



Current as of: 26 Oct 16

MANPOWER & PERSONNEL FLIGHT FACT SHEET

CIVILIAN LEAVE PROGRAM

PURPOSE: Full-time and part-time employees earn annual leave and sick leave, unless they are on an intermittent appointment or an appointment lasting less than 90-days. If an employee is not in a duty status, they are normally in a leave status described below.

REGULATIONS:

AFI 36-815, Absence and Leave

REQUESTING LEAVE: The request for leave should be submitted to the first level supervisor using a Request for Leave or Approved Absence, OPM Form 71. Leave should be requested in advance of the absence, except in emergency situations. Employees may not be placed in any leave status other than Absent-Without-Leave (AWOL) without the employee's request.

TYPES OF LEAVE:

ANNUAL LEAVE: Annual leave is granted to allow employees time off for vacations and for personal and emergency purposes. An employee cannot be granted leave prior to retirement, resignation or when leave without pay (LWOP) is granted to follow a relocating sponsor.

Accrual Rates: Employees earn 4, 6 or 8 hours of annual leave per pay period, depending on their years of creditable service. Employees with less than 3 years of service earn 4 hours per pay period; employees with 3 – 15 years of service earn 6 hours per pay period; employees with more than 15 years of service earn 8 hours per pay period. Part-time employees on a regularly scheduled tour of duty earn 1 hour for each 20 hours in a pay status.

Maximum Leave Accumulation: The maximum amount of annual leave an employee may carry forward from one leave year to another is 240 hours (30 days). The maximum annual leave accumulation for employees outside of the United States (except for certain local hires) is 360 hours (45 days). When an overseas employee returns to the United States the maximum annual leave accumulations reverts back to 240 hours or the amount carried over from the previous leave year, whichever is greater.

SICK LEAVE: Sick leave may only be used for personal illness or injury, medical appointments, care of a family member, to participate in drug or alcohol counseling program or to make arrangements for the adoption of a child. Sick leave for an illness or injury should be requested by calling the first level supervisor as soon as possible within the first two hours of the duty day. Sick leave for more than 3 consecutive workdays must be supported by medical documentation unless the supervisor specifically waives the requirement.

Accrual Rates: Regardless of their length of service all full-time employees earn 4 hours of sick leave per pay

period. Part-time employees on a regularly scheduled tour of duty earn 1 hour for each 20 hours in a pay status.

OTHER TYPES OF LEAVE & ABSENCE:

LEAVE WITHOUT PAY (LWOP): LWOP is a temporary non-pay status and an authorized absence from duty granted only upon the employee's request. LWOP must be approved for disabled veterans receiving service connected medical treatment, when a period of employment is interrupted by a period of uniformed service, and when an employee requests LWOP under the Family and Medical Leave Act (FMLA). In addition, LWOP must be granted to protect an employee's status and benefits pending action on a work-related illness or injury, or to avoid a break in service for a career and career-conditional employee who must transfer because of the head of the household.

MILITARY LEAVE: Employees who meet eligibility criteria are entitled to leave from their civilian position without loss of pay to perform military duty.

COURT LEAVE: Court leave is granted to allow eligible employees absence from duty without loss of pay or charge to annual leave to perform jury duty or to serve as a witness on behalf of the government.

HOME LEAVE: Home leave is authorized for employees who are recruited from the United States to work in the overseas area and have completed 24 months of continuous service and is earned based on the number of months served in the overseas area. Home leave is only authorized for use in the United States, the Commonwealth of Puerto Rico, or a territory or possession of the United States. In addition, home leave is not authorized for use in conjunction with a permanent change of station (PCS).

BONE-MARROW OR ORGAN DONATION LEAVE: Entitles employees to use 7 days of paid leave each calendar year (in addition to annual or sick leave) to serve as a bone-marrow donor. Employees may use up to 30 days of paid leave as an organ donor.

Additional guidance and advise is available from your Employee Relations Specialist, 86 FSS/FSEC-B, DSN 478-6714/478-7143.