



CIVILIAN PERSONNEL FLIGHT FACTSHEET

Current as of December 2024

COVID-19 RELATED LEAVE STATUS

Applicable to U.S. appropriated fund (APF) civilian employees

PURPOSE: To summarize the appropriate leave status of civilian employees due to COVID-19 related absences.

ADMINISTRATIVE LEAVE:

Obtaining COVID-19 Vaccines and Booster Shots: Employees are permitted up to 4 hours of administrative leave to receive a COVID-19 vaccine or authorized booster shot. This includes the time spent traveling to/from the vaccination location and the time at the vaccination location. If an employee spends less than 4 hours traveling to/from the vaccination location and obtaining the shot, they will only be granted the needed amount of administrative leave. Employees must first coordinate with their supervisors regarding the necessity to take time off when COVID-19 vaccines or boosters are needed to ensure it does not conflict with critical mission or work center requirements. **ATAAPS: LN, hazard code for physical fitness, PF.** *Note: Employees will not be credited with administrative leave or overtime work for time getting a vaccination or booster outside of their tour of duty.*

Administrative leave is not permitted for:

- An employee assisting a family member getting a COVID-19 vaccine or booster.
- Adverse reactions an employee or family member may experience from a COVID-19 vaccine or booster.
- When an employee who has COVID-19 symptoms is too ill to work and/or is isolating and awaiting testing.

Upon an employee's request, a supervisor may approve use of sick leave, including family friendly sick leave, for the above circumstances. An employee may also choose to seek supervisory approval to use other paid or unpaid time off in lieu of sick leave or choose to request various work scheduling flexibilities, including situational telework. Weather and safety leave (WSL) is not appropriate in any of the above circumstances.

REFERENCES

- Ramstein CPF website for additional fact sheets regarding different leave programs and telework: <https://www.ramstein.af.mil/Resources/Civilian-Personnel-Flight/>
- Office of Personnel Management (OPM) Leave Fact Sheets: <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/#url=Fact-Sheets>
- OPM Work Schedules and Flexibilities Fact Sheets: <https://www.opm.gov/policy-data-oversight/pay-leave/work-schedules/>
- Civilian Pay Portal to submit a ticket for questions and issues regarding the timekeeping system ATAAPS. Alternatively, employees can refer to their organization's timekeeper: <https://csp.cce.af.mil/>
- AF Personnel e-Publishing site to include DoDI1400.25v630_DAFI 36-815, *Leave*, and DoDI1035.01_DAFI36-143, *Civilian Telework Program*: <https://www.e-publishing.af.mil/Product-Index/#/?view=pubs&orgID=10141&catID=1&series=19&modID=449&tabID=131>

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