



UNITED STATES MARINE CORPS
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MARINE FORCES NORTH
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ForO 12600.2

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FORCE ORDER 12600.2

From: Commander
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Subj: CIVILIAN TIME AND ATTENDANCE

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(d) SECNAVINST 12250.6A

1. Situation. This Order is published to provide policies and procedures regarding the management and administration of time and attendance for General Schedule (GS) personnel in Marine Forces Reserve (MARFORRES) and Marine Forces North (MARFORNORTH) in accordance with references (a) through (d).

2. Mission. This Order outlines policies and procedures that pertain to civilian time and attendance, and is based on guidance from the Department of the Navy (DoN) for all Civil Service personnel assigned to MARFORRES and MARFORNORTH. The purpose of this Order is to provide a clear understanding of acceptable work schedules, holiday routine, and various types of leave that may be allowed and approved.

3. Execution. The certification of time and attendance is an authorization for the expenditure of government funds. Supervisors are responsible for timely and accurate preparation, certification, and submission of time and attendance reports. The supervisor may assign checking of daily attendance and posting of time and attendance to a timekeeper. Assignment of these duties to a timekeeper does not relieve the supervisor of the responsibility for the accuracy of certified time and attendance. The supervisor should inform the timekeeper when an employee is on any type of leave or has worked any type of premium work. Timekeeping is a critical function and personnel chosen as timekeepers must be competent, responsible, and if possible, collocated with the employees whose records they keep. Since certified time and attendance source documents are subject

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to audit, certifying officials are responsible for furnishing justification or clarification of certified time and attendance.

a. Normal Scheduled Workweek and Work Hours. A regular work week will be scheduled in advance for all civil service employees, except in specific individual cases approved by the Department Head. The normal scheduled workweek for employees of this activity is Monday through Friday and contains 40 hours of work divided into five days of eight hours each. Generally, the hours of work are established from 0730 to 1600 with 30 minutes for lunch periods. MARFORRES/MARFORNORTH's core hours are 0830 to 1400. This is the designated period of each workday when all personnel must either be on duty or on leave. For purposes of this instruction, workdays shall be Monday through Friday. Flexible windows are provided from 0600 to 0830 and 1400 to 1800.

b. Lunch Periods. The length of the shift or workday will be extended by the length of the period allowed for eating, which is established by each Department Head.

c. Determining Holiday Benefits in Relation to Work Schedules. Determination of holiday benefits accruing to all employees shall be made under the provisions of the Office of Personnel Management (OPM).

d. Regulations Pertaining to Overtime and Compensatory Time

(1) The Executive Director or the Chief of Staff (C/S) are the final approving officials for overtime requests.

(2) Department Heads will provide a recommendation for compensatory time requests submitted by supervisors and employees within their Department and forward to the Comptroller Department for final approval.

(3) Overtime and compensatory time will be limited, within approved fiscal guidance, to cases of necessity where the supervisor justifies to the approving authority that the workload requiring overtime or compensatory time cannot be accomplished during normal working hours. To the maximum extent possible, all requests for overtime or compensatory time will be approved in advance.

(4) Compensatory time will not be requested when it is known that the opportunity to grant compensatory time off will

not be available within three months from the date earned. When reasonable doubt exists, overtime will be requested in lieu of compensatory time.

(5) An Overtime/Compensatory Time Request and Authorization Form, NAVCOMPT 2282, is required and will remain on file in the Comptroller Department to validate individual timecard entries. When the situation prevents prior approval, NAVCOMPT Form 2282 will be completed no later than the first normal work day after the overtime work was performed. Overtime and compensatory time worked will be recorded on timecards as prescribed by the comptroller and servicing payroll office. Discrepancies must be resolved and overtime approved prior to data entry by the civilian payroll clerk.

(6) All employees with earned compensatory time must charge leave against that earned compensatory time prior to using any other type of leave except for sick leave.

(7) Supervisors will ensure employees are afforded the opportunity to take compensatory time off within three months from the date it was earned.

(8) The Comptroller Department will provide status reports to department heads, on compensatory time earned, used, or converting to overtime pay sufficiently in advance of payment to allow scheduling of leave to prevent the inadvertent payment of overtime. Department Heads and Supervisors should also be aware that Nonexempt Fair Labor Standards Acts (FLSA) employees must be paid overtime pay in lieu of compensatory time earned if the compensatory time is not used by the end of the 26th pay period after it is earned. Department Heads and Supervisors should monitor Nonexempt FLSA employee leave balances to ensure this situation does not occur. The Civilian Personnel Office can provide current listings of Nonexempt and Exempt FLSA Employees to Supervisors upon request.

(9) Changes or exceptions to the policies outlined above require prior approval of the Executive Director or C/S via the Civilian Personnel Office.

e. Leave and Absence

(1) Final responsibility for administration of leave regulations rests with the Commander. Authority to approve leave is delegated to department heads and should be re-

delegated to immediate supervisors whenever possible. Each supervisor granted with delegated authority for leave approval or excusing absence will comply with the following procedures.

(2) To support the time and attendance record, employees shall submit a Request for Leave or Approved Absence Form, OPM Form 71. Documentation for leave used shall show the dates, times, and types of leave taken. Leave used shall be documented and approved in writing by a supervisor designated to make such approvals.

(3) Supervisors shall be cognizant of employee leave balances. Records of an employee's leave should be maintained within the supervisor's restricted control. Employees can review their leave balances at MyBiz (<https://compo.dcpds.cpms.osd.mil>) or on the Leave and Earnings Statement/MyPay (<https://mypay.dfas.mil/>).

(4) All categories of leave discussed herein are subject to approval. Absence without approval is Absence Without Leave (AWOL) and should not be confused with leave without pay, which is an approved leave. An employee charged with AWOL shall be charged for the exact amount of time absent. When a supervisor finds a subordinate's absence/leave is a problem, he/she should contact the Civilian Personnel Office for advice and assistance.

f. Types of Leave

(1) Annual Leave. Normally requested annual leave may be granted to an employee at any time during the leave year provided the employee's absence does not adversely affect the Department's mission. The granting of annual leave should not be so restrictive that an employee forfeits earned leave because of restrictions on the maximum amount of leave that can be accumulated.

(a) Accrual. Leave is accrued based upon employment years served. An employee with less than three years of service earns four hours per pay period; three years, but less than 15 years of service earns six hours per pay period; and 15 years or more of service earns eight hours per pay period.

(b) Requesting Annual Leave. Annual leave must be requested in writing using OPM Form 71. Requests should be made as far in advance of the leave dates as possible, especially in cases of extended leave. It is the responsibility of the

individual employee to determine whether or not leave has been approved prior to beginning any period of leave. In the event of unforeseen circumstances, employees must request approval of emergency annual leave by notifying the authorizing supervisor as soon as possible prior to the absence, and normally no later than one hour from the start of the employee's first scheduled work shift.

(c) Supervisors and employees have a mutual responsibility to schedule and/or reschedule annual leave to avoid forfeiture. Supervisors should develop annual leave schedules at the beginning of the leave year and adjust those schedules as the year continues to avoid personnel shortages. A concentration of leave at the end of the leave year is to be avoided. If employees choose not to take previously approved and scheduled annual leave, the leave may be subject to forfeiture if it is over the 240 hour limit. To meet the requirement of having been scheduled in advance, leave must have been requested and approved in writing (Request for Leave or Approved Absence (OPM Form 71 June 2001)), before the start of the third biweekly pay period prior to the end of the leave year.

(d) New Employees. Annual leave may be granted, in accordance with reference (a), as of the first day of employment to those employees whose appointments are established for 90 days or longer.

(e) Maximum Accumulation of Leave. Employees are entitled to accumulate and carry over a total of 240 hours annual leave from one leave year to the next. A new leave year begins with the first complete biweekly pay period in the calendar year. Some employees may carry over more than 240 hours if they have had previous overseas employment, if they have restored annual leave, or in some cases, if the activity has been slated for closure.

(2) Sick Leave

(a) Accrual. Full-time employees accrue sick leave at the rate of four hours for each full biweekly pay period. The amount of sick leave that employees may accumulate is not limited.

(b) Conditions for Granting Sick Leave. An employee is entitled to sick leave under the conditions listed below.

The granting of sick leave is an administrative responsibility. The nature of a dental or optical treatment is discretionary. The Request for Leave or Approved Absence Form, however, when properly filled out and signed, is normally considered as acceptable evidence.

(c) Mandatory Approval of Sick Leave. If an employee has requested sick leave through approved procedures, provided documentation acceptable to the activity, and is in a sick leave accrual status, the request for sick leave will be approved when:

1. The employee is required to receive treatment as a disabled veteran; or

2. The employee is incapacitated by illness, injury, or pregnancy; or

3. The employee is receiving emergency medical, dental, or optical examination or treatment; or

4. The employee's medical condition and presence on the job would jeopardize the health of others because of exposure to a contagious disease which requires isolation, quarantine or restriction of movement for a particular period prescribed by the local health authorities having jurisdiction. The same is true if an employee must care for a family member who is restricted from contact with others due to a contagious disease requiring quarantine, the need for isolation or restriction of movement; or

5. The employee is required to take a physical examination on behalf of the Military Reserve. However, it should be noted that registration and required physical examinations conducted under the Military Selective Service Act are to be treated as an excused absence with no charge to leave or loss of pay; or

6. The Family Medical Leave Act provides entitlement of up to 12 weeks of job-protected unpaid leave during any 12-month period to use sick leave to care for family members during times of sickness and to accompany them to medical appointments for any health issue.

(d) Discretionary Approval of Sick Leave. Under other circumstances, approval of sick leave is at the discretion

of the activity. In those situations, a careful review of each individual request should be made, while ensuring and maintaining a consistency of similar actions on previous requests. One or more of the following factors, plus any other pertinent factors should be considered in evaluating the employee's request:

1. Did the employee follow established and Proper leave procedures;
2. Did the employee provide documentation deemed acceptable to the activity;
3. Is abuse or fraud suspected or evident;
4. Does the employee have sick leave accrued.

(e) Under these discretionary situations, the activity may decide to approve sick leave, annual leave, or leave without pay, or to charge the employee absent without leave. If the employee has no accrued sick leave, the activity may choose one of the other leave options identified herein, or consider granting advanced sick leave, if warranted.

(f) Granting of Sick Leave in Other Situations.
Sick leave may also be granted in the following situations:

1. When an employee is absent from duty to participate in the treatment of a condition personal to the employee, including a condition relating to the alcoholism or drug abuse of a member of the employee's immediate household when family therapy is an element of the treatment regimen.
2. When an employee applies for all sick leave to their credit prior to separation for disability retirement.
3. In accordance with reference (a), and as addressed on the OPM web site <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/leave-for-funerals-and-bereavement/>, up to 13 days of sick leave may be approved for the purpose of bereavement/death of an immediate family member.

(g) Procedures for Requesting Sick Leave

1. Employees who are absent due to illness shall notify their immediate supervisor, or the next higher level supervisor in case the immediate supervisor is absent, to request sick leave as soon as possible. That notification must be not later than one hour from the beginning of the employee's first scheduled work shift, unless a bargaining agreement specifies otherwise. The employee shall notify the supervisor of the nature of the illness, and the possible duration. In case of extended illness (one pay period or more), an employee will normally not be required to notify his/her supervisor daily; however, the employee should submit medical documentation notifying the supervisor of his/her progress and expected date for return to duty. A Request for Leave or Approved Absence (OPM Form 71) is normally submitted at least each pay period along with appropriate time keeping documents. If an employee fails to give such notice on a timely basis, the supervisor should consider the employee's explanation before determining whether to grant sick leave, annual leave, leave without pay, or place the employee in an AWOL status.

2. Sick leave for medical appointments or treatment should be requested on OPM Form 71 as soon as possible, but at least 1 day in advance. In case of emergency, verbal approval should be obtained with the understanding that OPM Form 71 should be completed within 24 hours after returning to duty.

3. Illness which occurs during a period of annual leave may be charged as sick leave and the charge against annual leave reduced accordingly. Application for conversion of annual leave to sick leave shall be submitted on OPM Form 71 within two days after return to duty and shall be substantiated in the same manner as other requests for sick leave.

4. Normally, the employee's certification will be sufficient to support a charge to sick leave for absences of three working days or less. Periods of absence on sick leave in excess of three working days should be supported by a medical certificate. This certificate should be furnished to the appropriate activity official no later than 15 days after the employee returns to duty. Signed statements by employees explaining the nature of their illness may be accepted when it is unreasonable to require a medical certificate because the illness does not require the services of a physician, or other valid reasons.

(h) Abuses of Sick Leave

1. A medical certificate is normally not required to support an application for sick leave when the absence is for a period of three workdays or less. However, in individual cases, if there is reason to believe an employee may be abusing sick leave, a medical certificate may be required to support each subsequent application for sick leave. Examples of leave abuse patterns include: Sick leave on the first workday following paydays; sick leave on Fridays or Mondays to create a three-day weekend; excessive intermittent sick leave absences of short duration; or sick leave requests when annual leave has been denied.

2. When there is reason to believe that sick leave is being abused, the employee should first be counseled concerning the questionable sick leave record and advised that a medical certificate may be required to support any future granting of sick leave, regardless of the duration. If the sick leave record does not improve within a reasonable period of time, the employee will be directed to the Civilian Personnel Office where a Leave Restriction Letter will be issued which will require that all future requests for sick leave be supported by a medical certificate. This letter will clearly articulate all requirements and conditions imposed, and should explain the reasons for the requirement. Letters of requirement may be grieved. Failure to comply with the letter of requirement may be considered a basis for denying sick leave and carrying the employee in an AWOL status. Additionally, since the letter of requirement is a written order, failure to comply may also be considered a disciplinary offense in and of itself. The attendance record of employees required to submit a medical certificate for each absence on sick leave should be reviewed annually, except in those cases where bargaining agreements require more frequent reviews. The requirement should be rescinded in writing at such time as improvement in an employee's sick leave record warrants. Until the letter of requirement is issued, the employee may not be required to bring in a medical certificate for absences of three days or less.

(i) Family and Medical Leave Entitlement. Under the Family and Medical Leave Act of 1993 (FMLA), most Federal employees are entitled to a total of up to 12 workweeks of unpaid leave during any 12-month period for the following purposes:

1. The birth of a son or daughter of the employee and the care of such son or daughter; the placement of a son or daughter with the employee for adoption or foster care; the care of spouse, son, daughter, or parent of the employee who has a serious health condition; or a serious health condition of the employee that makes the employee unable to perform the essential functions of his or her positions.

2. An employee must provide notice of his or her intent to take family and medical leave not less than 30 days before leave is to begin or, in emergencies, as soon as is practicable.

3. Under certain conditions, an employee may use the 12 weeks of FMLA leave intermittently. An employee may elect to substitute annual leave and/or sick leave, consistent with current laws and OPM regulations that govern the use of annual and sick leave, for any unpaid leave under the FMLA. FMLA leave is in addition to other paid time off available to an employee.

4. An agency may request medical certification for FMLA leave taken to care for an employee's spouse, son, daughter, or parent who has a serious health condition, or for the serious health condition of the employee.

5. Employees who use FMLA leave are entitled to certain job benefits and protections. A summary of those benefits and protections are outlined below:

a. Upon return from FMLA leave, an employee must be returned to the same position or to an "equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment."

b. An employee who utilizes FMLA leave is entitled to maintain health benefits coverage. An employee on unpaid FMLA leave may pay the employee share of the premiums on a current basis or pay upon return to work.

(3) Advance Leave

(a) Advancing Annual Leave. Management may advance Annual leave to employees under the restriction that the amount of leave advanced is no more than the amount of leave that will be earned during the leave year. A written request for advanced

annual leave must be made to the Commander via the Civilian Personnel Office, G-1 Department. In the event the request is approved, a copy of the approval will be sent to the employee and payroll office.

(b) Advancing Sick Leave

1. Advances of sick leave are to be limited to cases of serious disability or illness when, in the opinion of the head of the activity, the urgencies of the situation so require and there is reasonable assurance that the employee will return to duty.

2. When an employee who is indebted for advanced sick leave separates from Federal service, he or she is required to refund the amount of advanced sick leave or the agency may deduct that amount from any pay due the employee upon separation. Sick leave may not be advanced when it is known that the employee is contemplating retirement or resignation or when it is anticipated that he/she may be separated. Activities should use care in advancing sick leave since the requirement to repay does not apply if an employee dies, retires for disability, or is separated or resigns because of a disability.

3. Since employees accrue only 13 days of sick leave a year, it takes approximately two years and four months to repay 30 working days of advance sick leave. Accordingly, all available sick leave to the employee's credit must be exhausted and supervisors should seriously consider requiring the employee to use all or part of available annual leave before advancing sick leave.

4. Advanced Sick leave, not to exceed 30 days may be approved for employees. However, because of the technicalities involved, supervisors should thoroughly review any requests received, along with associated documentation, to ensure that the request appears warranted.

5. If after a thorough review the request for advanced sick leave appears warranted, the request should be submitted in writing, along with supporting medical documentation to the Department Head for endorsement. The request with supporting medical documentation and Department Head endorsement will then be submitted to the Commander via the Civilian Personnel Office, G-1. The Civilian Personnel Office will recommend final action, based on a case-by-case analysis of

facts and circumstances, and any technical direction requested and received from Human Resources Office Management (HROM).

6. Once a determination is made, the Civilian Personnel Officer will issue a decision letter to the employee and his department, respectively. In the event of approval, the Civilian Personnel Office will ensure a copy of the approval of advance sick leave is forwarded to the payroll office.

(4) Military Leave. MARFORRES and MARFORNORTH cooperates with all reserve components of the Armed Forces by granting a leave of absence for military training purposes so far as practicable and in accordance with OPM regulations.

(a) Normally, upon presentation of competent orders, full-time career and career-conditional employees and temporary-indefinite or term appointees who are members of the reserve components of the Armed Forces or National Guard will normally be granted 15 calendar days of absence with pay in any fiscal year when on active duty or engaged in field or coast defense training.

(b) Extreme or unusual circumstances are possible that may warrant keeping the employee at the work site. On those occasions, the component ordering the employee to active duty should be contacted immediately in an attempt to reach a mutually agreeable solution.

(c) MARFORRES/MARFORNORTH Supervisors and Department Heads should be aware that employing activities may not unilaterally refuse military leave to an employee who presents competent orders.

(d) Employees may carry over up to 15 working days (120 hours) of military leave into the next year, not to exceed 30 working days (240 hours) in any leave year.

(e) Part-time career and career-conditional employees are entitled to military leave at a rate determined by dividing 40 into the number of hours in the regularly scheduled workweek of that employee during that fiscal year. Employees are not eligible for military leave unless the active duty is as a reservist or a member of the National Guard. Employees are not eligible for military leave for summer training as members of the Reserve Officer's Training Corps, Temporary Coast Guard Reserve, participation in parades by members of the state

National Guard, training with a state guard or other military organization, or Civil Air Patrol.

(f) If an employee's military service extends beyond the period in which he/she is entitled to military leave, he/she may be granted annual leave or leave without pay for such military service. Non-workdays falling within a period of absence on military training duty are not charged against the 15 calendar days of military leave allowed during the year.

(g) Law Enforcement Leave is a special category of military leave for non-temporary employees who are members of the National Guard, or a reserve component of the Armed Forces, for the purpose of aiding in law enforcement in such situations as riots or prevention of looting in a disaster. The limit for such leave is 22 workdays in a calendar year. This leave may not be used to account for excess military leave beyond the 15 days authorized per calendar year for training or other non-law enforcement duty. However, if the 22-day/calendar year law enforcement leave is exhausted, either a 15-day per year military leave or annual leave may be granted to the employee for additional enforcement duty. Gross military pay (exclusive of travel, transportation, or per diem allowances) received for law enforcement duty is offset against civilian entitlements for the period, the difference being retained by the employee.

(5) Court Leave. Court leave is the authorized absence, without charge to annual leave or loss of compensation, of an employee for jury duty, or for attending judicial proceedings in a non-official capacity as a witness on behalf of a state or local government. Court leave will be authorized when an employee is summoned for witness service on behalf of a private party, in a non-official capacity, when the party is the United States, District of Columbia, state, or local government. The court or judicial proceeding may be located in the District of Columbia, a state, territory, or possession of the United States.

(a) An employee who receives a summons for jury duty shall be granted court leave for the entire period, from the reporting day and time stated in the summons to the time of discharge by the court, regardless of the number of hours or days actually served on the jury. The term of jury service does not, however, include periods during which the employee is excused or discharged by the court, either for an indefinite period subject to call by the court, or a period of one day or

even substantial part of a day. During such periods, the employee shall return to duty.

1. A Request for Leave or Approved Absence Form (OPM Form 71) will be submitted for court leave in advance and supported by a true copy of the summons. Court leave for jury duty is granted to both permanent employees and temporary employees of the United States and the District of Columbia both full-time and part-time.

2. Regular full-time, temporary full-time and part-time employees may be granted court leave while serving as witnesses in a judicial proceeding or testifying in a non-official capacity in behalf of the Federal, state, or local government.

(b) Jury Fees. Employees who are absent from their regularly assigned duties to serve as jurors in a state or local court must collect all fees and allowances payable as a result of the jury service, and personally deliver the fees collected to the Comptroller Department.

1. Employees with regularly scheduled tours of duty who perform jury service which does not conflict with their hours of employment may retain the usual fees for jury service.

2. Employees who perform jury service on non-workdays outside their regular tours of duty are entitled to retain the fees received for such service.

3. Employees who perform jury service in a court of the United States during any of the hours in which they are in a pay status, may not be paid any jury fees for that day.

4. Employees who perform jury service on holidays falling within their basic work week may retain the Jury fees, provided they would have been excused from their regular duties on the holidays.

5. Employees who perform jury service while on administrative leave with pay must collect all fees and allowances payable as a result of the jury service, and personally deliver the fees collected to the Comptroller Department.

6. Employees in a leave without pay status when called for jury service may retain fees and allowances payable.

7. Employees who are eligible for court leave may not elect to take annual leave during a period of jury service and retain the fees received.

8. Employees performing witness service on behalf of the United States or District of Columbia will not be paid witness fees. The time served as witnesses is considered official duty.

9. Employees called as witnesses for the United States or the District of Columbia, while absent from their duties in a leave without pay status and serving as witnesses for the entire period may accept and retain witness fees.

10. Employees testifying in their official capacity on behalf of a party other than the United States or the District of Columbia, or summoned as witnesses in a non-official capacity on behalf of a state or local government, are required to collect the authorized witness fees and deliver them to the Comptroller Department.

11. Employees who are required to take annual leave or leave without pay in order to testify in a non-official capacity on behalf of a private party may retain the fees and expenses related to such witness service.

(6) Absence for Maternity Reasons. An absence covering pregnancy and confinement is treated like any other medically certified temporary disability. An employee should make known to her immediate supervisor her intent to request leave for maternity reasons including the type of leave, approximate dates, and anticipated duration. Leave for maternity reasons may include a combination of sick leave, annual leave, and leave without pay. Sick leave may be used to cover the period of incapacitation as documented by a physician. If sick leave is exhausted, annual leave, if available, or leave without pay will be granted. This obligation to grant leave without pay for this purpose extends only to non-temporary employees. Additional guidance can be found in OPM's "Handbook on Leave and Workplace Flexibilities for Childbirth, Adoption, and Foster Care" dated April 2015. A leave request for maternity absence will be submitted to the immediate supervisor on a Request for Leave or

Approved Absence Form (OPM Form 71). The request will include under "Remarks" a statement of the amount of available sick leave and annual leave. A statement from the employee's personal physician as to the expected dates of confinement should be included on the reverse side of the form or as an attachment to the form.

(7) Absence for Paternity Reasons. Annual leave or leave without pay may be granted to a male employee for purposes of assisting or caring for his minor children or the mother of their newborn child while she is incapacitated for maternity reasons.

(8) Leave without Pay (LWOP)

(a) LWOP is a temporary non-pay status and absence from duty, granted upon the employee's request. The approval of LWOP is at the discretion of the Commander. To protect employee status and benefits, it is the policy of MARFORRES to grant LWOP, when requested, in the following circumstances:

1. Pending final action of OPM on an application for disability retirement, after all sick and annual leave has been exhausted;

2. During any period pending action by the office of Workers' Compensation Programs (OWCP) on an employee's medically documented claim resulting from work-related injury or illness.

3. For at least one year while an injured or disabled employee is receiving compensation through OWCP. Extension of such leave may be granted based on a review of the individual case.

4. Disabled veterans are entitled to LWOP, if necessary, after annual and/or sick leave has been exhausted for medical treatment, examination, or making appointments under Executive Order 5396. Such leave shall be granted upon presentation of an official statement from a duly constituted medical authority that medical treatment is required. The granting of such leave is contingent upon the veteran's giving prior notice of definite days and hours of absence required for medical treatment in order that arrangements may be made for carrying on the work during his/her absence.

5. Reservists and National Guardsman are entitled to LWOP, if necessary, to perform military training duties.

6. Employees who are dependents of transferring military personnel, or of Federal employees required to move on rotational assignments in a transfer of function or relocation of an activity shall, upon request, be granted up to 90 days leave without pay provided their work performance has been satisfactory and they express an intent to seek Federal employment at the new location. Before departure, a dependent requesting leave under this provision will be required to sign a resignation with the date to be effective at the expiration of the LWOP period in the event other employment is not obtained. Extensions requested by the employee may be granted in 90-day increments not to exceed one year from the inception date.

7. For maternity or paternity reasons to enable parents to care for newborn children without a break in service.

(b) Requests for leave without pay for other reasons will be considered on a case-by-case basis. Such consideration will take into account the cost and inconvenience to the government as well as the benefits to be derived by the employee and/or the Department concerned. Extended leave without pay will normally be granted only when the services of the employee can be spared without serious detriment to the work in which he/she is engaged, when it can reasonably be expected that the employee will return to work, and when it is apparent that at least one of the following benefits would result: Increased job ability, protection or improvement of the employee's health; retention of a desirable employee; or furtherance of a program of interest to the government.

(c) The Civilian Personnel Office will normally approve LWOP of 30 calendar days or less. The Civilian Personnel Office will gain the Executive Director's approval endorsement on any requests for LWOP in excess of 30 days.

(d) Requests for LWOP will be submitted on a Request for Leave or Approved Absence (OPM Form 71) with justification given under the "Remarks" section. A completed OPM Form 71 will be submitted to the Civilian Personnel Office G-1 for all requests for LWOP processing.

(9) Charging Leave

(a) The minimum charge for annual leave, sick leave and leave without pay is determined by this activity to be 15 minutes (0.25 hours). There is no authority to combine absences on parts of two calendar days to provide for a minimum charge of annual or sick leave.

(b) Employees earn and are credited with leave on the basis of the biweekly pay period.

(c) Leave shall be charged only for absence on days which an employee would otherwise work and receive pay.

(d) Restoration of Forfeited Annual Leave. Unused annual leave, in excess of the 240 hours specified carryover, that has been forfeited may be restored if the forfeiture was through:

1. Administrative error;
2. Exigencies of the public business as determined by the Activity Head;
3. Sickness of the employee that may have prevented use of annual leave previously scheduled and approved for use at least three full pay periods prior to the end of the leave year.
4. In requesting restoration of forfeited annual leave, the previously approved annual leave must have been canceled for any of the reasons described above. The request for restoration should be forwarded to the Civilian Personnel Office, G-1 Department for technical direction from the servicing HRDM and approval/disapproval by the designated authority.
5. Once a determination is made, the original request will be returned via the appropriate chain of command. In the event of approval, the Civilian Personnel Office will ensure a copy of the approval of restoration of leave is forwarded to the Comptroller Department.

(10) AWOL. AWOL is absence for which the employee did not obtain advance approval, and for which a subsequent request is disapproved. AWOL is a non-pay status, but does not, in

itself, constitute a disciplinary action; however, it may be used as the basis for taking disciplinary action.

g. Excused Absence (EA). EA's are absences from duty, administratively authorized, without loss of pay and without charge to leave. Department Heads are authorized to grant EA's to employees upon the pre-approval of the Executive Director via the Civilian Personnel Office in the following circumstances:

(1) Registration and Voting. Employees who desire to vote or register in any election or referendum on a civic matter in their community may be excused that length of time which will permit them three full hours after the polls open or before the polls close whichever is the lesser amount of time. For example, an employee whose shift begins at 7:45 A.M. and ends at 4:15 P.M. may be excused for fifteen minutes (at 4:00 p.m.) at the end of the workday to allow three full hours in which to vote before the polls close.

(2) Blood Donation. Employees are encouraged to serve as blood donors and should be excused from work without charge to leave for the time necessary to donate the blood, and for necessary travel to and from the donation site. The maximum time will not exceed four hours, except in unusual cases, such as the employee having to travel a long distance or when unusual need for recuperation occurs. The four hours, and any extended time, must be taken in the same day.

(3) Tardiness and Brief Absences. Allowance for tardiness and brief absences is limited to periods of less than one hour at the discretion of department heads concerned. The absence may also be compensated for by additional work or may be charged against any compensatory time the employee may have to his/her credit. In excessive cases, tardiness and necessary or unavoidable absence of less than one hour after reporting for work may be charged to annual leave or LWOP (if annual leave is not available) in multiples of 15 minutes. Employees may not be required to work during the periods of time charged to leave. Tardiness or unavoidable absence which has been excused or charged to leave may not be used as a basis for disciplinary action. When tardiness is habitual, the proper action is to not excuse, but to carry the employee in an absent without leave status. Disciplinary action may then be taken.

(4) Taking Examinations. Employees may be excused in order to take examinations given by or taken at the request of

the employing activity. Approved absences in order to take examinations not required or requested by the employing activity will be chargeable to annual leave or LWOP.

(5) Volunteer Activities Including Attending Conferences and Conventions. Time off during working hours for civilians participating in volunteer activities is addressed in reference (a) as well as on the Office of Personnel Management (OPM) web site at <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/related-information/>. Submission of OPM Form 71 requesting an Excused Absence for this purpose must be submitted by the employee to the CPO via their supervisor's endorsement. The Executive Director is the approver of all requests for Excused Absences.

(6) Employment Interviews. Employees may be excused without charge to leave or loss of pay to participate in interviews when:

(a) Competition is for a position within the Department of Defense; or,

(b) The individual is under notice of separation or change to lower grade for any reason except personal cause.

(c) Time spent in interviews in circumstances other than those above will be charged to annual leave or, if requested by the employee, LWOP.

(7) Illness Caused by Required Vaccinations or Immunizations. When an employee is absent because of illness from administratively required vaccinations or immunizations, the absence will be considered an excused absence without charge to leave or loss of pay, provided the medical officer administering the vaccination or immunization certifies to the necessity for the absence.

(8) Emergency Rescue or Protective Work. Employees who can be spared without interference with essential agency operations and obligations may be excused to participate in emergency rescue or protective work during an emergency such as fire, flood, or search operations. Such participation shall normally be limited to a maximum of five workdays per year. Employees may not be excused from duty without charge to leave for the purpose of performing rescue or guardsman duty which otherwise would be covered by military leave.

(9) After Prolonged Overtime or Travel. When it is not possible or reasonable to reschedule an employee's duty or travel time and regular scheduling would require the employee to travel and/or serve in a duty status for more than 16 hours, the employee may be excused without charge to leave or loss of pay for a reasonable time to recuperate from fatigue or loss of sleep. Excusal under this authority will not normally exceed four hours.

(10) Absence for Relocation Purposes. An employee may be excused for a reasonable time to make personal arrangements and to transact personal business directly related to a permanent change of station which is in the interest of the U.S. government, provided such business or arrangements cannot be transacted outside the employee's regular working hours. This includes such things as making arrangements for the packing and unpacking of household goods and obtaining driver's license, auto tags, and passports.

(11) Appeals, Grievances and Discrimination Complaints. Appellants may be excused for a reasonable length of time to obtain information and assistance which is only available during working hours. Appellants, their witnesses, and representatives who are employees, shall be excused without charge to leave to attend hearings in connection with appeals, grievances, and discrimination complaints.

h. Administrative Dismissal

(1) It is within the administrative discretion of the Commander or his designate, MARFORRES, to close all or parts of an activity for brief periods. This authority will be used sparingly to cover all short periods of time, normally not to exceed three consecutive workdays, for any single period of absence. An activity may be closed under this authority when:

(a) Normal operations of an establishment are interrupted by events beyond the control of management or employees such as Mardi Gras.

(b) For managerial reasons, the closing of an establishment or portions of it are required for a short period of time.

(2) Generally, an administrative order to dismiss employees is governed by local instruction and does not apply to employees working in services which cannot be suspended or interrupted or who cannot be excused for reasons of national security or other public reasons. To assure continuity, employees should be notified of procedures and/or instructions to be followed when a dismissal is announced during off duty hours. Dismissal does not apply to employees in a telework status.

(3) When an administrative order to dismiss employees is given, all nonessential employees are excused from work without loss of pay or charge to leave. Employees must be in an actual pay status in order to be excused. Employees who are not in an actual pay status, when notification of dismissal occurs after opening hours, must be charged the appropriate leave for the entire period of absence.

(4) In the event of early dismissal, employees on shifts, which follow a shift that has been dismissed early, will be expected to report for duty unless the notice of early dismissal specifically cancels later shifts for that day.

(5) An intermittent employee who has no regularly scheduled tour of duty is not paid when he/she does not work on a non-workday.

(6) An employee who is serving under an appointment limited to 90 days or less or who has not been currently employed for a continuous period of 90 days under one or more appointments without a break in service is not paid for a non-workday unless the employee actually works that day. If an employee is absent during this period of time it will be processed as Leave Without Pay (LWOP).

(7) The authority may not be used for periods of interrupted or suspended operations, which would ordinarily be covered by the scheduling of leave, furlough or the assignment of other work. Dismissals due to unusual employment or work conditions created by a temporary disruption of air cooling or heating systems should be rare, and emphasis should be placed on the correction of these conditions. Before administrative allowances may be granted, it must be clearly established by reasonable standards of judgment that the conditions are such as to actually prevent working. Group dismissal authority will not be used to create a holiday. It may not be used to excuse

employees before a holiday; for example Christmas Eve or New Year's Eve. Such allowances are authorized only by the President of the United States.

(8) It is in the public interest to relieve employees from work to participate in civil activities which the Government is interested in encouraging.

(9) Administrative leave may be granted to employees by the supervisor up to one hour provided the reasons appear to be adequate.

i. Leave Sharing Programs (Voluntary Leave Transfer and Voluntary Leave Bank). The Federal Employees Leave Sharing Amendments Act of 1993, Public Law 103-103, made the voluntary leave transfer and voluntary leave bank programs permanent. The law permits an employee to participate in both leave transfer and leave bank programs in the same agency for the same medical emergency if his or her agency has established both programs. Specific guidance on how to apply to be a leave recipient or a leave donor, or information on procedures applicable to this program may be obtained from the Civilian Personnel Office, G-1 Department.

(1) The Voluntary Leave Transfer Program permits Federal employees to donate accrued annual leave, not to exceed one-half of the amount of annual leave he/she would be entitled to accrue during the leave year in which the donation is made, for use by other Federal employees for a medical emergency.

(2) As defined by OPM and DON regulations, a medical emergency is a medical condition of an employee or a family member of an employee that may require an employee's absence from duty for a prolonged period of time and result in a substantial loss of income to the employee because of the unavailability of paid leave. Donated leave may be used by the recipient only for the documented medical emergency. Upon termination of the medical emergency, the unused donated leave shall be transferred pro rata back to each donor (5 CFR 630.911).

(3) Leave donors may not contribute to an immediate supervisor.

(4) An employee who desires to become a leave donor may submit a voluntary written request to his/her employing activity

indicating that a specified number of hours of his/her accrued annual leave may be transferred to another employee.

(5) An employee who has been affected by a personal emergency and desires to become a leave recipient may submit a written application to the Commander via the Civilian Personnel Office.

(6) Under the Voluntary Leave Bank Program (5 USC 6361-6373 and 630.1001), employees can make a specified contribution of annual leave to their agency's leave bank in order to become leave bank members. Should a leave bank member experience a medical emergency, he or she can apply to the leave bank board for withdrawal of annual leave from the leave bank.

j. Furlough. A furlough action is the placement of an employee in a temporary non-duty and non-pay status on a continuous basis (i.e., 10 consecutive days), or a non-continuous basis (i.e., 1 day a week) because of lack of work or funds or for other non-disciplinary reasons. An employee may be furloughed for up to one year.

k. Suspension. Suspension is the placement of an employee in a temporary non-pay and non-duty status for disciplinary reasons. Reference (f) outlines command policy, recommends actions, and designates approving authorities in cases of employee suspensions.

l. Holidays

(1) Legal Holidays. The following days are legal holidays and non-workdays for Federal Employees:

1 January.....	New Year's Day
Third Monday in January.....	Martin Luther King, Jr. Day
Third Monday in February.....	President's Day
Last Monday in May.....	Memorial Day
4 July.....	Independence Day
First Monday in September....	Labor Day
Second Monday in October.....	Columbus Day
11 November.....	Veterans Day
Fourth Thursday in November..	Thanksgiving Day
25 December.....	Christmas Day

(2) When the above-designated holidays occur on a workday within the basic workweek, holiday routine shall be observed on the day concerned.

(3) Employees who work a normal five-day, 40-hour workweek, Monday through Friday, will comply with the following:

(a) If the holiday occurs on Sunday, the Monday will be observed as the employee's holiday and the basic 40-hour tour of duty is considered to include eight hours that day.

(b) If the holiday occurs on Saturday, the preceding Friday will be observed as the employee's holiday and the basic 40-hour tour of duty is considered to include eight hours on that day.

(c) When a holiday designated by Federal statute or Executive Order falls on a non-workday of the employee on CWS or AWS, the employee's preceding workday will be the designated "in lieu of" holiday.

(d) When a holiday designated by Federal statute or Executive Order falls on a day AWS 1 through AWS 5 employees are scheduled to work, the AWS 1 through AWS 5 employees are entitled to eight hours of Holiday Leave (LH).

(e) Unauthorized absence on a holiday (failure to report to work when ordered to do so) shall be treated the same as any other unauthorized absence.

(4) Half-Holiday. When a half-holiday is declared, employees are entitled to holiday benefits for one-half of the shift regularly scheduled for that day. If eight hours of work had been scheduled, employees would be entitled to four hours of holiday benefits; if 16 hours of work had been scheduled, eight hours; if four hours of work had been scheduled, two hours, etc.

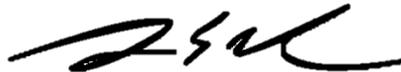
(5) Holidays Occurring on Two Consecutive Days. When holidays occur on two consecutive days (such as when Christmas Eve is declared a holiday), entitlement to holiday benefits for either or both days will be determined in accordance with the rules for holidays.

4. Administration and Logistics. Recommendations concerning the contents of this Order are invited and should be forwarded to the AC/S, G-1.

5. Command and Signal

a. This Order has been reviewed and approved this date and is applicable to all Federal Civil Service Employees attached to or serving with MARFORRES and MARFORNORTH Headquarters.

b. This Order is applicable to the Marine Corps Reserve.



G. T. HABEL
Executive Director

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