



CIVILIAN PERSONNEL FACT SHEET

Civilian Leave Program

Full-time and part-time employees earn both annual leave and sick leave, unless they are on an intermittent appointment or an appointment lasting less than 90-days. If an employee is not in a duty status, they are normally in a leave status described below.

REQUESTING LEAVE

The request for leave should be submitted to the first level supervisor using a Request for Leave or Approved Absence, OPM Form 71. Leave should be requested in advance of the absence, except in emergency situations. Sick leave for an illness or injury should be requested by calling the first level supervisor as soon as possible, but at least within the first hour or two of the absence. Leave is charged in 15-minute increments. Employees may not be placed in any leave status other than Absent Without Leave (AWOL) without the employee's request.

TYPES OF LEAVE

ANNUAL LEAVE

Annual leave is granted to allow employees time off for family days, vacations, personal errands, emergencies or for any other purpose including an illness. When an employee resigns, retires or separates from Federal service, they receive a lump-sum payment for the annual leave they have accrued. An employee cannot be granted leave prior to retirement, resignation or LWOP granted to follow a relocating sponsor.

Accrual Rates: Employees earn 4, 6 or 8 hours of annual leave per pay period, depending on their years of creditable service. Employees with less than 3 years service earn 4 hours per pay period; employees with 3 – 15 years service earn 6 hours per pay period (10 hours in the last pay period of the leave year); employees with more than 15 years of service earn 8 hours per pay period. The amount of leave earned by part-time employees is prorated based on the number of hours worked.

Maximum Annual Leave Accumulation: Most Federal employees may carryover up to 240 hours of annual leave from one leave year to the next. Certain employees recruited from the U.S. to work in the overseas area may carryover up to 360 hours of annual leave from one leave year to the next.

Advanced Leave: Employees may be granted advanced annual leave up to the amount they would earn during the current leave year.

SICK LEAVE

Sick leave may only be used for:

- Medical, dental or optical examination or treatment
- Incapacitation for physical or mental illness, injury, pregnancy or childbirth
- Exposure to a communicable disease
- To make arrangements for the adoption of a child
- To participate in drug or alcohol counseling programs
- To care for a family member as a result of illness, injury, pregnancy, childbirth, medical appoint or attend a funeral or make the necessary funeral arrangements. A full-time employee may use up to 40 hours of sick leave for the purposes listed above. A full-time employee may use an additional 64 hours (104 total) of sick leave, if their sick leave balance does not drop below 80 hours. Part-time employees and employees with uncommon tours of duty are also covered, and the amount of sick leave available for these purposes is prorated. An employee may take up to 12 weeks to care for a family member with a serious health condition (See FMLA below).

Employees are not paid for unused sick leave when they separate. Unused sick leave will be re-credited to an employee's sick leave balance if the employee is re-employed with a federal agency. There is no limitation on the amount of sick leave that may be carried forward to the next leave year. Sick leave for more than 3 consecutive workdays must be supported by medical documentation. Medical documentation can also be required for other reasons specified in AFI 36-815.

Accrual Rates: Employees earn 4 hours of sick leave per pay period. The amount of leave earned by part-time employees is pro-rated based on the number of hours worked.

Advanced Leave: Employees may be advanced up to 30 days of sick leave if they meet the requirements in AFI 36-815, 3.11. Requests for advanced sick leave with the required medical documentation must be submitted through Civilian Personnel to ensure it meets all of the regulatory requirements.

LEAVE WITHOUT PAY (LWOP)

LWOP is a temporary non-pay status granted to cover an approved absence upon the employee's request. LWOP may be for a few days to cover a vacation or family emergency, or it may be for up to 12 months if the employee is relocating following a spouse. A Request for Personnel Action, SF-52 must be submitted for all LWOP over 30 days. There are both mandatory and discretionary reasons to approve of LWOP. There are specific, regulatory criteria that an employee must meet before LWOP is granted for the mandatory reasons. LWOP for discretionary reasons is limited to 90-days or less.

OTHER TYPES OF LEAVE

Military Leave – Is granted to employees who are members of the Reserve or National Guard to perform active duty, active duty training or inactive duty training. These employees normally earn 15 days of military leave per fiscal year. Military leave is charged in 1 hour increments, up to 8 hours per day, only for the days the employee would have otherwise worked.

Court Leave - Is available to employees required to perform jury duty in a federal, state or municipal court, or to serve as a witness for the U.S., District of Columbia, or state or local government.

Leave for Bone Marrow or Organ Donation – An employee may use 7 days of leave per calendar year to donate their bone marrow. They may use 30 days of leave to donate their organs. Employee receiving bone marrow or a new organ must use their own sick leave.

Home Leave – Is earned by certain employees recruited from the U.S. to work overseas. Most employees in this category will earn 5 days of home leave per year. Home leave may be authorized after the employee has completed 24 months of continuous service abroad. Home leave can only be used for leave in the U.S., its territories or in the commonwealth of Puerto Rico.

Absent without Leave (AWOL) – An employee is charged AWOL when the employee did not receive prior approval for the absence or the employee did not call the supervisor to request sick leave. In addition to not being paid for the absence, the employee may be disciplined for AWOL.

OTHER LEAVE RELATED ISSUES

VOLUNTARY LEAVE TRANSFER PROGRAM (VLTP)

This program allows an employee with a personal emergency to receive leave donated directly from other employees. A personal emergency is defined as a medical condition, family emergency, or other hardship situation that is expected to require an employee's absence from duty for a prolonged period of time and result in a over 24 hours in a LWOP status. Employees must complete an application, provide medical certification or other evidence of the personal emergency, and deplete their own leave balances prior to being approved to receive leave donations. The leave recipient may only use the donated leave for the personal emergency described on the application. Leave donors may only donate annual leave to a leave recipient.

THE FAMILY AND MEDICAL LEAVE ACT (FMLA)

Under the Family and Medical Leave Act (FMLA), covered employees are entitled up to 12 weeks of (sick, annual or LWOP) leave during a 12-month period to for their own serious health condition or to care for a family member with a serious health condition. The definition of a serious health condition is defined in AFI 36-815. This is not intended to cover short-term conditions for which treatment and recovery are brief. If an employee has already used any sick leave for general health care or bereavement purposes in the leave year, that amount is subtracted from the 12-week entitlement. To receive this benefit the employee must invoke FMLA by requesting it from the first level supervisor. Medical documentation is required.