

US APF HR Leave & Work Schedule Flexibilities - COVID-19

Leave Options

Conditions	Leave Type	Amount/Duration
1. When an asymptomatic employee (i.e., healthy, not displaying symptoms of the disease) is subject to movement restrictions (quarantine or isolation) under the direction of public health authorities due to a significant risk of exposure to a quarantinable communicable disease, such as COVID-19; or office or base is closed due to COVID-19.	Weather and Safety Leave (Normal requirements apply, i.e., employee not a telework program participant and/or is unable to safely perform work at an approved alternate location)	For duration of quarantine period (approval authority is local commander on G-series orders). In cases of office or base closure due to COVID-19, unlimited where otherwise appropriate.
2. An employee who is symptomatic (ill) due to a quarantinable communicable disease, such as COVID-19	Sick Leave	Unlimited amount of accrued sick leave, where otherwise appropriate. Or, <u>Advanced Sick Leave</u> : Up to 30 days (240 hours).
3. If an employee's family member is symptomatic (ill) due to a quarantinable communicable disease, such as COVID-19.	Sick Leave for General Family Care	Up to 104 hours (13 days) of sick leave each leave year to provide care for a family member who is ill or receiving medical examination or treatment; proportionally adjusted for part-time employees. Or, <u>Advanced Sick Leave</u> : Up to 13 days (104 hours); however, advancement in this category is subject to overall applicable limitations.
4. If an employee's family member is symptomatic (ill) due to a quarantinable communicable disease, such as COVID-19, that would generally constitute a serious health condition.	Sick Leave to Care for a Family Member with a Serious Health Condition	Up to 12 weeks (480 hours) of sick leave each leave year (13 days for general family care is also subtracted from this amount) Or, <u>Advanced Sick Leave</u> : Up to 30 days (240 hours); however, advancement in this category is subject to overall applicable limitations.
5. For personal needs, and in the context of COVID-19, could include medical needs, personal business, emergencies, or to provide care for a healthy or sick family member.	Annual Leave	Any or all accrued annual leave, subject to supervisory approval. Or, <u>Advanced Annual</u> : Amount not to exceed amount the employee would accrue in remainder of the leave year.
6. For a serious health condition that prevents an employee from performing his or her duties or to care for a spouse, son or daughter, or parent with a serious health condition (such as COVID-19).	Family and Medical Leave (FMLA) - unpaid leave	Up to 12 workweeks of LWOP, or the employee may choose to substitute his or her accrued annual and/or sick leave for unpaid leave in accordance with applicable limitations.
7. If an employee has exhausted his or her available annual or sick leave and other forms of paid time off, he or she may request LWOP. LWOP is a temporary nonpay status and absence from duty that may be granted at the employee's request, but is a matter of supervisory discretion.	Leave Without Pay (LWOP)	May be granted for any reason/duration approved by the agency. An extended period of LWOP may have an effect on an employee's benefits, including health benefits, retirement benefits, and life insurance.
8. If an employee has a personal or family medical emergency related to a quarantinable communicable disease, such as COVID-19, and is absent (or expected to be absent) from duty without available paid leave for at least 24 work hours, he or she may qualify to receive donated annual leave under the VLTP. VLTP allows an employee to donate annual leave to assist another employee who meets the criteria.	Voluntary Leave Transfer Program (VLTP)	Unlimited amounts may be donated, once/when an employee is qualified and included in the program.
9. Discretion can be applied by leadership when determining whether excused absence or administrative leave may be appropriate, dependent upon the circumstances.	Administrative Leave	<u>DoD Instruction 1400.25, Vol. 630</u> : "Comptroller General decisions provide for limited discretion to grant excused absence to situations involving brief absences. Where absences are for other than brief periods of time, a grant of excused absence is not appropriate unless the absence is in connection with furthering a function of the DoD. <u>NDAA 2017, Sec. 1138 (pending implementation)</u> : "During any calendar year, an agency may place an employee in administrative leave for a period of not more than a total of 10 work days."
10. Usage permitted is like that of annual leave, where accrued and available.	OTHER PAID TIME OFF: Compensatory Time Off, Compensatory Time Off for Travel, Credit Hours.	Unlimited amount of accrued leave, where available.

OTHER HR FLEXIBILITIES:

- * **Telework:** Used to promote continuity of operations; agencies are encouraged by OPM to maximize their telework capacity by entering into telework agreements with as many telework-eligible employees as possible.
- * **Alternative Work Schedules (AWS):** May be implemented instead of a traditional fixed work schedule to help an employee balance work and personal responsibilities. Under many AWSs, an employee can complete their work requirement in less than 10 workdays. Under other AWSs, the employee may choose to adjust arrival and departure times to accommodate doctor appointments, childcare or eldercare issues, or other pressing issues surrounding the related emergency.

The contents herein serve only as a quick reference and MUST be considered in conjunction with a thorough review and knowledge of current OPM, DoD, HAF, USAFE and installation guidance.

Non-US APF/NAF (Germany) HR Leave & Work Schedule Flexibilities - COVID-19

Leave Options		
Conditions	Leave Type	Amount/Duration
1. An asymptomatic employee (i.e., healthy, not displaying symptoms of the given disease) is subject to movement restrictions (quarantine or isolation) due to a significant risk of exposure to a quarantinable communicable disease, such as COVID-19... under the direction of public health authorities	Paid absence (statutory compensation + subsidy = 100% of regular net earnings) IAW art. 26, CTA II, para 3.a.	As long as quarantined by public health
2. An asymptomatic employee (i.e., healthy, not displaying symptoms of the given disease) is not allowed by the employer to come to work due to a significant risk of exposure to a quarantinable communicable disease, such as COVID-19	Paid absence for reasons beyond the employee's influence (continuation of pay - employer) IAW art. 26, CTA II, para 3.b. + 2.a. (Normal requirements apply, e.g., inability to safely perform work at an approved location, unavailability of an isolated office, etc.)	Currently two weeks (incubation period)
3. An employee is symptomatic (ill) due to a quarantinable communicable disease, such as COVID-19	Sick Leave	Following normal sick leave procedures IAW art. 29, CTA II
4. An employee's family member living in the same household is symptomatic (ill) due to a quarantinable communicable disease, such as COVID-19	<u>Either:</u> Paid absence (statutory compensation + subsidy = 100% of regular net earnings) IAW art. 26, CTA II (employee is quarantined by Public Health, too) <u>Or:</u> Paid absence for reasons beyond the employee's influence (continuation of pay - employer) IAW art. 26, CTA II, para 3.b. + 2.a.	<u>Either:</u> As long as quarantined by public health (see item 1. above) <u>Or:</u> Currently two weeks (incubation period)
5. An employee's family member is symptomatic (ill) due to a quarantinable communicable disease, such as COVID-19, that constitutes a serious health condition (as documented by a medical certificate)	<u>Either:</u> Paid absence (statutory compensation + subsidy = 100% of regular net earnings) IAW art. 26, CTA II (employee is quarantined by Public Health, too) <u>Or:</u> Admin Leave for serious illness of spouse (or registered partner) or family members IAW art. 28, para 1.d. or 1.e., CTA II) <u>Or:</u> Unpaid absence due to illness of a child (sick pay) IAW art. 28 (6), CTA II <u>Or:</u> Paid absence for reasons beyond the employee's influence (continuation of pay - employer) IAW art. 26, CTA II, para 3.b. + 2.a.	<u>Either:</u> As long as quarantined by public health (see item 1. above) <u>Or:</u> Admin Leave up to 3 days (spouse or registered partner); up to 2 days for family members (as defined in art. 28, para 1.b., CTA II) <u>Or:</u> Up to 10 work days per sick child; up to 20 work days for a single parent <u>Or:</u> Currently two weeks (incubation period)
6. An employee, in the context of COVID-19, is facing a personal or medical need, an emergency, or to provide care for a healthy or sick family member	Annual Leave Compensatory Time Off	Any or all earned annual or other leave (e.g., time off award, compensatory time off), subject to supervisory approval.
7. An employee has exhausted his or her available annual leave and other forms of paid time off	Leave Without Pay (LWOP) LWOP = a temporary nonpay status and absence from duty	May be granted for any reason approved by the agency Up to 1 month without loss of health insurance privileges

OTHER HR FLEXIBILITIES:

***Telework:** Used to promote continuity of operations. Upon completion of Installation Situational Telework Shop Agreement; units are encouraged to make maximize use telework capacity with as many telework-eligible employees as possible.

***Alternative/Flexible Work Schedules (AWS):** May be implemented instead of a traditional fixed work schedule to help an employee balance work and personal responsibilities.

For example: Adjust arrival and departure times.

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US NAF HR Leave & Work Schedule Flexibilities - COVID-19

Leave Options		
Conditions	Leave Type	Amount/Duration
1. During periods of a closure or partial closure of a facility by the Installation Commander due to events beyond the control of management, all employees (Regular and Flexible) who are at work or scheduled to be present for duty may be excused without charge to leave or loss of pay for the number of hours per week based on an average of the previous 6-month average of paid hours.	Administrative Leave (Weather and Safety Leave) (Normal requirements apply, e.g., inability to safely perform work at an approved location)	Leave approval authority is local commander on G-series orders. In cases of office or base closure due to COVID-19, unlimited where otherwise appropriate.
2. An employee who is asymptomatic (not ill) due to a quarantinable communicable disease, such as COVID-19, and has been quarantined and isolated;	Administrative Leave (Weather and Safety Leave)	For duration of quarantine period (approval authority is local commander on G-series orders). Determined by medical professional.
3. An employee who is symptomatic (ill) due to a quarantinable communicable disease, such as COVID-19.	Sick Leave	Unlimited amount of accrued sick leave, where otherwise appropriate
4. If an employee's family member is symptomatic (ill) due to a quarantinable communicable disease, such as COVID-19.	Sick Leave for General Family Care	Up to 104 hours (13 days) of sick leave each leave year to provide care for a family member who is ill or receiving medical examination or treatment; proportionally adjusted for part-time employees.
5. If an employee's family member is symptomatic (ill) due to a quarantinable communicable disease, such as COVID-19, that would generally constitute a serious health condition.	Sick Leave to Care for a Family Member with a Serious Health Condition	Up to 12 weeks (480 hours) of sick leave each leave year (13 days for general family care is also subtracted from this amount). A part-time employee may use up to 12 times the average number of hours in his or her weekly scheduled tour of duty.
6. For personal needs, and in the context of COVID-19, could include medical needs, personal business, emergencies, or to provide care for a healthy or sick family member.	Annual Leave	Any or all accrued annual leave, subject to supervisory approval.
7. Employees meeting eligibility requirements may invoke his or her entitlement to unpaid leave under the FMLA for a serious health condition that prevents an employee from performing his or her duties or to care for a spouse, son or daughter, or parent with a serious health condition (such as COVID-19).	Family and Medical Leave (FMLA)	Up to 12 workweeks of LWOP, or the employee may choose to substitute his or her accrued annual and/or sick leave for unpaid leave in accordance with applicable limitations.
8. If an employee has exhausted his or her available annual or sick leave and other forms of paid time off, or if they are Flexible employment category and are ineligible to earn leave, he or she may request LWOP. LWOP is a temporary non-pay status and absence from duty that, in most cases, is granted at the employee's request, but is a matter of supervisory discretion.	Leave Without Pay (LWOP)	The amount of LWOP may not exceed one year.
9. If an employee has a personal or family medical emergency related to a quarantinable communicable disease, such as COVID-19, and is absent (or expected to be absent) from duty, he or she may qualify to receive donated annual leave under the VLTP. VLTP allows an employee to donate annual leave to assist another employee who meets the criteria.	Voluntary Leave Transfer Program (VLTP)	The employee must request the amount of leave to be donated.
10. Usage permitted is like that of annual leave, where accrued and available.	OTHER PAID TIME OFF: Compensatory Time Off, Compensatory Time Off for Travel, etc.	Unlimited amount of accrued leave, where available.

OTHER HR FLEXIBILITIES:

- * **Telework:** Used to promote continuity of operations; agencies are encouraged to maximize their telework capacity by entering into telework agreements with as many telework-eligible employees as possible.
- * **Advanced Annual/Sick leave** may be approved on a case by case basis after coordination with NAF-HR

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