



HAWAII NATIONAL GUARD
HUMAN RESOURCES OFFICE

BULLETIN



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ADVANCED LEAVE INFORMATION

Advanced Annual Leave

At its discretion, the Hawaii National Guard may advance annual leave to an employee in an amount not to exceed the amount the employee would accrue within the leave year. The Hawaii National Guard will not advance annual leave to an employee when it is known (or reasonably expected) that the employee will not return to duty, e.g., when the employee has applied for disability retirement. Before granting advanced annual leave, it is recommended that the approving authority (HRO) consider such matters as the expectation of return to duty, the need for the employee's services, and the benefits to the agency of retaining the employee. Advanced annual leave should be for exceptional situations not for routine use by an employee.

Advanced annual leave is liquidated by subsequently earned annual leave or by a refund upon separation from Federal service (The pay rate applicable to refund is that rate which was in effect at the time the advanced annual leave was taken.)

Advanced Sick Leave

At its discretion, the Hawaii National Guard may advance sick leave to an employee, when required by the exigencies of the situation, for the same reasons it grants sick leave to an employee, subject to the limitations described below. The Hawaii National Guard will not advance sick leave to an employee when it is known (or reasonably expected) that the employee will not return to duty, e.g., when the employee has applied for disability retirement. Before granting advanced sick leave, the approving authority (HRO) will consider such matters as the expectation of return to duty, the need for the employee's services, and the benefits to the agency of retaining the employee. Supervisor concurrence for the written request is necessary. The written request must include a statement to the nature of the medical emergency, when it began, how long it is expected to continue and be supported by a treating physician statement.

Advanced Sick Leave Limitations

The agency may advance **up to 240 hours** (30 days) of sick leave to a full-time

employee*-

1. Who is incapacitated for the performance of his or her duties by physical or mental illness, injury, pregnancy, or childbirth;
2. For a serious health condition of the employee or a family member;
3. When the employee would, as determined by the health authorities having jurisdiction or by a health care provider, jeopardize the health of others by his or her presence on the job because of exposure to a communicable disease;
4. For purposes relating to the adoption of a child; or
5. For the care of a covered service member with a serious injury or illness, provided the employee is exercising his or her entitlement to FMLA leave to care for a covered service member.

The agency may advance **up to 104 hours** (13 days) of sick leave to a full-time employee*-

1. When he or she receives medical, dental or optical examination or treatment;
2. To provide care for a family member who is incapacitated by a medical or mental condition or to attend to a family member receiving medical, dental, or optical examination or treatment;
3. To provide care for a family member who would, as determined by the health authorities having jurisdiction or by a health care provider, jeopardize the health of others by that family member's presence in the community because of exposure to a communicable disease; or
4. To make arrangements necessitated by the death of a family member or to attend the funeral of a family member.

* For a part-time employee (or an employee on an uncommon tour of duty), these amounts must be prorated according to the number of hours in the employee's regularly scheduled administrative workweek.

Maximum Amount of Advanced Sick Leave

Two hundred forty (240) hours (30 days) is the maximum amount of advanced sick leave a full-time employee may have to his or her credit at any one time. For a part-time employee (or an employee on an uncommon tour of duty), the maximum amount of sick leave an agency may advance to the employee must be prorated according to the number of hours in the employee's regularly scheduled administrative workweek.

Advanced sick leave is liquidated by subsequently earned sick leave or by a refund upon separation from Federal service (The pay rate applicable to refund is that rate which was in effect at the time the advanced annual leave was taken.) advanced sick leave may be liquidated by substituting donated annual leave for sick leave that was advanced on or after the date of the medical emergency.

Advanced Leave requests will be submitted to the HRO for approval on HINGHRO Form 690. Point of contact for this bulletin is the HRO Benefits Section, (808) 672-1231.