordinarily be converted to AWOL.

b. There may arise circumstances in which the requested absence does not justify granting sick leave but could warrant granting annual leave or LWOP. Officials authorized to approve leave should exercise judgment in such instances to grant another type of leave rather than require conversion to AWOL.

c. The nonpay status resulting from AWOL is not itself a disciplinary action. When requested sick leave is disapproved, an investigation for unauthorized absence will be initiated. Employees who are denied sick leave for emergency purposes will, upon request, be provided reasons for such denial in writing.

d. When salary payment has been released, which includes a period converted to AWOL or LWOP, the overpayment will be recovered by payroll checkage.

6. Advance Sick Leave

a. Except as provided below, sick leave, not to exceed 240 hours, may be advanced to an employee, to begin upon exhaustion of all accrued sick leave, in cases of serious illness or disability of the employee, and for purposes of adoption:

(1) Sick leave shall not be advanced to an employee holding a limited appointment, or one expiring on a specific date, in excess of the amount to accrue during the remainder of the appointment.

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(2) Sick leave shall not be advanced to an employee known to be contemplating separation by retirement or resignation and in any other case, there should be reasonable expectation of return to full duty as a prerequisite to advance sick leave.

(3) Annual leave accumulation will be reduced to 80 hours before advancing sick leave.

(4) Advance sick leave will not be granted to an employee who is required to furnish a medical certificate for each absence claimed as sick leave.

b. When required by exigencies of the situation and subject to the exceptions listed in paragraph 6a, above, sick leave may also be advanced for family care and bereavement. Sick leave for these purposes should not, however, exceed the amount of leave an employee can use for family care and bereavement as specified in paragraph 2d, above.

c. A request for advance sick leave shall be submitted to the appropriate approving official as specified in paragraph 8 of the basic Order. Such requests must include a statement from the employee's private physician reflecting diagnosis, prognosis, and date of probable return to duty. The name, address, and telephone number of the physician or practitioner is also required. In addition, employees with two or more years of service will include circumstances which have required the use of all accumulated sick leave. The approving official, shall review the employee's sick leave record and other matters which must be considered as indicated in subparagraph 6a, above. If the request is approved, the servicing payroll office will be advised in writing with a copy to the employee and the Site Manager. If disapproved, it will be returned to the employee by memorandum with reasons, with a copy to the Site Manager.

7. On-the-Job Injury. Employees injured in the performance of their duties are entitled to apply for compensation and medical care through the Federal Employees' Compensation Program.

a. Emergency Treatment and Examination

(1) If an employee sustains an injury on-the-job, that time during the employee's scheduled work hours spent in obtaining emergency treatment or examination is under the control of management and as such, will be regarded as duty status and will not be charged or recorded as leave. Any scheduled overtime will be neither reduced nor extended for purposes of the treatment.

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(2) If an employee is injured during any unscheduled overtime tour of duty, the employee will be carried in a pay status for the time spent receiving emergency treatment or examination not to exceed two hours.

(3) If, after receiving treatment or examination for an on-the-job injury, the employee is not returned to duty, any time remaining in the employee's scheduled workday will be granted as official duty time and will not be charged or recorded as leave.

b. Return to Work After On-the-Job Injury. In all cases, employees who are returning to duty after absence due to an occupational injury must obtain clearance from a Federal Medical Officer.

8. Visits to Dispensaries

a. Employees Authorized to Visit the Dispensary. If an employee is authorized by their supervisor to visit the dispensary during normal work hours for reasons other than treatment or examination for an on-the-job injury, any absence in excess of one hour will be charged to sick leave, annual leave, or LWOP.

b. Employee Directed by Management to Visit the Dispensary. If an employee is directed by management to visit the dispensary during scheduled work hours for reasons other than treatment or examination for an on-the-job injury (i.e., required examinations), that time at the dispensary will be treated as official duty and will not be charged or recorded as leave. If, after receiving treatment or examination the employee is not returned to duty, any time remaining in the employee's scheduled workday will be charged to sick leave, annual leave, or LWOP.

10. Recredit of Sick Leave. Sick leave shall be recredited upon reemployment of a separated employee if reemployed on or after 2 December 1994, provided the sick leave was not previously forfeited as a result of reemployment before 2 December 1994.

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MILITARY LEAVE

1. Coverage. Employees whose appointments are temporary (for a definite period of time not exceeding one year) or intermittent, are not eligible for military leave. Permanent and indefinite employees who are members of a reserve component or the National Guard must be granted military leave under the following circumstances:

a. For a period not to exceed 15 calendar days per fiscal year for active duty or active duty for training with the reserve components of the Armed Forces listed below:

- (1) The Army Reserve.
- (2) The Army National Guard of the United States.
- (3) The Naval Reserve.
- (4) The Marine Corps Reserve.
- (5) The Air Force Reserve.
- (6) The Air National Guard of the United States.
- (7) The Coast Guard Reserve, other than Temporary Reserve.

b. When performing Federal service or full-time military service for the state for the purpose of providing military aid to enforce the law. Leave granted for such purpose shall not exceed 22 workdays in a calendar year. An amount (other than a travel, transportation, or per diem allowance) received by an employee for such service shall be credited against the pay payable to the employee with respect to their civilian position for that period.

2. Granting Military Leave for Active Duty or Active Duty for Training

a. Eligible employees are entitled to leave without loss in pay, time, or performance when they are on active duty or are engaged in field or coast defense training. Employees are allowed 15 calendar days per fiscal year for this purpose. Additionally, up to 15 calendar days unused per fiscal year may be carried over for use in the following fiscal year. Nontemporary part-time employees are entitled to military leave

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on a prorated basis. The rate for part-time employees is determined by dividing 40 into the number of regularly scheduled hours for the employee.

b. Employees called for training or active duty beyond the time period cited above may use annual leave and may receive compensation concurrently with pay and allowances for training or active duty beyond such leave available for use.

c. Employees may be granted annual leave or LWOP for participation in military activities for which military leave is not allowed (e.g., those of state military organizations or inactive duty for training).

3. Application for Military Leave. Military leave will be requested as far in advance as circumstances permit. If received by the employee prior to departure, a copy of the original orders will be shown to the supervisor authorized to approve leave. Upon return from military leave, the employee must submit a copy of the original orders to active duty, or original orders to provide military aid to enforce the law, to the Civilian Payroll Office or Budget and Accounting Office, MCAS, New River, as appropriate, in support of the employee's leave application. The orders or certificate of completion, signed by competent authority, must show the date reported and the date released. In the case of orders for the purpose of providing military aid to enforce the law, the amount received (less allowances) shall be turned in to the Disbursing Office with a copy of the orders. The Disbursing Office will send a copy of the receipt issued to the Civilian Payroll Office, or Budget and Accounting Office, MCAS, New River, as appropriate.

4. Computation of Military Leave for Active Duty or Active Duty for Training. Military leave for these purposes is limited to 15 calendar days in a fiscal year plus any unused military leave (not to exceed 15 days) carried over from the preceding fiscal year. Any period up to the amount available that fiscal year within a longer period of active duty may be designated as military leave, if circumstances warrant. Military leave may be taken intermittently, a day at a time, or as otherwise directed by military orders. Nonworkdays within a period of military leave are charged against the 15 days allowed during the year; nonworkdays at the beginning or end of the training period are not.

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COURT LEAVE

1. General. When an employee is absent from duty because of a summons to appear as a witness in a judicial proceeding on behalf of a state or local government or for jury duty in any state court or court of the United States, or as a witness in a nonofficial capacity on behalf of a private 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, the absence shall not be charged against annual leave but shall be recorded as court leave. Jury duty in police, county, or other courts established under the laws of a state and deriving their authority therefrom is considered jury duty in a state court. Employees who are summoned by the court to appear for the purpose of qualifying for jury service shall be granted court leave for that period of absence regardless of whether or not they are selected for subsequent jury service. An employee summoned to appear as a witness in a judicial proceeding on behalf of the United States Government or the District of Columbia is considered to be in an official duty status.

2. Policy. The DON considers it the civic responsibility of all its employees to respond to calls for jury duty and other court services. It is the policy, therefore, that release from jury duty will not be requested except in unusual situations where the public interest would be better served by the employee staying on the job (e.g., when the employee's services are absolutely necessary to meet critical deadlines).

3. Eligibility

a. Jury Duty. Court leave may be granted to full-time or part-time regular permanent or temporary employees. Intermittent employees may not be granted court leave as jurors, but may be granted excused absence for the period during which fees are received for jury service.

b. Witness Service. If summoned, regular full-time, temporary, or part-time employees (as distinguished from intermittent employees) are entitled to court leave while serving as witness in a judicial proceeding on behalf of a state or local government or in a nonofficial capacity on behalf of a private party in connection with any judicial proceeding to which the United States, District of Columbia, or a state or local government is a party. They are not entitled to court leave if they volunteer. A subpoena is not necessarily required, but the summons must be an official written request. Court leave for witness service (as distinguished from official duty) in judicial proceedings involving only private parties is not authorized.

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c. Official Duty. An employee is considered to be on official duty when summoned or assigned by their agency to testify, in an official or nonofficial capacity, or produce official records on behalf of the United States Government or the District of Columbia. The time required to testify in an official capacity or produce official records on behalf of a state or local government, or a private party, is considered official duty also. Travel expenses are to be allowed for such official duty.

4. Application for Court Leave. An employee who receives an official summons for jury duty or witness service for which court leave is authorized will show the summons to their supervisor and apply for court leave prior to the beginning date of such service. The employee will obtain a certificate, signed by the Clerk of the Court or appropriate official, showing days of service, daily fee paid, and total amount received, broken down by fees, travel, and/or subsistence. Employees on court leave for jury duty in state or local courts, or witness service in a judicial proceeding on behalf of a state or local government, or as a witness in a nonofficial capacity on behalf of a private 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, shall collect all fees and allowances authorized. The employee will then take the original certificate to the Disbursing Office and turn in all fees. Employees of MCAS, New River, shall take the original certificate and a copy of the letter requesting their attendance at jury duty or witness service to the Budget and Accounting Office and turn in all fees. In the case of Naval Hospital employees, the original certificate and all fees will be taken to the Naval Hospital Collection Agency Office. Employees do not receive fees for jury duty in a Federal court. Allowances received for meals and transportation may be retained by the employee. The Disbursing Office will send a copy of the receipt to the local payroll office.

5. Duration of Court Leave. An employee under summons to serve on a jury or appear as a witness in a judicial proceeding for which court leave is authorized shall be granted court leave for the entire period, from the reporting date stated in the summons to the time discharged by the court or appropriate official regardless of the number of days actually served. Such service does not include periods during which the employee is excused or discharged by the court or appropriate official. When an employee is not required to report for or is excused from court for a portion of a day, the employee is expected to report to work if the employee can work for two or more hours, or the employee may take annual leave for the period of interim excusal from jury duty. The employee should be informed that if annual

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leave is desired instead of returning to work, the supervisor should be notified promptly upon excusal from court. If requested, the annual leave must be granted. A night shift employee who performs such service during the day is entitled to court leave for regular scheduled night tour and is entitled to the night differential.

6. Retention of Fees. Employees eligible for court leave during duty hours may not elect to take annual leave in lieu of court leave during a period of such service and retain the fees. Jury and witness fees may be retained in accordance with the following:

a. An employee may retain fees for service on a designated legal holiday falling within a 40-hour tour of duty provided that if the employee had not been serving, the employee would have been excused from regular duties on the holiday.

b. All fees and allowances paid for jury or witness service in excess of the employee's salary for the same period may be retained by the employee.

7. Court Leave Guide. The chart on page 3 synthesizes the foregoing instructions on absences of employees in connection with court or court-related services by indicating the varying conditions for absences and the proper time and attendance recording for each, together with any right to, and retention of, fees for services rendered and right to payment for expenses to travel.

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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	Yes			No	Yes*
				No	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) in official capacity		X				X		X
(2) not in official capacity	X					X	X	
C. On behalf of private party								
(1) In official capacity		X				X		X
(2) Not in official capacity								
(a) when a party is U.S., D.C. or state, or local government	X					X	X	
(b) When a 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 which caused the employee to be summoned.

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LEAVE WITHOUT PAY

1. Definitions

a. Leave without pay (LWOP) is a temporary nonpay status and absence from duty granted at an employee's request. LWOP covers only those hours which an employee would otherwise work or for which the employee would be paid and is charged in the same increments as other leave.

b. Absence without leave (AWOL) should not be confused with LWOP. AWOL is a nonpay status resulting from a management determination that it will not grant any type of leave (including LWOP) for a period of absence for which the employee did not obtain advance authorization (i.e., unauthorized absence). AWOL will be charged for the exact amount of time the employee is absent rather than in leave increments.

2. Employee Responsibility. Employees are responsible for requesting only as much annual leave as that which is already to their credit. If such annual leave is insufficient or exhausted, a specific request for LWOP is required per paragraph 7 below.

3. Administrative Control. Authorizing LWOP is a matter of administrative discretion. Employees cannot demand to be granted LWOP as a matter of right, except in the case of disabled veterans who are entitled to LWOP, if necessary, for medical treatment; Reservists and National Guardsmen who are entitled to LWOP, if necessary, to perform military training duties; and eligible employees who invoke Family and Medical Leave per Public Law 103-3.

4. Matters to be Considered in Acting on LWOP Requests. Each request for LWOP should be examined closely to assure that the value to the government or the serious needs of the employee are sufficient to offset the costs and administrative inconveniences to the government which result from the retention of an employee in a LWOP status. Among the costs and inconveniences are:

- a. Encumbrance of a position.
- b. Loss of needed services.
- c. Obligation to provide employment at the end of the leave period.
- d. Credit of six months in each year toward retirement.

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e. Eligibility for continued coverage under the Group Life Insurance Program (without cost to the employee for up to one year of nonpay status) and Health Benefits Program (employee responsible for payment of employee share).

f. Complication of reduction in force registers.

5. Basic Conditions to Approval of Extended LWOP. In cases where ultimate separation is not involved, LWOP should be granted only when the services of the employee can be spared without detriment to the work in which engaged, and when there is reasonable expectation that the employee will return at the end of the approved period. In addition, it should be apparent that at least one of the following benefits would result:

a. Increased job ability.

b. Retention of a desirable employee.

c. Furtherance of a program of interest to the government (e.g., Peace Corps volunteers).

6. Examples of Proper Cases for Extended LWOP. The following are examples of cases in which extended LWOP might properly be approved, all other factors being favorable:

a. For educational purposes, when the course of study is related to the work of the activity and its completion would be in the activity's best interest.

b. For service with non-Federal public or private enterprise, when the job is of temporary character and there is reasonable expectation that the employee will return and when one or both of the following will result:

(1) The service to be performed will contribute to the public welfare.

(2) The experience to be gained by the employee will serve the interests of the employing agency.

c. For the purpose of protecting employee status and benefits:

(1) Pending action by the Office of Personnel Management on a claim for disability retirement after all sick and annual leave has been exhausted.

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(2) Pending action by the Office of Workers' Compensation Programs on employment connected injury or disease.

(a) An employee who is injured on the job may elect to be placed on sick or annual leave or to file a claim for workers' compensation. In the latter event, the employee must be in a nonpay status and must be granted LWOP. (NOTE: In traumatic injury cases, the employee may request 45-days continuation of pay.)

(b) If in the circumstances described above, the claim for worker's compensation is disallowed, the period of LWOP may be retroactively converted to sick or annual leave.

(3) LWOP will be granted to an employee who is receiving injury compensation from the Office of Workers' Compensation Programs for a period not to exceed one year. Extensions may be granted based on review of an individual case.

d. To permit career or career-conditional employees to seek Federal employment at a new location. Such employees may apply for LWOP not to exceed 90 days, prior to separation.

7. Action on Requests for LWOP. Normally, LWOP for the purposes mentioned in 6 (a through c) above will be granted only after all accrued leave (annual and/or sick, as applicable) has been used.

a. Supervisors authorized to approve leave requests may grant up to five workdays LWOP.

b. Requests for LWOP in excess of five workdays, where ultimate separation is not involved, will be prepared in letter form and forwarded to the appropriate approving official as specified in paragraph 8 of the basic Order. The unit or section head's endorsement should recommend approval or disapproval on the basis of the criteria contained in this enclosure.

c. In the case of career or career-conditional employees seeking Federal employment at a new location, requests for not more than 90 days LWOP (even though annual leave may be available) shall be made by utilizing Part III of Standard Form 52 and shall be forwarded to the appropriate approving official as specified in paragraph 8 of the basic Order, with a copy forwarded to the Site Manager. The employee must provide the reason for the request, specify the last day of work, express an intent to seek Federal employment at a new location, and include a resignation to be effective at the end of the leave period. The remarks section shall be used to certify that the employee's work performance has been satisfactory.

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EXCUSED ABSENCE

1. Definition. An excused absence is an absence from duty administratively authorized without loss of pay and without charge to leave. Ordinarily, excused absences are authorized on an individual basis, except where an installation is closed, or a group of employees is excused from work for various purposes.

2. General. Employees may be excused, without charge to leave or loss of pay, for purposes and under conditions established herein. Authority to excuse employees for any reason other than those listed must be issued by the senior command official.

3. Managerial Reasons. When operations are suspended or interrupted because of managerial reasons, every effort must be made to assign employees affected to other work. Employees who cannot be assigned to other work will be required to use annual leave in all cases where 24-hours advance notice can be given. When such situations develop too late to give 24-hours notice, employees who cannot be assigned to other work will be required to use annual leave if notice can be given before the end of their shift immediately preceding the one in which they are to be placed on leave. In those situations when neither 24-hours notice nor notice before the end of the immediately preceding shift is possible, employees who cannot be assigned to other work shall be excused. The excusal will not exceed one workday. Employees will then be placed on annual leave for any subsequent absence provided 24-hours advance notice is given. This authority applies only to conditions which cannot reasonably be foreseen (e.g., power or equipment failure, lack of material, weather conditions affecting only certain kinds of work but not the activity as a whole). Circumstances such as reduction of leave accumulation for budgetary reasons are not considered "unforeseen."

4. Closing All or Part of the Base. Only the Commanding General, Marine Corps Base (MCB), may direct closing all or part of MCB, Camp Lejeune, and only the Commanding Officer, MCAS, New River, may direct closing all or part of MCAS, New River, when normal operations are interrupted by events beyond the control of management or employees (e.g., extreme weather conditions and fires). When the interrupting event is common to both installations, the two commands will coordinate the closing decision in accordance with disaster preparedness plans. A special administrative order detailing the extent of the closure and excusing those employees whose services can be spared will be promulgated by the Assistant Chief of Staff, Manpower, MCB, and the S-1 Officer, MCAS, New River.

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a. During Working Hours. Employees must be in a duty status in order to be excused. Employees are considered to be in a duty status if they are physically on duty at the time of the dismissal; excused from duty at the time of dismissal with the expectation that they will return to duty before the close of the workday; or they are on duty when the formal notification of the scheduled early dismissal occurs, but request and are granted leave between the notification and the actual dismissal. Employees who are not in a duty status when notification of dismissal occurs after opening hours will be charged the appropriate leave for the entire period of absence. When normal operations are interrupted by events such as those cited above, supervisors are not authorized to excuse employees unless a special administrative order has been promulgated.

b. During Nonworking Hours. When all or part of the Base or MCAS, New River, is closed, nonessential employees will be provided 24-hour advance notice (one work shift) in a pay status before being placed on annual leave, LWOP, or nonpay furlough. Excused absence is authorized during all or part of this 24-hour notice period.

5. Blood Donations. Employees who volunteer to donate blood at any of the Mid-Atlantic Region Bloodmobile visits to the MCB or to the Navy Blood Bank at the Naval Hospital will be excused from duty without charge to leave for the period of the time necessary to donate the blood and for recuperation following donation; however, the maximum excused time shall not exceed four hours for each donation. It should be recognized that individual requirements following donation may differ; therefore, any additional time shall be charged to leave (sick, annual, LWOP) as appropriate. Requests for excused absence for the purpose of donating blood for other than the above scheduled visits shall be referred to the approving official as specified in paragraph 8 of the basic Order.

6. Tests, Interviews, or Examinations. Employees shall be excused without charge to leave or loss of pay when:

a. Tests or interviews are required under the Navy Merit Promotion Program, provided the tests or interviews are conducted during regularly scheduled working hours, and the competition is for positions within the confines of MCB, Camp Lejeune and MCAS, New River complex.

b. Examinations are required for converting temporary appointment pending establishment of a register (TAPER) appointments to career-conditional or for required noncompetitive examinations within the command.

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7. Tardiness and Brief Absence. Supervisors may excuse brief absences from duty and/or tardiness when reasons appear to be adequate to the supervisor. The maximum that may be excused by supervisors is 59 minutes. The absence may also be charged against any compensatory time the employee may have available or may be charged to annual leave, LWOP, or AWOL. A charge of annual leave or LWOP will be in multiples of one-half hour in which case the employee may not be permitted to work during the period of leave. When the absence is neither excused nor charged to leave and the employee is charged with AWOL, the charge is for the exact amount of time the employee is AWOL rather than in leave increments. Disciplinary action may then be taken per reference (e). If the tardiness or brief absence is excused, charged against compensatory time, annual leave, or LWOP, it may not be a basis for disciplinary action.

8. Emergency Rescue or Protective Work

a. Employees who can be spared without interference with essential agency operations and obligations may be excused to participate in emergency rescue or protective work during an emergency such as fire, flood, or search operations. Such participation shall be limited to a maximum of five workdays per year.

b. Requests for excused absence for emergency rescue or protective work shall be submitted for approval to the approving official as specified in paragraph 8 of the basic Order. Such requests must enclose a statement from the head of the organization to which the service was rendered reflecting the nature of the emergency and the need for the employee's services. Circumstances which would preclude granting the request shall also be included in the endorsement when disapproved. The servicing Payroll Office will be advised by memorandum with a copy to the employee. If disapproved, it will be returned to the employee by memorandum.

9. Conferences or Conventions

a. Associations of Management Officials. Officers or delegates of an association of management officials or supervisors with which an official consultative relationship has been established may be excused for not more than five working days per calendar year to attend conventions of the association. Requests for such absence shall be submitted to the appropriate approving official as ivalent, or their designee, by the president of the association.

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b. Union Officials. Union officials and stewards will be granted official time to attend conferences and conventions per the applicable negotiated agreement.

10. Voting and Registration. Employees are encouraged to register and to vote in national, state, and local municipal elections or referendums. When the polls are not open at least three hours either before or after an employee's regular hours of work, the employee may be granted excused time for voting. Inasmuch as North Carolina polls are open from 6:30 a.m. to 7:30 p.m., and registration may be accomplished outside of normal working hours, excused absence for these purposes is not normally warranted. All requests for excused absence for voting and registration will be referred to the respective department head or equivalent, or their designee.

11. Funerals for Members of the Armed Forces

a. Funeral Service for Members of the Armed Forces Returned from Overseas for Final Interment in the United States.

Employees who are veterans of any war, campaign, or expedition (for which a campaign badge has been authorized), or members of honor or ceremonial groups of organizations of such veterans may be excused from duty without loss of pay or deduction from annual leave for such time as may be necessary, but not in excess of four hours in any one day, to enable them to participate as active pallbearers, or as members of firing squads or guards of honor in funeral ceremonies for members of the Armed Forces of the United States whose remains are returned from abroad for final interment in the United States.

b. Funeral of an Immediate Relative Killed in Line of Duty in the Armed Forces. An employee will, upon written request, be excused to attend the funeral or memorial service of an immediate relative killed in line of duty in the Armed Forces. The length of the excused absence will be determined on the basis of the circumstances of each request. Immediate relative for this purpose will include not only a spouse and parents thereof; but also children, including adopted children, and spouses thereof; parents; brothers and sisters, and spouses thereof; and any other individual related by blood or affinity whose close association with the deceased was such as to have been the equivalent of the family relationship. Requests for excused absence will be submitted to the approving official as specified in paragraph 8 of the basic Order.

12. After Prolonged Overtime or Travel. When it is not possible or reasonable to reschedule an employee's duty or travel time and regular scheduling would require the employee to travel and/or

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serve in a duty status for more than 16 hours, the employee may be excused without charge to leave or loss of pay for a reasonable time to recuperate from fatigue or loss of sleep. In determining the time to be allowed, the adverse affect on work performance, health, or well being, and any safety hazard which might result from working while fatigued, should be considered. Excusal under this authority will not exceed four hours.

13. Absences for Relocation Purposes. An employee may be excused for a reasonable time to make personal arrangements and to transact personal business directly related to a permanent change of station which is in the interest of the U. S. Government, provided that such business or arrangements cannot be transacted outside the employee's regular working hours. This includes such things as making arrangements for the packing and unpacking of household goods and obtaining driver's license, auto tags, and passports.

14. Leave for Bone-Marrow or Organ Donation. Per reference (d), an employee is entitled to seven days of paid leave each calendar year to serve as a bone-marrow or organ donor. Although this absence is administratively recorded as excused absence, the leave is a statutory right of an employee.

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VOLUNTARY LEAVE TRANSFER PROGRAM

1. General

a. Leave transfer is the voluntary transfer of annual leave from one employee to another for use in medical or family medical emergency situations. Medical emergency means a medical condition of an employee or a family member of an employee that is likely to require an employee's absence from duty for a prolonged period of time and to result in a substantial loss of income to the employee because of the unavailability of paid leave.

b. Employees may not donate annual leave to their immediate supervisor.

c. Transferred annual leave may be substituted retroactively for periods of LWOP or used to liquidate an indebtedness for advanced annual or sick leave granted on or after the date designated by the appropriate approving official as specified in paragraph 8 of the basic Order as the beginning of the medical emergency for which the LWOP or advanced leave was granted.

d. The minimum amount of leave which may be transferred is one hour. Leave that is transferred will be on an hour for hour basis.

e. The approval and use of transferred annual leave may be subject to all of the conditions and requirements imposed by Federal, DON, and local regulations pertaining to annual leave, except that transferred annual leave may accumulate without regard to the 30-day limitation imposed by 5 U.S.C. 6304(a).

2. Application to Become a Leave Recipient

a. Using the Optional Form 630, Leave Recipient Application, of this enclosure, an employee affected by a medical emergency may make written application to the appropriate approving official as specified in paragraph 8 of the basic Order, to become a leave recipient. If such an employee is not capable of making application on their behalf, another employee of the same activity may make written application on their behalf.

b. The approving official shall review an application to determine that the potential leave recipient has been affected by a medical emergency and that the absence from duty without available paid leave - excluding advance leave - is (or is expected to be) at least 24 hours. Sick leave to care for a

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family member or for bereavement must be counted as available paid leave when determining an employee's eligibility to become a leave recipient for a family member's medical emergency. The application will be approved/disapproved as appropriate.

3. Notification of Disposition of Potential Leave Recipient's Application. If the potential leave recipient's application is approved, the approving official shall provide the applicant written notification of the approval, the leave recipient's responsibility to provide documentation monthly (unless a more frequent time period is determined to be necessary) to support the continuation of the medical emergency, and the conditions under which the medical emergency terminates. A copy of the notification will be provided the servicing Payroll Office and the Site Manager. If the application is disapproved, the applicant shall be notified in writing of the reasons for the disapproval and of their grievance rights. Notifications will take place within ten working days after the date the completed application was received.

4. Notification of a Need for Leave Donors. The Civilian Personnel Director's Memorandum (available on Tackboard) will be used to publicize the leave recipient's need for donations of annual leave. Other sources to be used, if deemed necessary, will be determined by the approving official. The leave recipient's desire regarding publicity will be honored. If the leave recipient does not wish to make the medical emergency known to co-workers, donations may be solicited for the employee by using a general description of the employee's situation (provided by the employee) without revealing the employee's name.

5. Application to Become a Leave Donor

a. To a Leave Recipient Within the Activity

(1) Potential leave donors will use Optional Form 630-A, Request to Donate Annual Leave to Leave Recipient (Within Agency), of this enclosure to donate leave. The application will be forwarded to the appropriate approving official as specified in paragraph 8 of the basic Order for approval/disapproval as appropriate.

(2) The approving official shall review the applications of potential leave donors to ensure that annual leave is available to be transferred and that the amount requested for transfer does not exceed more than a total of one-half of the amount of annual leave the donor employee would be entitled to accrue during the leave year in which the donation is made.

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(3) A leave donor who has leave subject to forfeiture at the end of the year may donate no more than 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. For example, if a donor has 50 hours of use or lose leave as of the date of the transfer, but only 20 working hours remain in the leave year, the employee may donate no more than 20 hours of annual leave.

(4) The approving official may approve waivers of the limitations on annual leave donations. Requests for waivers shall be a separate written statement signed by the donor which certifies that the donor is aware that the request exceeds the limitations and describes the unusual circumstances inherent in the request.

b. To a Leave Recipient Outside the Activity. Potential leave donors will use Optional Form 630-B, Request to Donate Annual Leave to Leave Recipient (Outside Agency), of this enclosure to donate leave. The application will be forwarded to the appropriate official as specified in paragraph 8 of the basic Order for approval/disapproval as appropriate. Approved applications will be forwarded to the agency address provided at item 10 of the application with a copy to the Site Manager.

6. Notification of Potential Leave Donor's Application. If the application is approved, the leave donor shall be notified in writing by the approving official of the limitations on donations of annual leave, the number of hours of leave which may be transferred, and of the entitlement to have a portion of the leave recipient's transferred annual leave restored at the termination of the leave recipient's medical emergency. Copies of the notification will be provided the appropriate servicing Payroll Office and the Site Manager. If the application is disapproved, the employee shall be notified in writing of the reasons for disapproval and of the employee's grievance rights. Notifications will take place within ten working days after the date the completed application was received. Except for record keeping purposes, leave donors need not reveal the fact that they have donated leave, the name of the employee to whom the leave was donated, or the amount of leave donated.

7. Grievance Rights. Nonbargaining unit employees whose applications to receive or to donate leave have been denied may grieve through the Navy Grievance Procedure, Base Order 12771.1. Bargaining unit employees may grieve denied applications through the appropriate negotiated agreement.

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8. Termination of Medical Emergency

a. The official designated in paragraph 8 of the basic Order will determine when a leave recipient's medical emergency has terminated and shall notify in writing:

(1) The leave recipient, leave donors, servicing Payroll Offices of the leave recipient and leave donors, and the Site Manager of the termination of the medical emergency.

(2) All leave donors and their servicing Payroll Offices of the amount of transferred annual leave to be restored to the leave donors' accounts, as computed by the leave recipient's servicing Payroll Office.

(3) The leave donors of the possibility of forfeiture of restored annual leave.

b. The leave recipient's servicing payroll office shall compute the amount of unused transferred annual leave to be restored to each leave donor, and notify the appropriate approving official.

9. Restoration of Transferred Annual Leave

a. Upon termination of the leave recipient's medical emergency, any transferred annual leave remaining in the leave recipient's account shall be restored to the accounts of the leave donors. At the election of the leave donor, unused transferred annual leave restored to the donor may be restored by:

(1) Crediting restored annual leave to the donor's annual leave account in the current leave year.

(2) Crediting the restored 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.

(3) Donating such leave in whole or part to another leave recipient. Transferred annual leave restored to the account of a leave donor is subject to forfeiture at the end of the leave year in which the restored leave is credited to the donor's account.

b. The minimum amount of annual leave which may be restored to an employee's account is one hour. Fractions of an hour shall be rounded to the nearest whole hour (e.g., less than 30 minutes shall be rounded down, 30 minutes or more shall be rounded up).

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10. Records Maintenance. The Site Manager and the Assistant Chief of Staff, Comptroller (Civilian Payroll) will maintain the leave transfer records required by OCPM Notice 12630.2A of 29 June 1990.

ENCLOSURE (7)



Request To Donate Annual Leave To Leave Recipient (*Outside Agency*) Under The Leave Transfer Program

I request that annual leave be transferred to the leave account of an approved leave recipient. This recipient is not my immediate supervisor. As of the date indicated below, I have enough annual leave in my account to cover this amount. I understand that if I am projected to forfeit leave during this leave year, the amount of leave I am transferring may not exceed the number of hours remaining in the leave year for which I am scheduled to work. The amount of leave I am transferring also is not more than half the hours I will earn this year.

remains after the recipient's medical emergency has terminated, I can elect to have a pro-rated share returned to me during either the current leave year or the following leave year, or I can elect to donate my pro-rated share to another leave recipient. However, to do so, I must remain employed by a Federal agency and be subject to chapter 63 of title 5, U.S.C., on the date the medical emergency terminates.

I understand that my decision to transfer leave is not revocable. If a sufficient balance of unused leave

I have not been directly or indirectly intimidated, threatened or coerced, or promised any benefit by any employee for the purpose of donating or using leave.

Privacy Act Statement

This program is voluntary; however, solicitation of this information is authorized by P.L. 100-566 (October 31, 1988). The information furnished will be used to identify records properly associated with the leave donation. 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. Executive Order 9397 (November 22, 1943) authorizes use of the Social Security Number (SSN). Furnishing the Social Security Number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the request to donate leave.

PART A - TO BE COMPLETED BY LEAVE DONOR		
1. Name (Last, First, Middle)	2. Social Security Number	3. Employee Number
4. Position Title, Pay Plan, and Grade/Pay Level		5. Relationship of Leave Donor to Leave Recipient (if any)
6. Leave Donor's Agency (Agency, Department, Office, Division, Branch, etc.)		
7. Amount of Annual Leave as of End of Last Pay Period	8. Amount of Leave Projected to Forfeit This Leave Year as of End of Last Pay Period	9. Amount of Annual Leave To Be Transferred
10. Leave Recipient's Name, Agency, Agency's Address, Organization (Agency, Department, Office, Division, Branch, etc.)		
11. Leave Donor's Signature		Date Signed
PART B - TO BE COMPLETED BY EMPLOYING AGENCY OF LEAVE DONOR		
INSTRUCTIONS: Upon completion and approval of this form, forward a copy to the leave recipient's employing agency as soon as possible so that the transfer of leave can take place.		
12. Enter the Amount of Annual Leave to Be Credited to the Leave Recipient's Annual Leave Account ▶		
13. If the agency is waiving the maximum limitations for leave donation under the Voluntary Leave Transfer Program, describe the special circumstance that warrants the waiver.		
14. Name of Agency Contact Who Can Provide Further Information		Telephone Number
I certify that the leave donor currently has sufficient annual leave in his/her annual leave account to make a donation for the requested amount of annual leave and that the amount of the donation does not exceed the maximum limitations for leave donation under the voluntary leave transfer program. ▶		Signature of Authorizing Official and Date Signed

Optional Form 630-A
 June 1989
 U.S. Office of Personnel Management
 FPM Chapter 630

Request To Donate Annual Leave To Leave Recipient (*Within Agency*) Under The Leave Transfer Program

I request that annual leave be transferred to the leave account of an approved leave recipient. This recipient is not my immediate supervisor. As of the date indicated below, I have enough annual leave in my account to cover this amount. I understand that if I am projected to forfeit leave during this leave year, the amount of leave I am transferring may not exceed the number of hours remaining in the leave year for which I am scheduled to work. The amount of leave I am transferring also is not more than half the hours I will earn this year.

remains after the recipient's medical emergency has terminated, I can elect to have a pro-rated share returned to me during either the current leave year or the following leave year, or I can elect to donate my pro-rated share to another leave recipient. However, to do so, I must remain employed by a Federal agency and be subject to chapter 63 of title 5, U.S.C., on the date the medical emergency terminates.

I understand that my decision to transfer leave is not revocable. If a sufficient balance of unused leave

I have not been directly or indirectly intimidated, threatened or coerced, or promised any benefit by any employee for the purpose of donating or using leave.

Privacy Act Statement

This program is voluntary; however, solicitation of this information is authorized by P.L. 100-566 (October 31, 1988). The information furnished will be used to identify records properly associated with the leave donation. 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. Executive Order 9397 (November 22, 1943) authorizes use of the Social Security Number (SSN). Furnishing the Social Security Number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the request to donate leave.

TO BE COMPLETED BY LEAVE DONOR		
1. Name (Last, First, Middle)	2. Social Security Number	3. Employee Number
4. Position Title, Pay Plan, and Grade/Pay Level		
5. Name of Organization (Agency, Department, Office, Division, Branch, etc.)		
6. Amount of Annual Leave as of End of Last Pay Period	7. Amount of Leave Projected to Forfeit This Leave Year as of End of Last Pay Period	8. Amount of Annual Leave To Be Transferred
9. Individual's Name or Identification Number to Whom Leave is Being Donated		
10. Signature		Date Signed

REPRODUCE LOCALLY

ENCLOSURE (7)

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Leave Recipient Application Under The Voluntary Leave Transfer Program

Optional Form 630
June 1989
U.S. Office of Personnel Management
FPM Chapter 630

1. Applicant's Name (Last, First, Middle)	2. Social Security Number	3. Employee Number
4. Position Title, Pay Plan, and Grade/Pay Level		
5. Name of Organization (Agency, Department, Office, Division, Branch, etc.)		6. Payroll Office Number
7. Nature and Severity of the Medical Emergency		

8. Individual Affected by Medical Emergency (Check One) <input type="checkbox"/> Employee <input type="checkbox"/> Employee's Family Member	9. Date Medical Emergency Began	10. Date Medical Emergency Ended (or is Expected to End)
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11. Name of Physician Who Will Verify the Medical Emergency (Attach documentation from the physician (or other appropriate expert) showing the diagnosis, prognosis and duration of the illness.)

12. What is the Applicant's Leave Balance as of End of Last Pay Period?	13. How Many Hours of Leave Without Pay Have Been Used for This Medical Emergency?
14. Does the Applicant Want a Description of the Medical Emergency Distributed to Servicing Personnel Offices so that Other Employees May Donate Leave to the Account? <input type="checkbox"/> No <input type="checkbox"/> Yes If "YES," Provide the Description Below.	

Check, if the Applicant Does Not Wish to Have Name Used With the Description or Disclosed to Anyone Except Supervisor, the Supervisory Channel and the Deciding Official, and Individuals Who Maintain the Program.

15. Name of Individual Completing the Application (If Applying on Behalf of the Applicant)	Relationship to Applicant	Telephone Number
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16. I Certify that the Above Statements are True. Signature of Applicant or Individual Applying on Behalf of the Applicant	Date Signed
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Privacy Act Statement

Participation in this program is voluntary; however, solicitation of this information is authorized by P.L. 100-566 (October 31, 1988). The information furnished will be used to identify records properly associated with the application to become a leave recipient. 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. Executive Order 9397 (November 22, 1943) authorizes use of the Social Security Number (SSN). 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.

17. First Level Supervisor's Recommendation, Signature, and Date Signed <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	18. Deciding Official's Decision. Signature and Date Signed <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
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REPRODUCE LOCALLY

ENCLOSURE (7)

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FAMILY AND MEDICAL LEAVE

1. General. The Family and Medical Leave Act (FMLA) of 1993 entitles Federal employees to a total of 12 administrative workweeks of unpaid leave during any 12-month period for specified family and medical needs.

2. Employee Eligibility. A Federal employee must have completed at least 12 months of service as a Civil Service employee to be eligible for FMLA leave. Additionally, intermittent and temporary employees with a limited appointment of one year or less are required to be employed as a Civil Service employee for at least 1,250 hours during the immediately preceding 12 months to be eligible.

3. Definitions

a. A spouse is a husband or wife as defined or recognized under State law for purposes of marriage, including common law marriage where recognized.

b. A child includes a biological, adopted, or foster child; a step child; a legal ward; or a child of a person in loco parentis. The child must be under 18 years of age; or 18 or older and incapable of self-care because of a mental or physical disability.

c. A parent is a biological parent or an individual who stands, or stood, in loco parentis to an employee when that employee was a child.

d. A serious health condition is an illness, injury, impairment, or physical or mental condition which involves one of the following:

(1) Any period of incapacity or treatment in connection with or consequent to inpatient care in a hospital, hospice, or residential medical care facility.

(2) Any period of incapacity requiring absence from work, school, or other regular daily activities, of more than three calendar days, that also involves continuing treatment by (or under the supervision of) a health care provider.

(3) Continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days; or for prenatal care.

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e. A health care provider is a Doctor of Medicine or a Doctor of Osteopathy; a health care practitioner certified by a national organization and licensed by the State; or a Christian Science practitioner listed with the First Church of Christ, Scientist in Boston, Massachusetts.

f. Continuing treatment means one or more of the following situations where an employee or an employee's spouse, child, or parent:

(1) Is treated two or more times for an illness or injury by a health care provider;

(2) Is treated two or more times for an illness or injury by a health care provider under the orders, or on referral by, the individual's health care provider or is treated for the illness or injury on at least one occasion which results in a regimen of continuing treatment (a course of medication or therapy) under the supervision of the health care provider to resolve the health condition; or

(3) Is under the continuing supervision of the health care provider, but not necessarily being actively treated by the health care provider, due to a serious long-term or chronic condition or disability which cannot be cured such as Alzheimer's disease, severe stroke, or terminal stages of a disease.

4. Leave Entitlement

a. Granting FMLA Leave. An eligible employee shall be granted up to 12 workweeks of LWOP in any 12-month period for one or more of the following purposes:

(1) The birth and care of the employee's newborn child.

(2) The placement of a child with the employee for adoption or foster care.

(3) The care of an employee's spouse, child (regardless of age), parent, grandparent, or in-law, who has a serious health condition to include a medical emergency.

(4) A serious health condition of the employee that makes the employee unable to perform the essential functions of the employee's position.

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b. Spousal Entitlement. When a husband and wife are both Federally employed, each are entitled to 12 workweeks of FMLA leave in a 12-month period except, if the husband and wife have intermittent or limited appointments of one year or less, they are entitled to only a combined total of 12 workweeks.

c. The 12-Month Period. The 12-month period begins on the date an employee first takes FMLA leave for a family or medical need specified in paragraph 4a above and continues for 12 months. The entitlement to a total of 12 administrative workweeks of leave under paragraphs 4a(1) and (2) above may begin prior to, or on the actual date of, the birth or placement of a child for adoption or foster care, and shall expire 12 months after the date of birth or placement. An employee is not entitled to 12 additional workweeks of leave until the previous 12-month period ends and a situation occurs that entitles the employee to another period of FMLA leave which may include a continuation of a previous situation or circumstance.

d. Notice of FMLA Leave

(1) An employee must invoke their entitlement to FMLA leave by submitting a written notice to the immediate supervisor. An SF-71, Application for Leave, may be used for the written notification. Such notice must be signed and dated by the employee, specify the period of FMLA leave, and indicate whether the employee elects unpaid leave or wishes to substitute paid time off for all or part of the period. When the need for this leave is foreseeable, an employee shall provide notice to the supervisor, not less than 30 days before the date the leave is to begin. If a serious health condition exists, an employee should make a reasonable effort to schedule their treatment, or the medical treatment of their spouse, child, or parent, so as not to disrupt agency operations. The supervisor may, for justifiable cause, request that an employee reschedule medical treatment subject to the approval of the medical care provider.

(2) Notification of unpaid FMLA leave in excess of 30 consecutive calendar days should be documented on an SF-52, Request for Notification of Personnel Action, and forwarded upon approval to the Human Resources Office for processing.

e. Scheduling. FMLA leave taken under subparagraph 4a(3) or (4) above may be scheduled intermittently or on a reduced leave schedule when necessary for medical treatment. If the need for intermittent leave or a reduced leave schedule is foreseeable based on planned medical treatment or recovery from a serious health condition, the supervisor, may place the employee temporarily in an available alternative position for which the

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employee is qualified and that can better accommodate recurring periods of leave. The alternate position must be in the same commuting area and must provide the same pay, benefits, and work schedule. Intermittent and reduced leave may not be taken for childbirth or for the placement of a child with the employee for adoption or foster care (unless the employee and the command agree to do so.)

f. Medical Certification. A notice to invoke FMLA leave due to a serious health condition of the employee or their spouse, child, or parent must be supported by written medical certification from a health care provider.

(1) The medical certification should contain, as appropriate, the following information:

(a) The need of the employee to provide care for a family member.

(b) A statement on the care the employee will provide and an estimate of the amount of time needed to provide the care.

(c) Sufficient medical information to support incapacitation, examination, or treatment.

(d) The inability of the employee to perform the essential functions of their position as described in the regulatory position description.

(e) The date the serious health condition commenced and its probable duration.

(f) If an intermittent or reduced leave schedule is prescribed, the dates and duration of the treatment.

(2) If the validity of a medical certification is questionable, the supervisor, may select a different health care provider to provide a second opinion at the command's expense. If the second opinion differs from the original certification, a third opinion will be acquired from a health care provider agreed upon by the employee and the supervisor at the expense of the command. The third opinion is final and binding.

(3) The medical certification should be submitted to the immediate supervisor not less than 30 days prior to the beginning of the leave except for in unforeseeable circumstances. If the requested information is not received before the leave is scheduled to begin, provisional leave will be granted except for those employees who are intermittent or temporary with an appointment of one year or less. Intermittent and temporary

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employees must provide medical certification within 15 calendar days prior to the leave, as practicable, or their leave can be delayed. If, after the leave has commenced, the employee fails to provide the requested medical certification, the supervisor may do one of the following:

(a) Charge the employee as AWOL.

(b) Allow the employee to request that the provisional leave be charged to the employee's annual and/or sick leave account, as appropriate.

(4) The supervisor will determine if medical recertification is required and how frequently.

(5) Health care providers may not be employed by this command or be under the DoD administrative oversight on a regular basis.

g. Using Paid Leave

(1) An employee may elect to substitute the following paid leave for any or all of the FMLA leave.

(a) Accrued or accumulated annual or sick leave consistent with current law and regulations governing such leave.

(b) Advanced annual or sick leave approved under the same terms and conditions that apply to any other employee.

(c) Leave made available to the employee under the Voluntary Leave Transfer Program consistent with enclosure (7).

(d) Compensatory time off.

(2) A supervisor may not deny an employee's right to substitute paid leave for any part or all of the period of FMLA leave; however, paid leave cannot be substituted retroactively.

5. Health Insurance. Employees taking FMLA leave are entitled to maintain their Federal Employee Health Benefits coverage. Generally, employees may continue to pay the employee share of the health insurance premium on a current basis, or pay upon their return to duty.

6. Notification of Intention to Return to Duty. Employees on FMLA leave will report at least once per pay period to the supervisor regarding their intention to return to work. Such reports may be made to the supervisor by telephone.

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a. Medical Certification. An employee in a position that has specific medical standards or physical requirements, or is covered by a medical evaluation program, may be required to provide medical certification before being allowed to return to work. The medical certification shall be limited to documentation necessary to prove that the employee meets the specific physical qualifications and medical standards of the employee's position. Medical certification is required, the employee will be notified of the requirement before leave commences, and expenses incurred in obtaining the medical certification will be paid by this command.

b. Restoration. Upon return from FMLA leave, an employee must be restored to the same position, or to an equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment with no loss of any benefit accrued before leave began.

8. Records and Reports. The payroll system maintains information required by the Office of Personnel Management on employees' use of FMLA leave. Supervisors will ensure FMLA leave is accurately recorded on Time and Attendance cards using appropriate codes per the Defense Civilian Payroll System Manual.