



DEPARTMENT OF THE NAVY

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HRO PENSACOLA NOTICE 12630

Subj: APPROPRIATE USE OF EXCUSED ABSENCE AND ADMINISTRATIVE LEAVE

1. Purpose. To provide guidance and clarification regarding the appropriate use of excused absences and administrative leave.

2. Background. Comptroller General decisions limit the discretion to grant excused absence to situations involving brief absences. Where absence is for other than brief periods of time, excusing the absence is not appropriate unless to do so would further a function of the Department of Defense.

3. Discussion.

a. Excused absence: An excused absence refers to an authorized absence from duty without loss of pay and without charge to other paid leave. Periods of excused absence are considered part of an employee's basic workday even though the employee does not perform his or her regular duties. The following are situations where granting excused absence is appropriate.

1) Excusal for tardiness and brief absences is normally limited to periods of less than 1 hour and should be considered and granted on an individual basis.

2) Voting. Excused absence may be granted to permit an employee to report to work 3 hours after the polls open or leave work 3 hours before the polls close, whichever involves less time away from work. For example, if polls are open 6:30 a.m. to 6:30 p.m., an employee with duty hours of 9:00 a.m. to 5:30 p.m. may report to work at 9:30 a.m. The 30 minutes of excused absence would permit the employee to report to work 3 hours after the polls open.

3) Blood Donation. Employees who donate blood may be granted excused absence to cover travel to and from the donation site, the actual donation of blood, and recovery. This provision does not cover an employee who gives blood for his or her own use or receives compensation for giving blood.

4) Permanent Change of Duty Station (PCS). Employees authorized PCS within the Department of Defense (DoD) may be granted excused absence before departing the old duty station and following arrival at the new duty station for the time required to accomplish personal tasks resulting from the move (e.g., to close or open personal bank accounts; obtain State driver's license or car tags). In similar situations, employees coming to the DoD from other Federal Agencies may also be granted excused absence after the employee is placed on DoD's employment roll. This provision does not cover time involved in complying with PCS requirements such as obtaining passport and vaccinations, and adhering to government housing

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authority requirements, all of which are considered official duty. Additionally, the employee is authorized excused absence to be present for packing and receiving of household goods.

5) Employment Interview. Employees under notice of separation or change to lower grade for any reason except personal cause may be granted excused absence for job searches and interviews. Employees competing for positions within the DoD may also be granted excused absence for merit placement interviews. This provision does not cover travel time to job searches and interviews outside the commuting area.

6) Certification. An employee may be granted excused absence to take an examination (e.g., certified public accountant examination) in his or her functional area if securing the certification or license would enhance the employee's professional stature, thereby benefiting the DoD. This provision does not cover time spent preparing for such examinations.

7) Volunteer Activities. Excused absence may be granted to employees participating in management-sponsored volunteer projects (e.g., adopt a school). This provision does not cover volunteerism in general, which should be promoted through established leave programs and the flexibility offered through alternative work schedules.

8) Emergency Situation. Excused absence may be granted to employees to assist in emergency situations. This provision does not cover employees who respond to emergencies in National Guard/Reserve status.

9) Physical Examination for Enlistment or Induction. Excused absence may be granted to an employee to undergo medical examinations required by appropriate military authorities for enlistment or induction into the United States Armed Forces. This provision does not cover travel time outside the commuting area or situations in which the employee receives military compensation; can use military leave; or undergoes additional tests, examinations, treatments for conditions discovered or suspected as a result of the examinations.

10) Congressional Medal of Honor Holders. Invited Congressional Medal of Honor holders may be granted excused absence to attend or participate in events such as inauguration of the President of the United States; Congressional Medal of Honor Society conventions; and services on Memorial Day or Veterans Day.

11) Funerals. Excused absence of up to 4 hours may be granted to employees to attend funerals under the conditions established in Title 5, U.S.C., Section 6321. This differs from both the funeral leave provision under Title 5, U.S.C., Section 6326, and 5 C.F.R., Section 630.801; and the official duty status of an employee in connection with funerals of fellow Federal law enforcement officers or Federal firefighters under Title 5, U.S.C., Section 6327.

12) Excused absences that exceed 59 minutes should be used sparingly and are not appropriate unless they are in connection with furthering a function of the DoD. In addition, excused absences in excess of 59 minutes may not be used to create or extend a holiday.

b. Administrative Leave. Administrative leave covers situations in which a commander or head of an activity uses his or her authority to close all or part of an activity and administratively excuses the non-emergency civilian workforce. This includes unanticipated curtailment of operations based on extreme weather, natural disasters, national emergencies, and unforeseen interruptions of transportation or building services (potential health or safety risk). This authority is intended for short periods of time, generally not exceeding 3 consecutive work days, and is not intended to cover extended periods of interrupted or suspended operations that can be anticipated sufficiently in advance.

When heightened security measures cause protracted delays in getting on base, heads of activities should explore all available options to facilitate base access, e.g. providing off-base parking with shuttle of employees in government vans/busses, approving overtime to provide for additional guards at gate, rerouting traffic, etc. Please note that administrative leave, regardless of duration, may not be used to create or extend a holiday.

The use of excused absences and administrative leave is subject to review by the Inspector General.



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