

United States General Accounting Office

GAO

Personnel

July 1995

Employee Leave

This pamphlet describes basic leave information. If you need additional information, please consult GAO Order 2630.1, Leave Policies and Procedures, or contact Personnel's Employee Relations Branch on (202) 512-5902.

PLEASE NOTE: Intermittent employees do not receive leave benefits. (Intermittent employees are those employed on an irregular or occasional basis with no prearranged work schedule of hours or days per week.)

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Annual Leave

2003/01/17

Earning and Using Annual Leave

Annual leave is paid vacation or time away from work that your supervisor approves. If you're a full-time or part-time employee and appointed for 90 days or more, you earn annual leave as follows:

	Years of Service		
	Less than 3	3 to 15	More than 15
If you're a full-time employee	4 hours a pay period	6 hours a pay period	8 hours a pay period
If you're a part-time employee	1 hour for each 20 hours in pay status	1 hour for each 13 hours in pay status	1 hour for each 10 hours in pay status

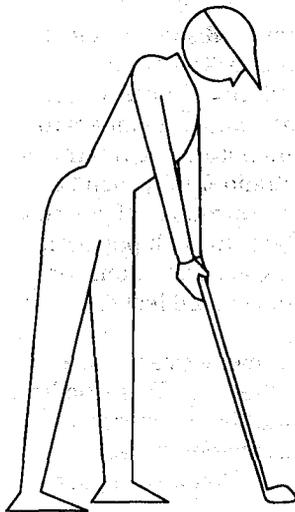
Ask to use leave and get your supervisor's approval in advance, except -in an emergency; contact your supervisor no later than 2 hours after your starting time.

Advances and Carryovers

If you're a permanent employee, you may ask for up to the amount of annual leave you'll earn during the rest of the leave year. If you're a temporary employee, you may ask for up to the amount you'll earn before your appointment or the leave year ends, whichever comes first. Turn in a GAO Form 282, Application for Advanced Leave, to your unit head through your supervisor.

Annual Leave

over 240

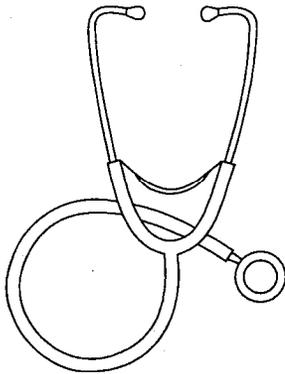


In most cases, 240 hours is the most you can carry over. At the end of the leave year, you're likely to lose any leave over 240 hours.

Sick Leave

Earning and Using Sick Leave

Sick leave is paid absence for use: when you're incapacitated and can't perform duties due to illness or injury; for medical appointments; to care for incapacitated family members during illness, injury, pregnancy, or childbirth; to take family members to medical, dental, or optical examinations or treatment; to make arrangements for or attend family members' funerals; or for adoption-related purposes. If you're a full-time employee, you earn 4 hours each pay period. If you're a part-time employee, you earn 1 hour for each 20 hours you're at work or on paid leave.



In most circumstances, you can carry over or use what you've earned. However, there are limits on how much you can use to care for family members who are incapacitated or to make arrangements for or attend family members' funerals. Check with your T&A person.

Ask for sick leave for medical appointments in advance. If you're ill or injured, you can ask for sick leave by calling your supervisor no later than 2 hours after your starting time. When you return, get your supervisor's written approval.

Advances

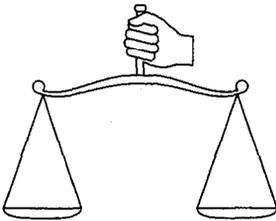
If you're a permanent employee who's seriously incapacitated, and have used up your sick leave, you may ask for up to 240 hours. You may be advanced up to 40 hours each leave year to care for incapacitated family members or to arrange for or attend family members' funerals, provided you don't exceed the 240-hour limit. You may ask for up to 240 hours for adoption-related purposes. If you're a temporary employee, you may ask for up to what you'd earn during the rest of your appointment or a prorated amount for family care. Submit a GAO Form 282,

Sick Leave

Application for Advanced Leave, to your unit head through your supervisor.

Court Leave

Who Can Use It, How Much, and When



Court leave is paid absence on days you're scheduled to work, for which you aren't charged leave, for any jury duty, or for witness duty but only if (1) you're summoned by the court **and** (2) and the U.S., District of Columbia, or a state or local government is a party to the proceedings. You're on official duty rather than on court leave when the court summons you, or GAO assigns you, to testify or produce official records as a GAO official.

Submit an SF-71, Application for Leave, with a copy of the summons or comparable document, in advance of the leave. After your court appearance, you must turn in a certificate of attendance to your supervisor.

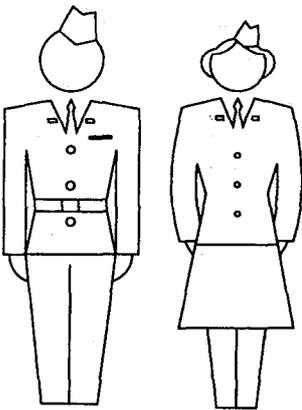
Money Paid by the Court

If you are called for jury duty and given money by the court, you may keep it if it is an allowance or reimbursement for mileage, parking, meals, or lodging. However, if it is compensation for jury service, you must turn it over to GAO.

Military Leave

Who Can Use It, How Much, and When

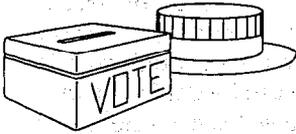
Military leave is paid absence, for which you aren't charged leave, if you're an Armed Forces reserve or National Guard member called up for training or, in some cases, active duty. It isn't to be confused with military furlough, which involves leave without pay for extended periods of active duty. If you belong to the Armed Forces reserve or National Guard and are on a permanent or term appointment or a temporary appointment that exceeds 1 year, you're eligible. Full-time employees earn 15 calendar days each **fiscal year**. For part-time employees, your military leave is prorated.



You should give your supervisor as much advance notice as possible of upcoming military leave so that he or she can adjust assignments to prevent serious interference with work. If you have a choice of training dates, you should discuss with your supervisor which time is best for purposes of office coverage.

Submit an SF-71, Application for Leave, with a copy of the orders, to your supervisor as soon as you receive them. When you return from duty, give your supervisor certification that you completed the duty.

Administrative Leave



Administrative leave (officially called **excused absence without charge to leave**) is paid absence, for which you aren't charged leave. The most common reasons are: group dismissals due to hazardous weather or other emergency situations, unavoidable absences of less than 1 hour, registration and voting, taking CPA examinations, treatment at a federal health unit, blood donation in GAO-sponsored drives, bone marrow or organ donation, and permanent change of duty station. In some cases, there are conditions for granting the leave.

Funeral Leave

In most cases, you need to use your own leave or request leave without pay to attend a family member's funeral. However, if an immediate family member died as a result of wounds, disease, or injury that occurred while serving in the Armed Forces in a combat zone, you'll be granted up to 3 days (24 hours) of funeral leave. It's administrative leave and not charged to annual leave.

Leave Without Pay (LWOP)

LWOP is temporary absence without pay, that, if you're a full-time or part-time employee, you request and management approves.

If you want 80 hours or less, ask your supervisor for approval. If you want more than 80 hours, submit an SF-71 and a memo explaining why you want the leave to your unit head through your supervisor. If you want extended LWOP for illness or other medical conditions, turn in a medical certificate or other acceptable evidence explaining the time needed for recovery. Usually, you can't get LWOP for more than 52 weeks. You should submit your request before the absence. If you're ill or in an emergency, your supervisor may approve LWOP after you return to work based on consideration of why you couldn't get approval before your absence.

Normally, approval of LWOP is a matter of supervisory judgment. Sometimes you have a right to LWOP, for example if you have certain types of family or medical emergencies, are injured on the job and entitled to worker's compensation, have filed for disability retirement, have a newborn infant, or adopt a child. You're entitled to up to 6 months of LWOP for adjustment to a newborn and for child care purposes. If you want more, your supervisors have discretion whether to allow it.

Absence Without Leave (AWOL)

AWOL is absence that's not approved. Pay is withheld and the AWOL can be the basis for initiating disciplinary action against you. If you don't report for duty or are away from your work area and don't inform your supervisor, your supervisor can charge you with AWOL.

Absence for Parental and Family Responsibilities

Who Can Use It, How Much, and When

You can take time off to meet needs related to pregnancy, confinement, newborn infant care, adoption, foster parenting, and family care.

Depending on the reason for the leave, you may use annual leave, sick leave, leave without pay, donated leave, or a combination. You have the right to 12 work weeks of unpaid leave within a 12-month period for the birth of a child, care of a newborn infant, care of an adopted or foster child, and care of an immediate family member with a serious health condition.

You're entitled to up to 6 months of LWOP in a 12-month period for parental and family responsibilities. If you're a part-time employee, the leave you're entitled to is prorated based on the number of hours in your regularly scheduled workweek. You can ask for more leave. Management may approve or disapprove your request, depending on the situation.

You need to tell management in writing that you're exercising your right under GAO policy. It is appropriate to let your supervisor know in advance. Review the parts of this brochure or the leave order dealing with the type(s) of leave you want for instructions on requesting that leave.

Newborn Infant Care

If, as a parent of a newborn infant, you need a period of adjustment, time to care for your infant, or time to make child care arrangements, you may ask for annual leave or LWOP.

Adoption/Foster Care

If you need time to make arrangements for adoption or foster child placement or, as an adoptive or foster parent, for a period of adjustment or to make child care arrangements, you may ask for annual leave, LWOP or both. You may use sick leave for purposes

Absence for Parental and Family Responsibilities

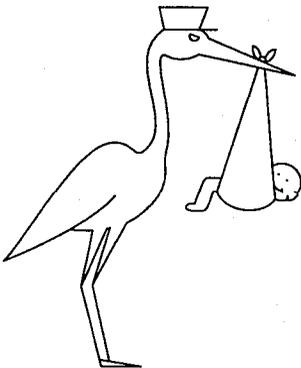
related to the adoption but not for a period of adjustment.

Family Health Care

If you need to care for a family member who's incapacitated by a serious health condition for an extended period, you may request annual, sick, or donated leave or LWOP. You have a right to 6 months of leave within a 12-month period which begins when you first take leave for the family need.

Maternity

As a mother, you may request annual leave, sick leave, LWOP, or donated leave. You can use sick leave only for the period your doctor determines you need it for problems connected with your pregnancy or your recovery after giving birth, actual time required for physical examinations, and for the period your doctor determines you are incapacitated for work. You can ask for annual leave or LWOP to care for your infant and for a period of adjustment.



Request leave as soon as you know the anticipated delivery date or confinement period by submitting the following: (1) a memo stating your current leave balances, number of hours of each type of leave you need, anticipated delivery date, and total duration of your absence, accompanied by a written statement from the attending physician or clinic reflecting the expected delivery date and period of confinement; (2) SF-71(s), Application for Leave; and (3) if you're requesting advance sick leave, a completed GAO Form 282, Request for Advance Sick Leave to your unit head through your supervisor.

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