SC630. SUBCHAPTER 630

LEAVE
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References: (a) DoD Directive 1400.25, "DoD Civilian Personnel Management System," November 25, 1996
(b) Title 5, Code of Federal Regulations, Part 630, "Absence and Leave"
(c) Chapter 63 of title 5, United States Code, "Leave"

SC630.1. PURPOSE

This Subchapter implements leave policies under references (a) through (c).

SC630.2. MINIMUM LEAVE CHARGE

The Head of a DoD Component (or his or her designee) is the authority for establishing minimum charges for leave within that DoD Component as outlined in 5 CFR 630.206 (reference (b)). In carrying out this authority, minimum charges of less than 6 minutes shall not be established.

SC630.3. UNCOMMON TOURS OF DUTY

SC630.3.1. Under 5 CFR 630.210 (reference (b)), DoD employees on uncommon tours of duty shall accrue and use leave on the basis of that uncommon tour.

SC630.3.2. To determine accrual rates under the "directly proportional rule" outlined in 5 CFR 630.210(a) (reference (b)), the number of hours in the uncommon tour is multiplied by the accrual rate divided by 80 (uncommon tour x (accrual rate/80) = uncommon accrual rate). Shown below are applications of this formula for employees on typical biweekly tours of duty.

	Leave accrual rate	Biweekly accrual	Accrual in last full pay period of calendar year
112-hour tour	4	5 hours 36 minutes	5 hours 36 minutes
	6	8 hours 24 minutes	14 hours
	8	11 hours 12 minutes	11 hours 12 minutes
120-hour tour	4	6 hours	6 hours
	6	9 hours	15 hours
	8	12 hours	12 hours
144-hour tour	4	7 hours 12 minutes	7 hours 12 minutes
	6	10 hours 48 minutes	18 hours
	8	14 hours 24 minutes	14 hours 24 minutes

SC630.3.3. Employees on uncommon tours of duty repeating on a cycle of more than one biweekly pay period (e.g., a three biweekly pay period cycle) accrue leave based on the average hours in the biweekly tour. For example, an emergency medical technician on a tour of duty of 96 hours, for one biweekly pay period, and 120 hours, for each of the following two biweekly pay periods, works an average tour of 112 hours per pay period, and accrues leave based on a 112-hour tour of duty.

SC630.4. APPROVAL OF EXIGENCIES

The Head of the DoD Component (or his or her designee) shall delegate, to the lowest practical level, responsibility for determining, under 5 CFR 630.305 (reference (b)), that an exigency is of such importance that it prevents the use of annual leave subject to forfeiture. Those who approve exigencies are responsible for establishing termination dates for the exigencies as required under 5 CFR 630.306(a)(2) (reference (b)).

SC630.5. TRANSFER OF FRACTIONAL UNITS OF LEAVE

Under 5 CFR 630.506(b) (reference (b)), fractions of an hour of leave shall transfer when an employee moves within the Department of Defense. The ability to use the transferred fractional unit of leave will depend on the minimum leave charge applicable to the employee in his or her new position.

SC630.6. ABSENCE IN CONNECTION WITH SERVING AS A BONE-MARROW OR ORGAN DONOR

Title 5 U.S.C. 6327 (reference (c)) authorizes up to 7 days of paid leave for employees who become bone-marrow donors and up to 30 days of paid leave for employees who

become organ donors. The authorized days of paid leave shall be converted to hours (i.e., 56 hours for an employee working 80 hours in a biweekly pay period and serving as a bone-marrow donor or 240 hours for an employee working 80 hours in a biweekly pay period and serving as an organ donor). The minimum charge for this type of paid leave is the same minimum charge that applies to sick leave. The "directly proportional rule" applies to an employee whose leave is administered on other than an 80-hour biweekly pay period (e.g., the 56 hours converts to 84 hours for bone marrow donations and the 240 hours converts to 360 hours for organ donations when an employee is on an 120-hour tour of duty).

SC630.7. EXCUSED ABSENCE

SC630.7.1. 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 (e.g., an employee who performed duty for 36 hours and was granted 4 hours of excused absence would be paid for 40-hours even though the employee only performed 36 hours of regular duty). Consequently, the authority to grant excused absence must be used sparingly.

SC630.7.2. The Head of a DoD Component (or designee) shall delegate, to the lowest practical level, authority to grant excused absence. Such delegations should be at levels where the budgetary and mission impact of excused absence decisions can be fully realized.

SC630.7.3. Comptroller General decisions limit discretion to grant excused absence to situations involving brief absences. Where absences are for other than brief periods of time, a grant of excused absence is not appropriate unless the absence is in connection with furthering a function of the Department of Defense.

SC630.7.4. Listed below are the more common situations in which excused absence can be granted.

SC630.7.4.1. 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.

SC630.7.4.2. Blood. 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.

SC630.7.4.3. Permanent Change of Duty Station (PCS). Employees authorized PCS within the Department of Defense may be granted excused absence before departing the old duty station and following arrival at the new duty station 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 Department of Defense from other Federal Agencies may also be granted excused absence after the employee is placed on the Department of Defense's employment roll. This provision does not cover time involved in complying with PCS requirements such as obtaining passport and vaccinations, adhering to Government housing authority requirements, or being present for packing and receiving of household goods. Accomplishing tasks that are conditional to the PCS is considered to be an official duty.

SC630.7.4.4. 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 Department of Defense 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.

SC630.7.4.5. Counseling. Excused absence may be granted to permit an employee to attend the initial counseling session (e.g., drug, alcohol, financial) resulting from a referral under the employee assistance program. This provision does not cover the official duty status of an employee is in during the initial referral to the employee assistance program.

SC630.7.4.6. 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 Department of Defense. This provision does not cover time spent preparing for such examinations.

SC630.7.4.7. 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. Such activity should

be promoted through established leave programs and the flexibility offered through alternative work schedules.

SC630.7.4.8. Emergency Situations. 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.

SC630.7.4.9. 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.

SC630.7.4.10. 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.

SC630.7.4.11. Funerals. Excused absence may be granted to employees to attend funerals under the conditions established in 5 U.S.C. 6321 (reference (c)). This provision does not cover situations in which funeral leave is granted under 5 U.S.C. 6326 (reference (c)), and 5 CFR 630.801 (reference (b)), or the official duty status of an employee in connection with funerals of fellow Federal law enforcement officers or Federal firefighters under 5 U.S.C. 6327 (reference (c)).