

LEAVE

Excerpts from AFI 36-815

Consult the AFI for details on each type of leave and differences for part-time employees!!

Annual Leave: You are granted annual leave to allow you time off for vacations and for personal and emergency purposes. Except in cases of emergency, you must request annual leave and your supervisor must approve it in advance of your absence. The maximum amount of annual leave you may carry forward from a leave year is normally 240 hours.

The amount of annual leave you earn each pay period depends on your length of service.

- Less than 3 years: 4 hours
- Over 3 but less than 15 years: 6 hours (10 in last pay period of leave year)
- 15 or more years: 8 hours

Charges to Leave. The minimum charge for either annual or sick leave is 15 minutes and additional leave is charged in increments of 15 minutes.

Sick Leave: Regardless of your length of service, you earn 4 hours of sick leave for each full biweekly pay period. Sick leave is a qualified right and may be used only for absences:

- When incapacitated for performance of duties by physical or mental illness, injury, pregnancy, childbirth, or illness from immunizations or vaccinations
- For medical, dental, or optical examination/treatment, including periodic physical examination for retention in a Reserve component of the Armed Forces or National Guard.
- When a member of your immediate family is afflicted with a contagious disease and requires your care and attendance, or when, through exposure to contagious disease, your presence at work would endanger the health of others.
- To participate in drug or alcohol counseling programs.
- For adoption-related activities.

Limited Amount of Sick Leave Use for Family Care. You may use your sick leave to provide care for a family member (illness, injury, pregnancy, treatment, etc.) or to make arrangements necessitated by the death of a family member or attend the funeral of a family member. You may use up to 40 hours of your sick leave each leave year for family care and bereavement purposes. You may use an additional 64 hours as long as you maintain a sick leave balance of at least 80 hours.

You must request sick leave for prearranged medical appointments in advance. You must request unexpected sick leave as soon as possible after the beginning of your absence (normally within the first hour or two).

For absences of 3 days or less, you must request sick leave on the first day and on every additional day of absence, unless your supervisor expressly relieves you of this requirement. Requests for sick leave for nonemergency medical appointments, even though you submit proper evidence, may be denied if your supervisor determines that your services are needed. Special provisions apply to a veteran being treated for a service-connected disability.

Sick leave of more than 3 consecutive workdays must be supported by medical documentation unless your supervisor specifically waives this requirement.

If eligible, you may use a total of up to 12 administrative workweeks of sick leave each leave year to care for a family member with a serious health condition.

Leave Without Pay (LWOP) is authorized absence from duty in a temporary nonpay status that is granted only upon your request.

Leave Without Pay for Attendance at School Functions. A parent may use up to 24 hours of LWOP in a leave year to participate in school activities directly related to the educational advancement of his/her children.

Leave Without Pay-Uniformed Services (LWOP-US). LWOP-US is unpaid leave of absence to perform duty with the uniformed services. It may be used instead of Military Leave (see below) or after Military Leave is exhausted.

Military Leave is paid absence from duty without loss of pay to perform military duty, including active duty, active duty for training, or inactive-duty training. Eligible full-time employees accrue 120 hours (15 days x 8 hours) of military leave each fiscal year.

Court Leave is absence from duty without loss of pay or charge to annual leave to perform jury duty in a federal, state, or municipal court or to serve as a witness for the United States, the District of Columbia, or state or local government. You may be required to turn in court fees.

Administrative Dismissal occurs when you are released from duty because all or part of an activity is closed (usually due to hazardous weather) or it is in the public interest. Only the installation commander (19th Airlift Wing Commander, for Little Rock AFB) can authorize administrative dismissal, which applies to groups of employees, rather than individuals.

Excused Absence is an administratively authorized absence from duty without loss of pay or charge to leave. Your leave approving supervisor may excuse you for the reasons listed in chapter 8 of the AFI. Some of the reasons specifically addressed in the AFI are:

- Unavoidable absences, brief periods of early dismissal, and brief periods of tardiness of less than 1 hour may be excused by your supervisor or he/she may provide you the opportunity to request approved leave or previously-earned compensatory time off.
- Absence for Voting or Registration. As a general rule, you may be excused without charge to leave for the time necessary to permit you to report to work 3 hours after the polls open or to leave work 3 hours before the polls close, whichever requires the least amount of time off.
- Blood Donations. You may be excused from work without charge to leave for the time necessary to donate blood or blood products, such as platelets or plasma, for recuperation following blood donation, and for necessary travel to and from the donation site. The maximum excusable time should not exceed 4 hours, except in unusual cases. This does not apply if you give blood for your own use or receive compensation for giving blood.

Voluntary Leave Transfer Program allows you to receive transferred annual leave directly from other employees, if you have a medical emergency and do not have available paid leave.

Family and Medical Leave. The Family and Medical Leave Act of 1993 (FMLA) entitles you to a total of 12 administrative workweeks of unpaid leave during any 12-month period for certain family and medical needs as specified in 5 CFR 630.1203(a).

Leave for Bone Marrow or Organ Donation. You may use 7 days of paid leave each calendar year (in addition to annual or sick leave) to serve as a bone-marrow donor and up to 30 days of paid leave as an organ donor.