

# **CHAPTER 9**

# **LEAVE**

# **AND**

# **ABSENCE**

NOTE: This chapter should be read in conjunction with local activity instructions and with any negotiated agreements between your activity and an exclusively recognized labor organization. Contract language will take precedence over conflicting provisions in this manual. Areas of uncertainty should be discussed with the Human Resources Advisor.

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## LEAVE AND ABSENCE

### I. DEFINITIONS

- A. **Continuing Treatment by a Health Care Provider.** May include one or more of the following:
1. A period of incapacity of more than three (3) consecutive calendar days.
  2. Any period of incapacity due to pregnancy, childbirth or prenatal care.
  3. Any period of continuous or episodic incapacity or treatment for such incapacity due to a chronic serious health condition that requires periodic visits for treatment by a health care provider.
  4. A period of incapacity, which is permanent or long-term due to a condition for which treatment may not be effective.
  5. Any period of absence to receive multiple treatments by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider.
- B. **Family Member (for FEFFLA purposes).** Spouse; parents; spouse's parents; children, including adopted children and their spouses; brothers, sisters, and their spouses; and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. [Click for more information.](#)
- C. **Family Member (for FMLA purposes).** Spouse, son, daughter or parent of the employee. [Click for more information.](#)
- D. **Healthcare Provider.** Doctors of medicine or osteopathy; providers who are recognized by the Federal Employees Health Benefits program/providers licensed or certified under Federal or State law to provide the service in question; providers who practice in foreign countries; Christian Science Practitioners listed with the First Church of Christ, Scientist, in Boston, Massachusetts; traditional healing practitioners who are recognized by native traditional religious leaders; or any other person determined by the Director of the Office of Personnel Management to be capable of providing health care services.
- E. **Judicial Proceeding.** Any action, suit, or other proceeding of a judicial nature (including preliminary, information, or other proceeding), but does not include an administrative proceeding. All stages of a judicial proceeding are included: preliminary hearing, inquest, trial or taking a deposition.
- F. **Medical Certificate.** A written statement signed by a registered practicing physician or other practitioner certifying to the incapacitation, examination, or treatment, or to the period of disability while the patient was receiving professional treatment.
- G. **Medical Emergency.** A medical condition of an employee or a family member that is likely to require an employee's absence from duty for a prolonged period of time and will result in a substantial loss of income to the employee because of the unavailability of paid leave.
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- H. **Serious Health Condition.** An illness, injury, impairment, or physical or mental condition as defined in [5 CFR 630.1202](#). A serious health condition involves any of the following:
1. Inpatient care (i.e., an overnight stay)
  2. Continuing treatment by a health care provider
  3. Pregnancy, childbirth or prenatal care
  4. Chronic, serious health condition such as asthma or diabetes
  5. Permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's or severe stroke)
  6. Condition requiring multiple treatments such as chemotherapy or kidney dialysis
- I. **Summons.** A subpoena or other official request, invitation, or call, evidenced by an official writing from the court or authority responsible for the conduct of the proceeding.

## II. LEAVE AND ABSENCE APPROVAL/DISAPPROVAL

- A. **Immediate Supervisor.** An immediate supervisor has the authority to approve or disapprove the use of earned annual leave and earned sick leave. The supervisor may approve an excused absence (administrative leave) for brief periods of less than one (1) hour, and for a job interview, blood donation and for voter registration/voting.
- B. **Higher Level Supervisor.** Normally, a higher-level supervisor must approve a request for advanced annual and sick leave, discretionary leave without pay exceeding 30 days, restored annual leave, and an excused absence for periods of one (1) hour or more.
- C. **Department Leave Policy.** Each department head/unit supervisor should have clear and consistent guidance on requesting and granting leave and ensure the guidance is widely distributed to his/her employees.

## III. ANNUAL LEAVE

[\[CFR 630.301-311 Subpart C\]](#)

### A. Accrual

1. **Full-time Employee.** A full-time employee earns four (4) hours of annual leave per pay period for the first three (3) years of service, six (6) hours per pay period for three (3) to 15 years of service, and eight (8) hours per pay period for 15 or more years of service.
  2. **Part-time Employee.** An employee on a part-time work schedule who has a regularly scheduled tour of duty earns annual leave on a pro-rated basis according to her/his work schedule.
  3. **Intermittent Employee.** An employee on an intermittent work schedule does not earn annual leave.
- B. **Maximum Accumulation.** Normally, an employee may carry forward a maximum of 240 hours of annual leave from one leave year to the next. A new leave year begins on the first day of the first complete pay period in the calendar year. If an employee

chooses not to request and take excess annual leave prior to the end of the leave year, leave in excess of the maximum allowable carryover may be subject to forfeiture.

- C. **Requesting Annual Leave.** An employee must submit a [Request for Leave or Approved Absence form \(OPM-71\)](#) her/his supervisor for approval/disapproval. A request should be made as far in advance of the leave date as possible, especially in cases of extended leave. An employee is responsible for confirming that leave has been approved prior to beginning the requested leave. Should circumstances prevent an employee from reporting for work as scheduled, the employee should contact his/her supervisor before the beginning of the work shift or as specified in the collective bargaining agreement or the department leave guidelines. A supervisor is not required to approve an unscheduled leave request even if the employee calls in as required.
- D. **Approving and Scheduling Annual Leave.** Annual leave is approved for an employee at the discretion of management based on the employee's request and mission requirements. All requests for leave should be made to the immediate supervisor. Supervisors and employees should develop annual leave schedules at the beginning of the leave year and adjust these schedules as the year continues to assure that the mission is accomplished and that no one forfeits leave. Supervisors will schedule leave to ensure that employees have sufficient annual leave accrued to cover any planned activity closure periods.
- E. **Advancing Annual Leave.** Annual leave may be advanced to an employee provided the amount advanced does not exceed the amount that will be earned during the remainder of the leave year in which it is requested. When it is known or expected that an employee will be leaving Federal service (expiration of appointment, resignation, retirement, etc.), advanced leave will be limited to that which will be earned prior to the separation date. The expectation of the employee's return to duty and benefits to the activity should be considered in decisions to approve or deny requests for advance leave.
- F. **Restoration of Forfeited Annual Leave.** Forfeited annual leave, under certain circumstances, may be temporarily restored. Restored leave is held in a special account for two (2) years. Generally, unused restored leave at the end of the two (2) year period is lost permanently.
1. Unused annual leave in excess of the specified limitations may be restored in the case of administrative error, unforeseen events of the public business, or when the annual leave was scheduled in advance and sickness of the employee prevented the use of his/her scheduled annual leave.
  2. To be considered for restoration, forfeited annual leave must have been scheduled and approved in writing before the start of the third pay period prior to the end of the leave year. An employee must submit [Request for Leave Restoration form](#) to her/his immediate supervisor. The immediate supervisor will submit the request to higher-level authority. The immediate supervisor will advise the employee in writing of the amount restored and expiration date of the restored leave.

**IV. SICK LEAVE**

(CFR 630.401-409 Subpart D)

For a list of forms, logon to  
[www.opm.gov/forms](http://www.opm.gov/forms)

**A. Accrual**

1. **Full-time Employee.** A full-time employee earns sick leave at the rate of four (4) hours for each full pay period.
2. **Part-time Employee.** A part-time employee who has a regularly scheduled tour of duty will generally be credited with one (1) hour of sick leave for each 20 hours in a pay status.
3. **Intermittent Employee.** An employee on an intermittent work schedule does not earn sick leave.
4. **Maximum Accumulation.** There is no maximum limitation on the amount of sick leave that may be carried forward each year.
  - a. For an employee under CSRS retirement, after age and service requirements for retirement have been met, the sick leave balance (rounded down to full months) is added to the total length of service used for computing the retirement annuity.
  - b. For an employee under FERS retirement, sick leave is not used to compute the retirement annuity.

- B. **Requesting Sick Leave.** An employee must submit a [Request for Leave or Approved Absence form \(OPM-71\)](#) to his/her supervisor for approval/disapproval. A request should be made as far in advance of the leave dates as possible, especially in cases of extended leave. An employee is responsible for confirming that leave has been approved prior to beginning the requested leave.

1. **Notification Procedure.** An employee who is absent from work due to illness or injury must notify her/his immediate supervisor or alternate person designated according to work unit policy on the first day of absence before the beginning of the work shift or as specified in the collective bargaining agreement or the department leave guidelines. Notification shall include the reason for the absence and its estimated duration. Notification must occur on each day of the absence unless otherwise specified by the supervisor or where the employee is hospitalized. Requests for sick leave for non-emergency medical, dental or optical examination or treatment should be made as soon as the employee knows about the appointment. An employee must document all requests for sick leave in writing. Should circumstances prevent an employee from reporting for work as scheduled, he/she should contact her/his supervisor before the beginning of the work shift. A supervisor is not required to approve an unscheduled leave request even if the employee calls in as required.
2. **Changing Annual Leave to Sick Leave.** An illness that occurs during a period of annual leave may be charged to sick leave and the charge against annual leave reduced accordingly. Application for conversion of annual leave to sick leave shall be submitted on a [Request for Leave or Approved Absence form \(OPM-71\)](#) within 48 hours after return to duty and must be substantiated in the same manner as any other request for sick leave.
3. **Certification of Illness.** Normally, the employee's certification [submission of [Request for Leave or Approved Absence form \(OPM-71\)](#)] will be sufficient to support a

- charge to sick leave for absences of three (3) working days or less. Periods of absence on sick leave in excess of three (3) working days should be supported by medical documentation. This documentation shall be submitted upon the employee's return to duty. A supervisor may accept an employee's statement explaining the nature of the illness when it is unreasonable to require a medical certificate.
4. **Evaluation by a Federal Medical Clinic.** An employee may be required to report to a Federal medical facility prior to returning to duty if there is uncertainty about the employee's ability to work safely as the result of an illness or injury. Regardless of the duration of absence, an employee should not be sent to the clinic if there is not a reason to doubt the employee's ability to resume work. An employee who is directed by management to the clinic for a medical review and found fit to return to full duty is to remain in an official duty status. Such absences are not charged to leave. If not medically able to resume regular duties, the employee may be assigned to limited duty, if available, or be directed to leave the work site. The employee shall check out with the supervisor before leaving work at which time leave will commence.
  5. **Evaluation by a Private Physician to Perform Limited Duty.** When a private physician releases an employee for limited duty, the supervisor is responsible for assessing the work in the area to determine whether the employee can be accommodated. Reasonable efforts will be made to accommodate employees released for limited duty in a position compatible with medical restrictions. However, there is no obligation for management to create work to retain an employee in a duty status. If no limited duty is available, the employee may be placed on sick leave, annual leave or leave without pay, if requested. For more information on Reasonable Accommodation, refer to [Chapter 21](#). **If medical restrictions are due to a job-related incident, refer to the Injury Compensation Program section in Chapter 13, Federal Employees' Compensation Act, for further instructions.**
- C. **Approving Sick Leave.** Sick leave is normally approved if an employee has followed leave request procedures and has provided administratively acceptable medical documentation in those cases requiring it, has sick leave on the books, and under any of the following circumstances:
1. An employee receives medical, dental or optical examination or treatment.
  2. An employee is incapacitated for the performance of duties by physical or mental illness, injury, pregnancy or childbirth.
  3. An employee is providing care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy or childbirth or who is receiving medical, dental or optical examination or treatment. (NOTE: There are limitations on the amount of sick leave used for this purpose. For further guidance, see [Federal Employee Family Friendly Leave Act \(FEFFLA\) in this chapter.](#))
  4. An employee arranges for or attends the funeral of a family member. (NOTE: There are limitations on the amount of sick leave that may be used for this purpose. Further guidance is provided in [FEFFLA in this chapter.](#))
  5. The employee would, as determined by the health authorities having jurisdiction or by a health care provider, jeopardize the health of others by his or her presence on the job because of exposure to a communicable disease. The same is true if an

- employee must care for a family member who is restricted from contact with others due to a contagious disease requiring quarantine or the need for isolation. Sick leave will be authorized for this purpose only for the period of time for which state or local health regulations require quarantine or the need for isolation of the patient. The employee must present a statement from the treating physician with the diagnosis of the disease and duration of isolation, etc., as required by state or local health regulations and certification that the employee was instructed by the physician as to specific care required by state or local regulation.
6. The employee is required to receive treatment as a disabled veteran or to take a medical examination due to a military reserve requirement.
  7. The employee must be absent from duty for purposes relating to the adoption of a child, including appointments with adoption agencies, social workers and attorneys; court proceedings; required travel; and other activities necessary to allow the adoption to proceed.

**D. Abuse of Sick Leave.**

1. A medical certificate is usually not required to support a request for sick leave when the absence is for a period of three (3) workdays or less. However, in individual cases, if there is reason to believe an employee may be abusing sick leave privileges, the immediate supervisor may require a medical certificate to support every request for sick leave. In this situation, the employee will be given a letter of requirement directing that a medical certificate of incapacitation must support all future requests for sick leave. This letter will explain the reasons for the requirement and articulate all requirements that the employee must follow. Failure to comply with the letter of requirement may be considered a basis for denying sick leave and for a charge of unauthorized absence (AWOL). Additionally, since the letter of requirement is a written order, failure to comply may also result in disciplinary action.
2. Examples of leave abuse patterns include, but are not limited to:
  - a. Sick leave on the first workday following paydays.
  - b. Sick leave on Fridays or Mondays for a three-day weekend.
  - c. Excessive intermittent sick leave absences of short duration.
  - d. An absence for sick leave purposes after the denial of a request for annual leave.
  - e. Sick leave used as it is earned.
  - f. Lengthy Federal service with a small leave balance and no major illnesses or recurring health problem.
3. The letter of requirement can be rescinded in writing by the employee's supervisor if improvement in the sick leave record warrants, as determined by the supervisor.

- E. Advancing Sick Leave.** Sick leave may be advanced to an employee in the case of serious disability or illness.

*For a list of forms, logon to*  
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1. The advance may not exceed 240 hours and must be supported by administratively acceptable medical documentation. Further, there must be reasonable assurance, also supported by medical documentation that the employee will return to duty.
2. Sick leave may not be advanced when it is known the employee is contemplating retirement or resignation, or when it is anticipated the employee may be separated. Care should be used in advancing sick leave since there is no requirement for an employee who separates due to disability or illness (retirement or resignation) to repay advanced sick leave.
3. Since an employee accrues 13 days of sick leave a year it takes approximately two (2) years and four (4) months to repay 240 hours of advanced sick leave. Therefore, all available compensatory time, all sick leave and annual leave in excess of 80 hours must be exhausted before advancing sick leave. The supervisor should counsel an employee regarding the [Leave Transfer Program](#) in addition to the advancement of sick leave.
4. An employee may request advance sick leave by submitting a [Request for Leave or Approved Absence form \(OPM-71\)](#) and a medical certification to her/his immediate supervisor.
5. Sick leave will not be advanced to an employee who is under a letter of requirement for sick leave usage.
6. An employee serving under a limited appointment or one which will be terminated on a specified date, may be granted advance sick leave up to the lesser of 240 hours or the total amount of sick leave that he or she would otherwise earn during the term of her/his appointment.

#### V. ABSENCE AS A BONE MARROW OR ORGAN DONOR

[\(5 USC 6327\)](#)

- A. **Entitlement.** An employee may use up to seven (7) days of paid administrative leave each calendar year to serve as a bone-marrow donor. An employee may also use up to 30 days of paid administrative leave each calendar year to serve as an organ donor. This includes the time required for testing to determine if an employee is a compatible donor, plus the time required to undergo the transplant procedure and recuperate. Leave for bone marrow and organ donation is a separate category of leave that is in addition to annual and sick leave.
- B. **Optional.** Additional time off from work may be appropriate through approved annual and/or sick leave, advance leave, and donated leave through the leave transfer program.

#### VI. LEAVE WITHOUT PAY (LWOP)

[\(DoD Financial Management Regulation, Vol. 8, Chapter 5, SS 0526\)](#)

- A. **Approved Absence.** LWOP is appropriate when an employee has an approved absence and does not desire to use accumulated leave or does not have any accumulated leave.
- B. **Request and Approval.** LWOP is a voluntary, temporary, non-pay, non-duty status. Approval of LWOP is generally a matter of administrative discretion. An Employee may request LWOP by submitting a completed [Request for Leave or Approved Absence form](#)

[\(OPM-71\)](#) and a *Request for Leave Without Pay or Advance Leave* form to her/his supervisor.

- C. **LWOP for 30 or More Calendar Days.** LWOP in excess of 30 continuous calendar days requires that a [Request for Personnel Action form \(SF-52\)](#) be processed. The supervisor should advise an employee requesting LWOP to visit the Department of the Navy homepage at [www.donhr.navy.mil](http://www.donhr.navy.mil) and click on EBIS to access the [Civilian Benefits Information Center \(CBIC\)](#) and the Employee Benefits Information System (EBIS) or call the toll-free Benefits Line at 1-888-3220-2917 (7:30 am-7:30 pm EST) for information about entitlements to health and life insurance coverage and how LWOP can affect within-grade increases and retirement dates. Extended LWOP will normally be granted only when the services of the employee can be spared without serious detriment to the work in which the employee is engaged, when it can reasonably be expected the employee will return to work, and when at least one of the following benefits would result: increased job ability, protection or improvement of the employee's health, retention of a desirable employee, or furtherance of a program of interest to the Federal government.

D. **Federal Employee/Military Member Spouse LWOP**

1. A Federal employee may be granted up to 90 days LWOP if:
  - a. S/he is a spouse of a Federal employee required to move on a rotational assignment or a transfer of function outside the commuting area; or
  - b. His/her spouse is a military member who receives orders to a duty station outside the commuting area.
2. As a condition of approval, the employee who requests leave under this provision must have:
  - a. Provided acceptable work performance,
  - b. Expressed an intent to seek Federal employment at the new location, and
  - c. Completed a [Request for Personnel Action form \(SF-52\)](#), with the date to be effective at the expiration of the LWOP in the event other employment is not obtained. This will enable management to fill the vacated position.

**For a list of forms, logon to**  
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- E. LWOP may be granted to disabled veterans for medical treatment under the provisions of Executive Order 5396.

VII. **UNAUTHORIZED ABSENCES (AWOL)**

[\(DoD Financial Management Regulation, Vol. 8, Chapter 5, SS 0526\)](#)

- A. **Unapproved Absence.** A charge of absence without leave (AWOL) is appropriate when an employee is absent without approval or fails to notify the supervisor of the reason for an absence.
- B. **Time Charged.** An employee charged with AWOL shall be charged with the exact length of the absence (hours and/or minutes).

- C. **Disciplinary Action.** The non-pay status resulting from the AWOL charge is not in itself a disciplinary action, however, the AWOL may be a basis for taking disciplinary action.

## VIII. COURT/JURY LEAVE

[\(DoD Financial Management Regulation, Vol. 8, Chapter 5, SS 0517\)](#)

- A. **Eligibility.** All employees, except those serving on intermittent appointments or on leave without pay, are eligible for court leave. Court leave shall be granted when an eligible employee is required to serve as a juror, or as a witness on behalf of any party in connection with any judicial proceeding to which the United States, the District of Columbia, or a state or local government is a party. An employee summoned or assigned by her/his Command to testify is in an official duty status and is not eligible to court leave.

### B. Jury Duty

1. An employee who is under proper summons from a court to serve on a jury is eligible for court leave for the entire period (from the reporting date stated in the summons to the time of discharge).
2. If an employee is on annual leave when called to jury duty, court leave should be substituted for the portion of the annual leave included in the jury duty.
3. An employee may retain all fees and allowances payable to him/her as a result of the jury duty including transportation and any subsistence fees.
4. Release from jury duty will only be requested when the public interest would be better served by the employee's remaining at work. When this occurs, the supervisor must submit a request to the court to release an employee from jury duty.
5. An employee assigned to the graveyard (third) shift shall normally be assigned to the day (first) shift during the period of her/his jury duty.

### C. Court Leave for Witnesses

1. An employee summoned as a witness in a judicial proceeding to testify in a non-official capacity on behalf of or involving Federal, state, or local government, is eligible for court leave during the associated absence.
  2. An employee summoned or assigned by her/his Command to testify is in an official duty status and is not eligible for court leave.
  3. Court leave is not authorized for an employee who testifies in a civil case involving private parties. Such absences must be charged to annual leave or LWOP.
  4. An employee must submit a [Request for Leave or Approved Absence form \(OPM-71\)](#) and a copy of the official summons to her/his immediate supervisor prior to the beginning date of such service.
  5. Upon return to duty, an employee shall submit to her/his supervisor documentation signed by the Court Clerk specifying the nature and dates of service.
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6. Fees
  - a. An employee will not be paid witness fees when testifying on behalf of the United States government.
  - b. An employee testifying in an official capacity on behalf of a party other than the United States or District of Columbia, including state and local government, is allowed to collect the authorized witness fees.

## IX. MILITARY LEAVE

[\(5 USC 6323\(a\)\)](#)

- A. **Eligibility.** The law provides 15 calendar days per fiscal year for active duty training, and inactive duty training. Inactive duty training is authorized training performed by members of a Reserve component not on active duty and performed in connection with the prescribed activities of the Reserve component. It consists of regularly scheduled unit training periods, additional training periods, and equivalent training. An employee may carry into the next fiscal year up to 15 calendar days of military leave.
- B. **Temporary or Part-time Employee.** An employee serving under a temporary appointment of less than one (1) year or on an intermittent work schedule is not entitled to military leave. A part-time permanent employee is entitled to military leave on a pro-rated basis.
- C. **Release from Military Duty.** Keeping the employee at work may be warranted in extreme cases. Such cases should be reported to the military unit issuing the active duty orders in an attempt to reach a mutually agreeable solution. A Command may not refuse military leave to an employee who presents valid military orders. An employee is not eligible for military leave unless the active duty is as a reservist or member of the National Guard. An employee is not eligible for military leave for summer training as a member of Reserve Officer's Training Corps, Temporary Coast Guard Reserve, participating in parades by members of the State National Guard, training with a State Guard or other military organization, or Civil Air Patrol.
- D. **Use of Annual Leave or LWOP.** Annual Leave or LWOP, whichever the employee requests, may cover military service extending beyond the period for which the employee is entitled to military leave.
- E. **Charging Military Leave.** Military leave should be credited to a full-time employee on the basis of an eight (8) hour workday. The minimum charge to leave is one (1) hour. An employee may be charged military leave only for hours that the employee would otherwise have worked and received pay.
  1. An employee who requests military leave for inactive duty training (which generally is two (2), four (4), or six (6) hours in length) will be charged only the amount of military leave necessary to cover the period of training and necessary travel. A member of the Reserves and/or National Guard will not be charged military leave for weekends and holidays that occur within the period of military service. Non-workdays at the beginning and/or end of the military duty period shall not be counted as a portion of the 15 calendar-day limit.
  2. A full-time employee working a 40-hour workweek will accrue 120 hours (15 days x 8 hours) of military leave in a fiscal year, or the equivalent of three 40-hour workweeks. Military leave will be prorated for a part-time employee and for an

employee on an uncommon tour of duty based on the number of hours in the employee's regularly scheduled biweekly pay period.

- F. **Requesting Military Leave.** An employee requesting military leave will submit a [Request for Leave or Approved Absence form \(OPM-71\)](#) and a copy of orders to her/his immediate supervisor in advance of commencement of military leave. Upon return-to-duty from military leave, the employee shall submit a certified copy of orders indicating completion of training duty to the immediate supervisor.
- G. **Military Leave for Law Enforcement.** In those cases in which a member of a Reserve component is called to Federal or state duty for the purpose of aiding in law enforcement in such situations as riots or disasters, special leave provisions apply. When such circumstances arise, contact the HRO Advisor for guidance.

## X. EXCUSED ABSENCE

- A. An excused absence is one authorized as time allows or administrative leave without charge to accrued leave or loss of pay.

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- B. Absences chargeable to excused absence include:

1. **Registration and Voting.** If practical and without interfering with work operations, an employee will be allowed up to three (3) hours excused absence to register and/or vote in any election or referendum on a community civic matter if the polls are not open at least three (3) hours before or after the employee's regular work hours.
2. **Blood Donation.** An employee may be excused from work without charge to leave for the time necessary to donate blood (including travel time) and recuperation until able to resume work. Normally, such excused time will not exceed four (4) hours.
3. **Tardiness and Brief Absence.** An employee absent from duty or tardy for 59 minutes or less may be excused if the reason(s) is acceptable to the supervisor.
4. **Job Interview.** An employee may be excused to participate in an interview conducted under the merit staffing program for positions located at the local Navy complex or as determined by the activity. Normally, an excused period of time for an interview will not exceed three (3) hours.
5. **Attending Conference or Convention.** An employee may be excused to attend a conference or convention when it is determined attendance will serve the best interest of the government. Absence of this type will be limited to those situations where the employee is an official representative of the organization involved or an active, scheduled participant of the program. Such leave will not exceed five (5) days in a calendar year. Excused absence is not authorized for attendance at a conference or convention of political parties or partisan political groups.
6. **Civil Activities.** An employee who can be spared without interference with activity operations and obligations may be excused to participate in emergency rescue or protective work during an emergency such as fire, flood, or search operations. Normally, such participation must not exceed 40 hours within a 12-month period.
7. **Illness Caused by Required Vaccination or Immunizations.** When an employee is absent due to illness from administratively required vaccinations or immunizations, the absence will be considered an excused absence without charge

to sick or annual leave or loss of pay, provided the medical provider administering the vaccination or immunizations certifies the necessity for the absence.

8. **Absence for Relocation Purposes.** An employee may be excused to make personal arrangements and transact personal business directly related to Permanent Change of Station (PCS) orders (i.e., opening or closing bank accounts, getting a driver's license or car tags, starting or stopping utilities, etc.) provided the business cannot be transacted outside the employee's regular working hours. Accomplishing tasks conditional to the PCS (i.e., getting passports or tickets, being present for shipping or receiving household goods, etc.) is considered to be official duty, not excused absence.
9. **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 serve in a duty status for more than 16 consecutive 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. Time excused under this authority will not normally exceed four (4) hours.
10. **Funeral Leave.** Funeral leave is granted to allow an employee to make arrangements for, or to attend, the funeral or memorial service for an immediate relative who died as the result of a wound, disease, or injury incurred while serving as a member of the armed forces in a combat zone.

## XI. EMERGENCY DISMISSALS

[\(5 CFR 630.1103\)](#)

- A. **Weather.** If extreme weather or other unforeseen emergency conditions requires the closure of a facility, such action may result in the declaration of a liberal leave policy or the granting of administrative leave (excused absence) for non-essential employees. This authority does not extend to periods of interrupted or suspended operations that can be sufficiently anticipated to permit arranging for assignment to other work, adjustment of work shifts, or mandatory scheduling of annual leave or LWOP.
- B. **Late Arrival.** If the facility remains open, but emergency conditions make it difficult for employees to arrive on time, the first level supervisor may excuse tardiness of less than one (1) hour without charge to leave. Excused absence for one (1) hour or more will be granted on an individual basis after consideration of such factors as: distance between the employee's residence and place of work, mode of transportation normally used, efforts by the employee, and the success of other similarly situated employees in being able to report to work.
- C. **Liberal Leave.** If severe weather or emergency conditions occur that do not rise to the level of the type described above that would cause a close down of operations for non-essential employees, or if the impact of an emergency condition is varying rather than uniform in impact, the facility will remain open as usual but may declare a liberal leave policy. An employee must inform her/his supervisors of her/his intention to take leave.
- D. **Base Closure.** If extreme weather or other emergency conditions require closure of the facility, the following applies:
  1. **Dismissal Prior to Start of Work.** When an emergency situation develops prior to the commencement of normal work hours and the facility will not open at all, an

employee will be relieved of duty without charge to leave or loss of pay when she/he otherwise would have been in a pay status (e.g., annual or sick leave).

2. **Dismissal After Commencement of Work.** If the facility closes AFTER the commencement of normal working hours, the decision to charge employees leave or grant excused absence will depend on the duty or leave status at the time of dismissal. If an employee was:
  - a. On duty and was excused, there is no charge to leave or loss of pay for the remainder of the shift.
  - b. On duty and departed on annual leave after official word is received, but before the time set for dismissal, then leave is charged from the time departed until the time set for dismissal.
  - c. Scheduled to report for work after an initial period of leave and dismissal is authorized before the employee can report for duty, leave is charged until the time set for dismissal.
  - d. Absent on approved leave for the entire shift, the entire absence is charged to approved leave (annual, sick or LWOP).
3. **Periods Over Five (5) Days.** When an emergency exceeds five (5) consecutive workdays, annual leave or some other appropriate type of leave other than excused absence will be charged.

## **XII. VOLUNTARY LEAVE TRANSFER PROGRAM**

[\(5 CFR 630.901-913\)](#)

- A. **Permissible Transfers.** An employee may donate unused accrued annual leave to another employee who needs leave because of a personal or family medical emergency. Annual leave transferred under this program may be substituted retroactively for periods of LWOP or to liquidate an indebtedness of advanced annual or sick leave granted on or after the date designated as the beginning of the medical emergency.
- B. **Prohibited Transfers.** An employee may not donate leave to her/his immediate supervisor.
- C. **Accrual While Using Transferred Leave.** An employee in a transferred leave status accrues annual and sick leave at the same rate as if in a regular paid leave status; however, the maximum amount of annual and sick leave that may be earned may not exceed 40 hours sick leave and 40 hours annual leave.
- D. **Income Tax.** A leave donor cannot claim the donated leave as a tax deduction. A leave recipient will be taxed on donated leave as it is used.
- E. **Leave Recipient Qualification and Process**
  1. **Leave Recipient Qualifications (Full-time).** To qualify, the employee's absence from duty without available paid leave due to the medical emergency must be, or be expected to be, at least three (3) days. Leave recipient applications will generally be approved when the following conditions are met:
    - a. The medical condition meets the definition of a "medical emergency" as defined in the definitions section.

- b. The employee's absence lasts, or is expected to last, at least three (3) days.
  - c. When the absence is for a family member's medical emergency, and the definition of family member is met. ([See Family Member for FEFFLA purposes](#)).
2. **Leave Recipient (Part-time or Uncommon Tour of Duty):** A leave recipient who is a part-time employee or has an uncommon tour of duty will be eligible if the absence from duty without available paid leave is (or is expected to be) at least 30 percent of the average number of hours in the employee's biweekly scheduled tour of duty.

3. **Leave Recipient Request Process**

**For a list of forms, logon to  
[www.opm.gov/forms](http://www.opm.gov/forms)**

- a. An employee requesting leave due to a medical emergency must complete the [Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program \(OPM Form 630\)](#) and submit it to her/his immediate supervisor. A treating health care provider's certification must be included or attached to the leave recipient application.
- b. The first level supervisor will recommend approval or disapproval and forward to higher authority for final approval/disapproval.
- c. If approved, the original application form, with required documentation, will be forwarded to the Comptroller Department. If disapproved the supervisor will inform the requestor of the reasons for disapproval and of her/his right to grieve the decision.
- d. A recipient must notify his/her supervisor when the medical emergency ends. The supervisor will ensure the Comptroller Department is notified when the employee's medical emergency ends.

F. **Leave Donor Process**

- 1. **Recipient Employed by the Department of Navy.** An employee who wishes to donate annual leave to an approved leave recipient employed by the DON must complete the [Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program, \(OPM-630A\)](#). The completed form must be submitted to the Timekeeper.
- 2. **Recipient not Employed by the Department of Navy**
  - a. An employee wishing to donate annual leave to an approved leave recipient who is employed by another agency (outside the DON) must complete [Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program \(OPM-630B\)](#). The completed donor applications will be submitted to the Comptroller Department.
  - b. The approved donor application will be forwarded to the recipient's employing agency with copies forwarded to the donor's servicing payroll office and the donor.
  - c. For PSNS & IMF employees see Supplement on page 9-21. [Appendix 9B](#).

- G. **Use of Transferred Leave.** Annual leave transferred from a leave donor to a leave recipient will be used as follows:
1. A leave recipient may use annual leave transferred to his/her annual leave account only for the purpose of the approved medical emergency.
  2. During each biweekly pay period that a leave recipient is affected by a medical emergency, he/she shall use any accrued annual and sick leave before using any donated annual leave.
  3. A leave recipient who exhausts transferred leave may use leave that has accrued (held in a separate account) while in a transferred leave status.
  4. A leave recipient may retroactively substitute donated annual leave for any period of LWOP, or use it to liquidate an indebtedness for any period of advanced leave that began on or after the date determined as the beginning of the medical emergency. (Caution: Leave recipients may not use any annual or sick leave accrued while receiving advanced leave if they intend to liquidate that indebtedness with transferred leave.)

**XIII. FEDERAL EMPLOYEES FAMILY FRIENDLY LEAVE ACT (FEFFLA)**

[\(Public Law 103-388, For more information on FEFFLA, click here, Appendix 9A, 5 CFR 630.401\)](#)

- A. **Eligibility.** A full-time or part-time employee who accrues sick leave is eligible.
- B. **Leave Entitlement.** An employee may use sick leave to provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy or childbirth; who is receiving medical, dental or optical examination or treatment; to arrange for or attend the funeral of a family member; or to care for a family member with a serious health condition.
- C. **Family Members for FEFFLA Purposes**
1. Spouse and spouse's parents
  2. Children, including adopted children, and their spouses
  3. Parents, brothers and sisters, and their spouses
  4. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship
- D. **Amount of Leave**
1. For the purpose of giving care or otherwise attending to a family member having an illness or injury or other condition which, if an employee had such a condition would justify the use of sick leave by the employee OR make arrangements for or attend the funeral of a family member:
    - a. A full-time employee may use a total of thirteen (13) days of sick leave per leave year.
    - b. The leave for a part-time employee or an employee with an uncommon tour of duty is pro-rated.

2. For the purposes of giving care to a family member with a serious health condition:
  - a. A full-time employee may use a total of 480 hours of sick leave per leave year. If the employee has used his or her entitlement described in paragraph XII D 1 above, that amount will be deducted from the 480 hour entitlement.
  - b. The leave for a part-time employee or an employee with an uncommon tour of duty is pro-rated.
- E. **FEFFLA Accumulation.** Leave entitlement not used for family care or bereavement purposes in a leave year cannot be accumulated for use in succeeding years to care for a family member or for bereavement purposes.

#### XIV. FAMILY AND MEDICAL LEAVE ACT (FMLA) LEAVE

([5 CFR part 630.1201-1211 Subpart L](#), [Public Law 103-388](#); [5 USC 6381-6387](#), [Appendix 9A](#))

- A. **Eligibility.** A full-time employee or a part-time employee with a regular schedule and who has completed 12 months of service is eligible.
- B. **Leave Entitlement.** An employee is entitled to a total of 12 workweeks of unpaid leave (LWOP) during a rolling 12-month period for one or more of the following reasons:
  1. The birth of a child of the employee and the care of the child.
  2. The placement of a child with the employee for adoption or foster care.
  3. The care of a spouse, son, daughter or parent of the employee if the spouse, son, daughter or parent has a serious health condition
  4. A serious health condition of the employee that makes the employee unable to perform one or more of the essential functions of his or her position.
- C. **Identification of 12-month FMLA Period.** The 12-month period referred to in paragraph XIV B above begins on the date an employee first takes leave under FMLA and continues for 12 months. An employee is not entitled to 12 additional weeks of leave until the previous 12-month period ends and an event or situation occurs that entitles the employee to another period of FMLA leave.
- D. **Notice.** An employee must provide notice of his/her intent to take FMLA leave not less than 30 days before the leave is to begin or as soon as it is practicable by completing a [Request for Leave or Approved Absence form \(OPM-71\)](#). The employee must provide medical certification for FMLA leave taken to care for an employee's spouse, son, daughter, or parent who has a serious health condition or for the serious health condition of the employee.
- E. **Administratively Acceptable Documentation.** A statement from a health care provider concerning a family member's need for psychological comfort and/or physical care may be required. The statement must certify:
  1. The family member requires psychological comfort and/or physical care;

2. The family member would benefit from the employee's care or presence, and
  3. The employee is needed to care for the family member for a specified period of time.
- F. **Substitution of Sick and Annual Leave for Unpaid Leave (LWOP).** An employee may elect to substitute annual leave and/or sick leave, consistent with current laws and regulations, for any unpaid leave entitlement under the FMLA.
- G. **Use of intermittent FMLA Leave.** Under certain conditions, FMLA leave may be taken intermittently, or the employee may work under a work schedule that is reduced by the number of hours of leave taken as FMLA leave.
- H. **Return to Work.** The employee will be returned to the same position or to an equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment.
- I. **Exclusion of Previously Used Leave.** If an employee previously has used any portion of the 13 days of Sick Leave for general family care or bereavement purposes in a leave year, that amount must be subtracted from the 12-week entitlement. If an employee has already used 12 weeks of sick leave to care for a family member with a serious health condition (see definition at the beginning of this chapter), he or she cannot use additional days in the same leave year for general family care purposes. An employee is entitled to a total of 12 weeks of sick leave each year for *all* family care purposes.
- J. **Exclusions to Serious Health Conditions.** A serious health condition does not include routine physical, eye, or dental examinations and certain types of treatment. Ordinarily, unless complications arise, the common cold, the flu, earaches, upset stomach, minor ulcers, headaches (other than migraines), routine dental or orthodontia problems, and periodontal disease are not serious health conditions. Allergies, restorative dental or plastic surgery after an injury, removal of cancerous growth, or mental illness resulting from stress may be serious health conditions only if such conditions require inpatient care or continuing treatment by a health care provider.

***For a list of forms, logon to***  
**[www.opm.gov/forms](http://www.opm.gov/forms)**

**APPENDIX 9A  
FEFFLA/FMLA AT A GLANCE**

	<b>FEFFLA</b>	<b>FMLA</b>
<b>Eligibility</b>	A full-time or part-time employee who accrues sick leave is eligible.	A full-time employee (or a part-time employee with a regular schedule) who has completed 12 months of service is eligible.
<b>Entitlement</b>	<p>An eligible employee may use a total of thirteen (13) days per leave year of sick leave to provide care for a family member:</p> <ol style="list-style-type: none"> <li>1. Who is incapacitated as a result of physical or mental illness, injury, pregnancy or childbirth;</li> <li>2. Who is receiving medical, dental or optical examination or treatment;</li> <li>3. To arrange for or attend the funeral of a family member; or</li> <li>4. To care for a family member with a serious health condition.</li> </ol> <p>For the purposes of giving care to a family member with a serious health condition (see FMLA), a full-time employee may use a total of 480 hours of sick leave per leave year. If the employee has used his or her entitlement described in 1 - 4 above, that amount will be deducted from the 480 hour FMLA entitlement.</p> <p>The leave for a part-time employee or an employee with an uncommon tour of duty is pro-rated.</p>	<p>An eligible employee shall be entitled to a total of 12 administrative workweeks of unpaid leave during a 12-month period for one or more of the following reasons:</p> <ol style="list-style-type: none"> <li>1. The birth of a son or daughter of the employee and the care of such son or daughter;</li> <li>2. The placement of a son or daughter with the employee for adoption or foster care;</li> <li>3. The care of a spouse, son, daughter, or parent of the employee, if such spouse, son, daughter, or parent has a serious health condition; or</li> <li>4. A serious health condition of the employee that makes the employee unable to perform any one or more of the essential functions of his or her position. The employee may elect to substitute annual leave and/or sick leave for unpaid FMLA leave, consistent with current law and regulations.</li> </ol>
<b>Definition of a Family Member</b>	<ol style="list-style-type: none"> <li>1. Spouse and spouse's parents</li> <li>2. Children, including adopted children, and their spouses</li> <li>3. Parents, brothers and sisters, and their spouses</li> <li>4. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship</li> </ol>	<ol style="list-style-type: none"> <li>1. Spouse</li> <li>2. Child</li> <li>3. Parent</li> </ol>

(...continued from pg. 20)

	<b>FEFFLA</b>	<b>FMLA</b>
<b>Serious Health Condition</b>	<p>A “serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:</p> <ol style="list-style-type: none"> <li>1. Inpatient care (i.e., overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or any ensuing treatment in connection with such inpatient care; or</li> <li>2. Continuing treatment by a health care provider that includes (but is not limited to) examinations to determine if there is a serious health condition and evaluations of such conditions if the evaluations determine that a serious health condition exists.</li> </ol> <div style="border: 1px dashed black; padding: 5px; margin: 10px 0;"> <p><i>Examples of serious health conditions include (but not limited to):</i></p> <ul style="list-style-type: none"> <li>▪ <i>Cancer, heart attacks, strokes, severe injuries, Alzheimer’s disease, pregnancy, and childbirth</i></li> </ul> <p><i>Not serious health conditions (but not limited to):</i></p> <ul style="list-style-type: none"> <li>▪ <i>Common cold, flu, earaches, upset stomach, headaches (other than migraines), routine dental problems, etc.</i></li> </ul> </div>	
<b>Health Benefit Coverage</b>	<p>An employee on FMLA/FEFFLA leave is entitled to maintain health benefits coverage. NOTE: An employee on unpaid FMLA/FEFFLA leave may pay the employee share of the premiums on a current basis or pay upon return to work.</p>	
<b>Employee Notification</b>	<p>The employee must provide notice of his/her intent to use FEFFLA in accordance with their department sick leave procedures.</p>	<p>The employee must provide notice of his/her intent to take family and medical leave not less than 30 days before leave is to begin or, in emergencies, as soon as practical.</p>
<b>Upon Return to Work</b>	<p>The employee will be returned to the same position or to an equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment.</p>	

**Appendix 9B**  
**PSNS & IMF SUPPLEMENT**  
**APPROVAL/DISAPPROVAL OF SICK AND ANNUAL LEAVE**

NOTE: This chapter should be read in conjunction with local activity instructions and with any negotiated agreements between your activity and an exclusively recognized labor organization. Contract language will generally take precedence over conflicting provisions in this manual. Areas of uncertainty should be discussed with the Human Resources Office.

**Disapproval of Leave**

Sick leave may be disapproved by the Branch/Shop Head or their designee if the employee fails to follow leave procedures, fails to submit acceptable documentation to the supervisor to substantiate the necessity for the absence, or does not have accrued sick leave.

If sick leave is disapproved, the reasons for disapproval shall be entered on the OPM-71, or Notice of Disapproval of Sick Leave Form, and a copy of either form shall be forwarded to the employee within 15 working days.

If sick leave is disapproved, the absence may be converted to annual leave, leave without pay, or absent without leave, dependent upon the attendant circumstances.

**ANNUAL LEAVE**

**Application for Advanced Leave**

Only Department Heads may approve advanced leave.

**Restoration of Forfeited Annual Leave**

Requests for annual leave restoration are to be submitted, via the Department Head, to the Human Resources Office (Code 1110) no later than 30 January. Such requests must include a complete description of the circumstances causing the leave forfeiture; certification of the dates on which the forfeited leave was originally scheduled. The certification may be in the form of a Request for Leave or Approved Absence, with supplementary information, and/or must include the following information:

- 1) The calendar date the leave was scheduled, i.e., approved by the supervisor.
- 2) The dates during which the leave was scheduled for actual use and the amount of leave that was scheduled for use.
- 3) The reason for subsequent canceling of the approved leave (e.g., if because of an exigency of the public business, documentation must include the beginning and ending dates of the exigency and a copy of the Department Head's approval of the canceling of leave).
- 4) The calendar date the leave was rescheduled for use (if the original leave request was denied before 1 November).
- 5) The dates during which the leave was rescheduled for use and the amount of leave that was rescheduled for use.

Requests for the restoration of forfeited annual leave that are submitted without the appropriate documentation will not be approved and the forfeited leave will not be restored.

The Human Resources Office, Bremerton Site Manager (Code 1110) is authorized to review and decide any claims for leave restoration per this paragraph.

The Comptroller Department shall establish adequate recordkeeping and administrative procedures to properly identify, in a separate employee leave account:

- 1) The date annual leave was restored.
- 2) The amount restored.
- 3) The date by which such restored leave must be used.
- 4) Restored leave used and the remaining balance.

## **SICK LEAVE**

### **Application for Sick Leave**

Employees are responsible for submitting applications for sick leave as follows:

Upon return to duty, a completed Request for Leave or Approved Absence, OPM 71, will be provided to the supervisor. For a period of extended illness, applications must be submitted every 2 weeks. Shop/Branch Heads may waive this requirement when unusual circumstances are recognized.

For absences in excess of 3 workdays (including scheduled overtime days), medical certification signed by the attending physician must accompany the OPM 71. Shop/Branch Heads may waive this requirement when unusual circumstances are recognized.

On applications for sick leave for medical, dental, or optical examinations or treatment, employees may be required to include the name and address of the physician, dentist, or practitioner, and the date, hour, and duration of the visit.

Employees on a letter of requirement to provide medical certification for all periods of claimed sick leave shall comply with the requirements of that letter.

Supervisors may require additional documentation on a case by case basis when deemed necessary to verify the appropriateness of sick leave for the absence. Such additional requirements will be explained to the employee and the employee will be given a reasonable opportunity to obtain such documentation before a final decision is made to approve or deny the leave request.

An employee who has been absent from duty due to an illness or health problems may be referred to the Branch Clinic for an examination prior to his/her return to duty. Supervisors must exercise judgment in making such determinations; however, supervisors must refer all employees who work in areas subject to radiation monitoring to the Branch Clinic if they have been absent 7 or more consecutive calendar days.

An employee requesting sick leave to care for a family member is required to provide a written statement from the health care provider concerning the family member's need for psychological comfort and/or physical care. The statement must certify that:

- (1) The family member requires psychological comfort and/or physical care.
- (2) The family member would benefit from the employee's care or presence.
- (3) The employee is needed to care for the family member for a specified period of time.

### **Notification Requirements**

Notification shall be given not later than the beginning of their scheduled shift and will include the address at which they are located and when they expect to return to work. If the absence continues into the next workweek, notification as above shall be provided not later than the beginning of the first scheduled shift each week. Such notification constitutes only a reporting of the absence. Upon return to duty, or periodically during the absence (in the case of extended absence), employees are required to justify their absence.

**Abuses of Sick Leave**

Supervisors are responsible for reviewing sick leave usage and taking appropriate corrective action when abuse is suspected. The Human Resources Office (Code 1110) is available to advise supervisors when corrective action is warranted.

**Advanced Sick Leave**

Requests for advance sick leave shall be made on Application for Advance Sick Leave, PSNS 12630/16 (Rev. 2-91). When an employee is requesting advance sick leave for adoption related activities, it is not necessary for the application to be reviewed by the Dispensary.

**LEAVE WITHOUT PAY****Approval of Leave Without Pay**

Requests for leave without pay for 30 days or less may be approved by the Shop Superintendent/Division Head and will be prepared on Request for Leave or Approved Absence, OPM 71, and forwarded to the Comptroller Department (Code 610.12) when approved.

**MILITARY LEAVE****Application for Military Leave**

Employees shall provide required forms to their administrative office as far in advance of the active duty period as possible. The administrative office will determine the employee's eligibility and forward the orders to the Comptroller Department (Code 610.12). Upon completion of military duty, employees will forward to Code 610.12, via their administrative office, a copy of their orders with certification by an authorized official that military duty was performed during the inclusive dates. Non-workdays at the beginning and/or end of the military duty period shall not be counted as a portion of the 15 calendar day limit.

**Due Process.**

Up to 3 days administrative leave may be granted to an employee for the purpose of responding to a letter of proposed suspension of security access. Employees holding an interim security clearance shall be granted up to 30 minutes of administrative leave for the purpose of responding to a letter of intent to deny a security clearance.

**EXCUSED ABSENCES****VOLUNTARY LEAVE TRANSFER PROGRAM**

***For a list of forms, logon to  
[www.opm.gov/forms](http://www.opm.gov/forms)***

**Leave Recipient Qualification and Process****The Leave Recipient Process**

A completed Leave Recipient Application Under the Voluntary Leave Transfer Program, OF 630 HRO OP #1 (Rev. 1-99), must be submitted to the Human Resources Office (Code 1112).

Employees are required to specify the nature and severity of the medical emergency, the date it began, the date it ended (or is expected to end), and the number of leave without pay hours, if any that have been used for this emergency. A copy of the employee's most recent Leave and Earnings Statement and a statement from the treating physician providing sufficient detail must also accompany the application. If employees are not capable of making application, another employee may make written application on their behalf.

**Announcement.**

The Human Resources Office (Code 1112) will advertise approved requests for donated leave in the *Currents* for the duration of the medical emergency unless otherwise directed by the leave recipient.

**The Leave Donor Process****Donations for all (Navy and Non-Navy)**

The completed form shall be submitted to the Human Resources Office (Code 1112). Employees are required to specify the number of hours they wish to donate, the leave recipient for whom the donated leave is intended, the amount of leave projected to forfeit (if any) this leave year, and a copy of his/her most recent Leave and Earnings Statement.

Voluntary, written requests to donate annual leave will be granted as follows:

(1) Accrued annual leave must be donated in whole hour increments. Exceptions to this limit will be considered and determined by the Human Resources Office (Code 1112) on a case basis.

*For a list of forms, logon to*  
[www.opm.gov/forms](http://www.opm.gov/forms)

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