

# Civilian Leave

AFPC/DP3C  
Current A/O 12 Jun 20

REQUEST FOR LEAVE APPROVED?

YES

NO

Employees must comply with FHP Guidance\*

Able to return to work after leave ends?

YES

NO

Employee is asymptomatic and is not ordered by public health official to self-isolate  
Employee returns to workplace or Supervisor may approve telework, if applicable

Employee is symptomatic  
Sick or annual leave or other paid time off (i.e., comp time, credit hours, time off award, FFRCA)  
Weather and safety leave is not authorized \*\*

Employee is asymptomatic **and** ordered by public health official to self-isolate and is not telework eligible, Supervisor may approve telework or Weather and Safety Leave if not telework ready

Leave when traveling outside local commuting area may only be denied based on mission requirements. Leave may not be denied solely because an employee is traveling outside local commuting area or to a CDC-designated level 2 or 3 area. Leave approving officials may take into account and should discuss the requirement to self-isolate upon return from known hazardous locations as the additional time away from work could impact mission capabilities.

\*Must meet conditions for travel, such as pre-and post- health screenings and all requirements (IAW Force Health Protection Guidance)  
\*\* Contact your servicing Civilian Personnel Section for advisory support.