

## **ADVANCED SICK LEAVE**

*Applicable to U.S. appropriated fund civilian employees*

**PURPOSE:** The maximum amount of advanced sick leave a full-time employee may have to his or her credit at one time is **240 hours**. Up to this amount may be granted for the following qualifying purposes:

- an employee's medical incapacitation to perform their duties, or communicable disease;
- a serious health condition of an employee or family member\*;
- purposes related to the adoption of a child; or
- care of a covered servicemember with serious injury or illness as entitled under 5 USC 6382(a)(3).

Advanced sick leave is limited to no more than **104 hours** for the following qualifying purposes:

- an employee's or family member's\* medical, dental, or optical examination or treatment;
- care of a family member\* with medical incapacitation or a communicable disease; or
- death of a family member\* (make necessary arrangements and/or attend the funeral)

*\*Note: The **total** amount of sick leave and advanced sick leave for family care purposes may not exceed the maximum amounts allowable by law: **480 hours** per leave year for a serious health condition, with only **104 hours** per leave year for the other family care and bereavement purposes (full-time employees).*

**CRITERIA:** Advanced Sick Leave is a privilege and is not considered a routine or standard procedure, and will be granted only after all circumstances have been carefully weighed. Supervisors are solely responsible to ensure advanced sick leave requests comply with requirements found in AFI 36-815, para 5.13, as summarized below:

- Request must be supported by medical documentation **signed by a physician or health care provider**. In all cases, a statement indicating the date the employee is expected to return to normal duties is required. Note: this requirement will be satisfied by a death certificate for bereavement purposes or legal paperwork for adoption.
- Request must be for a qualifying purpose, and may not exceed the maximum amount allowable, as explained in purpose above.
- Request may be made before/during the absence but no later than the employee's return to duty.
- Supervisors consider: the employee's prior sick leave history; annual leave versus sick leave balance history; length of continuous employment; and current sick leave balance.
  - Sick leave should not be advanced until all accumulated sick leave has been exhausted.
  - The sick leave record must not indicate evidence of sick leave abuse.
  - Consider requiring the employee to use any annual leave which may be subject to forfeiture.

- If it's considered likely that the employee may not be able to return to duty for a sufficient period to repay the leave advance, or there are insufficient funds in the employee's retirement account to liquidate the indebtedness, only the amount of hours likely to be recaptured may be granted.
- When it's known that the employee is to be retired or otherwise separated, the total advance may not exceed an amount which can be liquidated by accrual before separation

**APPROVAL PROCESS:**

1. Employee requests leave according to established procedures, and provides supporting documentation for the advance
2. Supervisor makes appropriate determination. Supervisors are highly encouraged to contact their Employee Relations Specialist at [86fss.fsec.us-emr@us.af.mil](mailto:86fss.fsec.us-emr@us.af.mil) for advice and guidance
3. Approved advanced sick leave is documented as "LG" in ATAAPS
4. Civilian Pay enables the approved advance
5. Supervisor ensures the medical documentation properly maintained and safeguarded against unauthorized access

**LIQUIDATION:** Advance sick leave is liquidated automatically through subsequent accrual of sick leave. An unliquidated advance is carried forward from pay period to pay period and from one leave year to the next until liquidated by subsequent accrual. If the employee requests, advanced sick leave may be liquidated by a charge against an equivalent amount of annual leave. When an employee separates from federal service before liquidating the advance, the balance is liquidated in the following order by:

1. Charge against available annual leave.
2. Setoff against earned salary or unapplied savings bond balances.
3. Request for retirement setoff.

Note: Repayment is not required when separation is because of death, resignation for disability supported by acceptable medical documentation, or disability retirement.

**REFERENCES:**

- [AFI 36-815](#), *Absence and Leave*, Chapter 5,
- 5 CFR §630.401 and §630.402

Additional guidance on this topic is available from your Employee Relations Specialist. Contact information found in the footer below.