



HAWAII NATIONAL GUARD
HUMAN RESOURCES OFFICE

BULLETIN



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PRESIDENTIAL LEAVE

1. References.

- a. Presidential Memorandum of November 14, 2003
- b. CNGBI 1400.25 Vol 630

2. Applicability. All Federal Technicians/Employees Returning to Duty after Deployment.

3. A federal technician/employee is entitled to 5 days of excused absence after they return from active duty military service in support of a contingency operation in the ongoing Global War on Terrorism (GWOT). The Presidential Memorandum of 14 NOV 2003 applies to all employees called to active duty in support of GWOT, regardless of whether they are deployed overseas or stateside. The 5 days of excused absence are pro-rated for technicians/employees on uncommon tours of duty.

4. To ensure consistency between the standard work schedule and the compressed work schedules (5 / 4 / 9s and 4 / 10s), all employees will receive no more or no less than 40 hours of excused absence IAW CNGBI 1400.25 Vol 630, Enclosure F, Paragraph 3.

5. Minimum Service Requirements. Since the intent of the 40 hours of excused absence is to aid employees in their readjustment to civilian life, technicians/employees must have served a significant period of time on active duty before becoming eligible for the 40 hours of excused absence. Therefore, an technician/employee may be granted 40 hours of excused absence only after they return from at least 42 consecutive days of active military service in connection with a contingency operation.

6. Multiple Deployments. For subsequent periods of active duty in support of contingency operations, and agency may not grant more than 40 hours of excused absence within a 12 month period. The 12 month period begins on the first day of excused absence and ends 365 days later. An technician/employee called to active duty on multiple occasions is therefore entitled to receive 40 hours of excused absence as long as the service meets the 42 consecutive day standard, and the technician/employee has not received the 40 hours of excused absence during the previous 365 days.

7. Timing. The 40 hours of excused absence must be granted as soon as the eligible technician/employee reports back to civilian duty, or notified the agency of their intent to return to civilian duty, except in the following situations:

a. If the technician/employee had received 40 hours of excused absence following a period of active duty, but was not granted the 40 hours of excused absence for a second or subsequent period of active duty, then they may take the 40 hours of excused absence at a time mutually agreeable to the employee and the agency.

b. If for any reason the technician/employee was not granted the 40 hours of excused absence upon their return, they should be granted the 40 hours of excused absence at a time mutually agreeable to the technician/employee and the agency.

Additionally, the 40 hours of excused absence must be used for a continuous period immediately upon return. The days may not be “stockpiled” for use at a later date. The commencement of the 40 hours of excused absence represents a return to civilian employment (i.e., to pay and duty status), and the technician/employee is obligated to report for work at the end of the 40 hour period.

10. Additional information regarding Presidential Leave may be found on OPM’s leave fact sheet at <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/5-days-of-excused-absence-for-employees-returning-from-active-military-duty/>

11. Question regarding this bulletin can be directed to the HRO Benefits Section, (808) 672- 1555.