

Advanced Sick Leave Request

Scheduling Sick Leave

Supervisors are charged with the responsibility to consider the mission requirements first, then the employees' desires when approving and/or disapproving leave. An employee must request sick leave within such time limits as the agency may require.

Advance Sick Leave Supervisors may grant advance sick leave consistent with the agency's leave administrative policy. **(see page 2)**

1. Name (Last, First, Middle)	2. Social Security Number	3. Intended dates to be taken off:
		4. Total hours requesting:

5. Reason for requesting advanced leave:
(Attach supporting documents such as signed medical certificate, doctor statement, or other medical documentation.)

6. Reason for needing to request advanced leave.
(Please use the area below to explain why you do not have enough leave on the books.)

I am aware that any advanced leave granted to me must be paid back. By signing this form, I hereby state my intent to return to work to repay the debt. If I do not return to work I understand that my debt will be collected by DFAS.

7a. Employee Signature	7b. Date
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Supervisor: The Pregnant Workers Fairness Act (PWFA) is a federal law that requires "reasonable accommodations" to a qualified worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an "undue hardship." An undue hardship is defined as causing significant difficulty or expense. I have read and understand the PWFA Training <https://dod.hawaii.gov/hro/pwfa/>, and attest that advanced leave is the ONLY reasonable accommodation that can be provided.

8a. Supervisor Signature	8b. Recommend Approve	8c. Recommend Disapprove	8d. Date
9a. HRO Signature	9b. Approved	9c. Disapproved	9d. Date

10. Reason for Disapproval:

The amount of sick leave that may be advanced is limited up to 240 hours for full-time employees for the following reasons:

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 amount of sick leave that may be advanced is limited up to 104 hours for full-time employees for the following reasons:

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.

Employees do not have an entitlement to advance sick leave. In most cases, when an employee who is indebted for advance sick leave separates from Federal service, he or she is required to refund the amount of advance leave for which he or she is indebted. When an employee is pending separation (such as employees on temporary appointments or those whose retirement is planned), advanced leave may not exceed the amount that can be repaid by accrual before the separation.