



Leave Administration

Module 10

*National Guard
Technician Personnel Management Course*

Pre-Test



HOURS OF DUTY



- 80 hours per two week pay period
 - ~ 5/8: 10 day workweek
 - ~ 5-4/9: 8 9-hour workdays, 1 8-hour workday, 10th day is off day.
- Work schedules/changes made by Adjutant General in conjunction with local union(s)

Hours of Duty

- Typically (but subject to exceptions):
 - ~Rest breaks - Paid; part of workday
 - ~Lunch breaks – Not paid
 - 45 min – HIARNG / 30 min - HIANG
 - ~ “Make-ready”/Clean up – paid; part of workday
 - ~ Changing/showering – not paid
 - ~ Voluntary PT – up to 1 hour/3x per week.

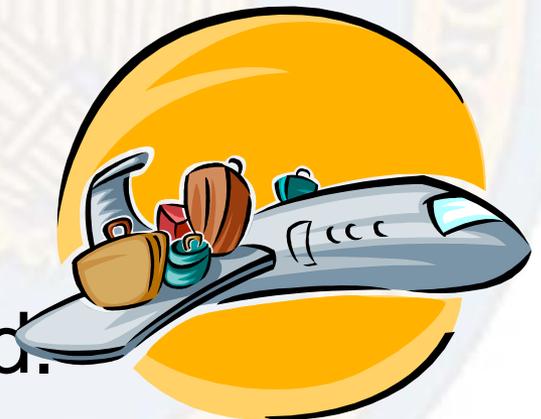
TYPES OF LEAVE

- Annual Leave
- Sick Leave
- Court Leave
- Excused Leave
- Leave Without Pay (LWOP)
- Military Leave
- Compensatory Time
- Enforced Leave
- Absence Without Leave (AWOL)

ANNUAL LEAVE

Accrual Rates: full-time,
permanent employees

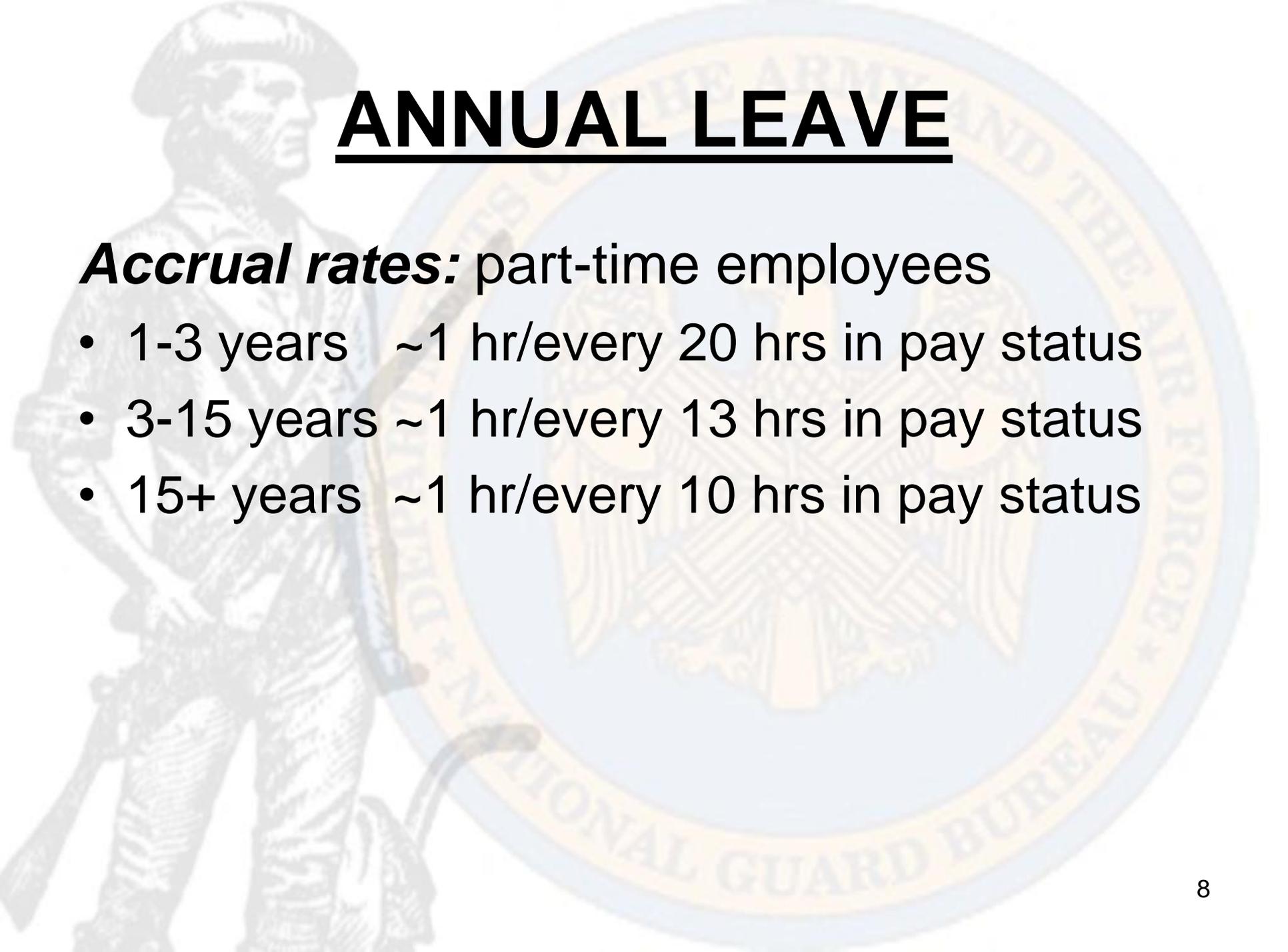
- 1-3 years: 4hrs/pay period
- 3-15 years: 6 hrs/pay period
- 15+ years: 8 hrs/pay
- If initial appointment is less than 90 days, no leave earned.



ANNUAL LEAVE

Accrual Rates: Temporary employees (after 90 days, same as full-time permanent employees)

- 1-3 years ~4 hrs/pay period
- 3-15 years ~6 hrs/pay period
- 15 + years ~8 hrs/pay period



ANNUAL LEAVE

Accrual rates: part-time employees

- 1-3 years ~1 hr/every 20 hrs in pay status
- 3-15 years ~1 hr/every 13 hrs in pay status
- 15+ years ~1 hr/every 10 hrs in pay status

ANNUAL LEAVE

Some criteria/rules:

- Leave service computation date (SCD) determines leave category
- Maximum annual carryover – 240 hrs
- Separated employees may be paid lump sum for unused annual leave
- May be advanced if requested in writing



More...ANNUAL LEAVE

- May be taken in the pay period earned
- Public Law 93-181 provides for restoration of forfeited annual leave
- Absolute right of employee; subject to approval of the supervisor
- Can be denied based on mission



Voluntary Leave Transfer Program

- Under the Voluntary Leave Transfer Program (VLTP), a covered employee may donate annual leave *directly* to another employee who has a personal or family medical emergency and who has exhausted his or her available paid leave.
- OPM VLTP Fact Sheet:
<http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/voluntary-leave-transfer-program/>

SICK LEAVE

Accrual rates

- All full-time: 4 hrs/pay period
- Part-time: 1 hr/every 20 hrs in pay status

Note: Both categories above include temporary employees



SICK LEAVE

Covers

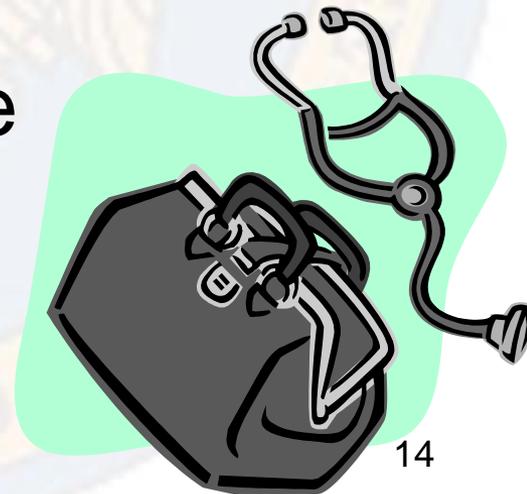
- Medical, dental, optical exams/treatments
- Personal incapacitation
- Health risk
- Family care (Limited – under FMLA/SLTCFFM)
- Bereavement/Family funeral (Limited – FMLA/SLTCFFM)
- Adoption (Limited – FMLA/SLTCFFM)
- Leave and Work Scheduling Flexibilities Available for Childbirth or Adoption



SICK LEAVE

Some criteria/rules:

- Unlimited carryover balance
- May be advanced
- Medical certification may be required
- May use while on Annual Leave



FACT SHEETS: LEAVE & FAMILIES

- **Family Care & Bereavement:**
<http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/sick-leave-for-family-care-or-bereavement-purposes/>
- **Family Member with a Serious Health Condition:**
<http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/sick-leave-to-care-for-a-family-member-with-a-serious-health-condition/>
- **Family and Medical Leave Act (FMLA):**
<http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/family-and-medical-leave/>
- **Leave and Work Scheduling Flexibilities Available for Childbirth:**
<http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/leave-and-work-scheduling-flexibilities-available-for-childbirth/>

COURT LEAVE

5 USC 6322(a)

Covers an employee who is summoned due to a judicial proceeding, as a...

- Juror
- Witness on behalf of a state or local government



EXCUSED ABSENCE

- Also referred to as Administrative Leave
- Authorized absence for a variety of personal and other non-technician duty reasons
- Supervisor can excuse absence of one hour or less
- Conference or convention attendance with TAG approval (i.e. NGAUS, EANGUS)
- TAG may grant up to 3-days per CY

OTHER EXCUSED ABSENCE

- 5 day excused absence
 - granted to those returning from GWOT
 - authorized regardless of location
 - only 5 days authorized and must be used all at once
- Bone Marrow or Organ Donor ~
OPM Bone Marrow/Organ Donor Fact Sheet:
<http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/bone-marrow-or-organ-donor-leave/>

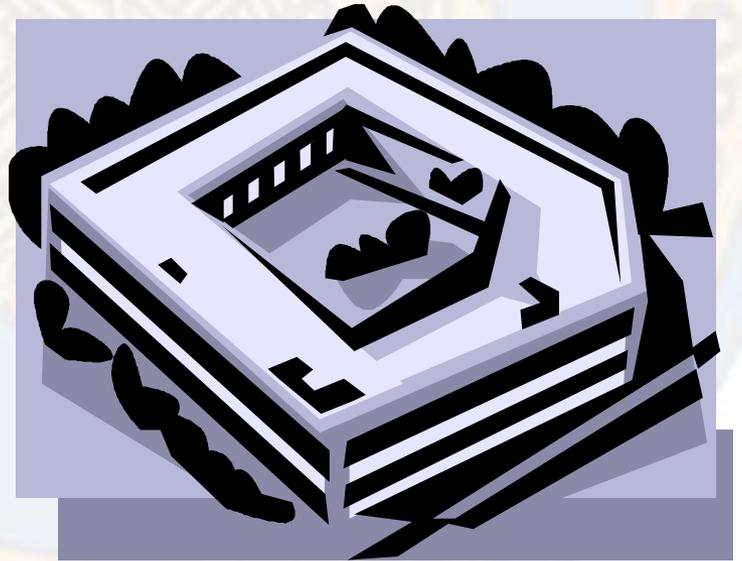


LEAVE WITHOUT PAY **(LWOP) (NTE)**

- Temporary non-paid status by OPM Form 71 request
- Not a right (some exceptions)
- 40 hours (WG)/80 hours (GS) accumulated LWOP affect the employee's Annual and Sick Leave accrual within the leave year
- Service Computation Date (SCD) – Leave must be recomputed when an employee returns to duty from an aggregate LWOP of more than six months in a calendar year

LWOP - US

- Paid leave may be used intermittently
- No harm, leave & SCD not affected.
- Leave is prorated.



Military Leave

- **15 days – 120 hours**
- **22 days – 176 hours**
- **44 days – 352 hours**



MILITARY LEAVE

- Charged in hourly increments
- No same-day dual scheduling on Title 32 orders and as technicians
- Military leave is not charged on intervening non-workdays (e.g. holidays, weekends, scheduled days off)



MILITARY LEAVE (15 days)

- Paid leave when ordered to active duty, active duty for training, and inactive duty for training
- 120 hours (15 days) each FY – permanent & temporary employees appointed for more than 1 year [based on appointment]
- Pro-rated for part-time employees
- Annual Carryover
120 hrs – NTE 240 hrs yearly



MILITARY LEAVE – 22 days

- Law Enforcement Leave (LEL)
- Paid leave to aid in support of civil authorities in protection of life & property, or military duty in support of contingency operations.
- Permanent and indefinite employees only
- 22 days (176 hours) per calendar year; charged in hours
- Non-workdays/holidays not charged
- No excused absences

Military Leave – 44 days

- **Operations outside the U.S.**
- **Must be on active duty without pay**
- **Orders must identify period of leave**
- **44 days (352 hrs) per calendar year charged in hours**
- **Non-workdays/holidays not changed**
- **No excused absences**



COMPENSATORY TIME

- Time off with pay, in lieu of overtime pay
- Amount of time off given is equal to the time spent outside the normal duty hours or irregularly scheduled work (TPR 630)
- Advance approval required; must be approved by one level higher than immediate supervisor
- Use within 26 pay periods of earning or forfeit

COMP TIME TRAVEL

- Earned for time spent in a “travel status” away from official worksite
- Travel status does not include travel time that is otherwise compensable as hours of work
- Earned only for technician travel, not military travel
- Applies to both GS and WG technicians

Comp Travel

- Technicians are not entitled to receive lump sum payment for compensatory leave. Upon separation, leave is forfeited.
- OPM Comp Travel Fact Sheet:

<http://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/compensatory=time-off-for-travel/>

See bottom of Fact Sheet for:

- ~ FAQs on Travel CT
- ~ Examples of creditable travel time
- ~ Hours of Work for travel

ENFORCED LEAVE

Temporary status to document absences for employees...

- Who are not ready, willing and able to perform
- Whose continued presence is undesirable or poses a threat

ABSENCE WITHOUT LEAVE (AWOL)

- Without supervisor's prior knowledge/approval
- Status can change with explanation
- AWOL status NOT a disciplinary action
- Can become the basis for initiating an adverse action



RECORDKEEPING REQUIREMENTS

Time Cards: leave recorded sequentially
(copies filed at unit)

Military Leave: copy of orders/certificate of
performance

Court Duty: Letter from court

LWOP: Signed OPM Form 71 (Payroll) and
SF-52 (HRO)

Compensatory Time: Documented at unit

TIMEKEEPER'S RESPONSIBILITIES

- Record leave/absences
- Prepare input for Pay Office
- Submit schedule changes
- Submit time cards to pay office
- Customer Service Reps:
 - ~ Army: USPFO/Payroll
 - ~ Air: 154 CPTF/FMFPC



SUPERVISOR'S RESPONSIBILITIES



- Approve leave
- Certify time cards, if not official timekeeper
- Certify changes/corrections

Post-Test



Questions

