



CIVILIAN PERSONNEL FLIGHT FACTSHEET

Current as of 27 Feb 2021

CIVILIAN LEAVE PROGRAM- GENERAL INFORMATION

Applicable to U.S. appropriated fund civilian employees

PURPOSE: To provide supervisory and employee responsibilities regarding leave, and civilian leave program regulations and resources.

SUPERVISOR RESPONSIBILITIES:

- Establish appropriate procedures for requesting and approving leave.
- Inform employees under their supervision of mandatory as well as supervisory-specific procedures in requesting and approving leave. Mandatory procedures include:
 - Submit leave requests through an ATAAPS Leave Request or through a Request for Leave or Approved Absence, OPM Form 71, if ATAAPS is not available.
 - Leave should be requested in advance of the absence, except in emergency situations. In emergency situations, unscheduled leave requests shall be made to the supervisor ASAP, but no later than two hours after the start of an employee's shift.
 - When requesting leave the employee must communicate the following: the type of leave being requested (annual, sick, compensatory time, etc.), the anticipated duration of the request, the reason(s) for the request, and contact information where the employee can be reached regarding their location if a recall is necessary or in the event of an emergency.
- Ensure all absences from duty are appropriately charged according to applicable laws, regulations, and local policies.
 - *Family Days* - For U.S. appropriated fund civilian employees Family Days are encouraged to be treated as "liberal leave" days to the maximum extent possible. Employees must use their own paid leave if they wish to be off work on Family Days. Excused Absence is not authorized or appropriate on Family Days.
 - Absent a leave request, a supervisor may only place an employee in an Absent Without Leave (AWOL) status.
- Ensure compliance with applicable directives in reporting and certifying time and attendance.

EMPLOYEE RESPONSIBILITIES:

- Report for work except when in an approved leave status.
- Request leave in accordance with supervisory instructions. Mandatory general procedures include:
 - Leave should be requested in advance of the absence, except in emergency situations. In emergency situations, unscheduled leave requests shall be made to the supervisor ASAP, but no later than two hours after the start of an employee's shift.
 - When requesting leave the employee must communicate the following: the type of leave being requested (annual, sick, compensatory time, etc.), the anticipated duration of the request, the reason(s) for the request, and contact information where the employee can be reached regarding their location if a recall is necessary or in the event of an emergency.
- Submit leave requests through an ATAAPS Leave Request or through a Request for Leave or Approved Absence, OPM Form 71, if ATAAPS is not available.

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REGULATIONS AND RESOURCES:

DoDI1400.25V630_AFI36-815, *Leave*, <https://www.e-publishing.af.mil/>

Ramstein Civilian Personnel Flight Webpage <https://www.ramstein.af.mil/Contact/Civilian-Personnel-Flight/>

- Advanced Sick Leave Fact Sheet
- COVID-19 Resources
- Excused Absence/Leave/Telework Due to Extreme Weather Fact Sheet
- Family and Medical Leave Act Fact Sheet
- Health and Wellness Program (includes Physical Fitness) Fact Sheet
- Paid Parental Leave (PPL) with Attachments
- Restoration of Forfeited Annual Leave Fact Sheet
- Voluntary Leave Transfer Program (VLTP) Fact Sheet

myPERS Absence and Leave Program https://mypers.af.mil/app/answers/detail/a_id/1047/p/2

- Annual Leave
- Court Leave
- Credit for Prior Work Experience and Experience in Uniformed Service for Determining Annual Leave Accrual Rate
- Disabled Veteran Leave
- Employees Prevented from Returning to Work During Severe Weather and Other Emergency Situations
- Excused Absence for Employees Returning from Active Military Duty
- Excused Absence for Voting
- Excused Absences
- Excused Absence to Participate in the Air Force Sponsored Recruiting Events
- Excused Absence to Support Fundraising within the Air Force
- Excused Absence - Weather and Safety Leave
- Family and Medical Leave
- Leave for Bone-Marrow or Organ Donation
- Leave Without Pay
- Military Leave
- Paid Parental Leave
- Restoration of Forfeited Annual Leave
- Sick Leave
- Use of Duty Hours to Test, Study or Attend On-base Seminars
- Voluntary Leave Transfer Program

Office of Personnel Management Leave Administration (includes leave forms, fact sheets, reference materials, and FAQs) <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/>

Fiscal Year 2021 (FY21) USAFE-AFAFRICA Family Day Policy Letter
https://www.ramstein.af.mil/Portals/6/documents/Civilian_Personnel_Section/Factsheets/EMR/MFR%20-%20U-A%20Family%20Days%20-%20FY21.pdf?ver=fnyxBibWb-RoCGXEXFNUbg%3d%3d

Additional guidance and advice is available from your Employee Relations Specialist, 86 FSS/FSCA-E. Contact information found in the footer below.