

25 March 2009

Civilian Personnel

EXCUSED ABSENCES OF CIVILIAN EMPLOYEES

***This regulation supersedes Eighth Army Regulation 690-610, 9 August 1997.**

FOR THE COMMANDER:

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Summary. This regulation establishes policies and procedures for implementing the Excused Absences of Civilian Employees.

Summary of Changes. This regulation has been substantially changed and a full review of its contents is required.

- New references added (para 1-2).
- Explanation of terms (para 1-4) is incorporated in Glossary (page 15).
- Provides new guidance regarding types of leave and justifiable absences (para 2-1).
- Added additional provisions for medical reasons: bone marrow donation, preventive health services and screenings, counseling, physical examination for enlistment or induction, and treatment for illness occurring during working hours (para 2-2).

- Added additional provisions for employment related reasons: employment interview, permanent change of duty station (PCS), certification, attending conferences or conventions, and renewing documents (para 2-3).
- Added community related reasons: volunteer activities, congressional medal of honor holders, funerals, and return of activated military members to Federal civilian employment (para 2-4).
- Clarification of delayed arrival, early dismissal and closure (para 2-5(d)).

Applicability. This regulation applies to appropriated fund Department of the Army United States (US) citizen employees receiving civilian personnel services from the Eighth United States Army (Eighth Army), unless civilian personnel agreements specify otherwise.

Supplementation. Supplementation of this regulation and issuance of command and local forms by subordinate commands is prohibited unless prior approval is obtained from Headquarters (HQ), Eighth Army, Directorate of Human Resources Management (DHRM), Unit# 15236, APO AP 96205-5236.

Forms. AK Forms are available at http://8tharmy.korea.army.mil/g1_ag/.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is the HQ, Eighth Army, DHRM. Users may suggest improvements to this regulation by sending a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to DHRM, Eighth Army, Unit # 15236, APO AP 96205-5236.

Distribution. Electronic Media Only (EMO)

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Chapter 1 General

1-1. Purpose

To provide guidance relative to excused absences of civilian employees.

1-2. References

Required and related publications are listed in Appendix A.

1-3. Explanation Of Abbreviations And Terms

Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Responsibilities

- a. Employees will inform their supervisor of their need to be absent as far in advance as possible.
- b. Supervisors will decide, in accordance with this regulation and the above references, when approval of excused absences is appropriate for their employees.
- c. The authority to grant excused absence must be used sparingly. Discretion to grant excused absence is limited 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 the Army.

Chapter 2 Guidance for Excused Absence

2-1. Tardiness and Brief Absence

- a. When reasons appear to be justifiable, an employee's unauthorized tardiness or other brief absence from duty of less than one hour may be excused by a leave-approving official.
- b. When not justifiable, the absence may be handled administratively in any of the following ways:
 - (1) Charging the absence against any compensatory time which the employee may have to his or her credit;
 - (2) Charging the absence against annual leave, at the employee's request;
 - (3) Placing the employee on LWOP, at the employee's request; or
 - (4) Recording the absence as absence without leave. The absence may become the basis for disciplinary action if it is charged to absence without leave.
- c. When an employee is charged with leave or placed in a nonpay status for an unauthorized absence or tardiness, the time will be accounted for in increments of one-quarter hour. The supervisor may not require or allow the employee to perform work for any part of the period for which the employee is being charged with leave or is in a nonpay status.

2-2. Medical Reasons

a. *Blood Donation.* Employees are encouraged to serve as blood donors. Employees who donate blood to the Red Cross, including those that participate in apheresis (platelet donation) or who donate in emergency situations to local hospitals or to blood-banks of nonprofit institutions, may be granted up to four hours excused absence (not including the lunch period) from duty for time necessary to donate the blood, for recuperation following blood donation, and for necessary travel to and from the donation site. The maximum excused absence will not exceed 4 hours. Time in excess of four hours may be granted at the employee's request, as annual leave, sick leave, accrued compensatory time, or LWOP. This provision does not cover an employee who gives blood for his/her personal use or receives compensation for giving blood.

b. *Organ Donation.* Employees are entitled to take up to thirty (30) days of excused absence per calendar year for organ donation and recovery. Leave approving officials have no discretion to dictate that less than 30 days of excused absence will be allowed per person each calendar year for organ donation and recovery for employees eligible to be covered under the Collective Bargaining Agreement. At the employee's request and supervisor's discretion, recovery time in excess of the 30 days for organ donation/recovery may be charged to annual leave, sick leave, advanced annual or sick leave, accrued compensatory time, or leave without pay. Supervisors may also authorize short periods of excused absence from duty so that employees can participate in screening activities to become potential living organ donors. Consistent with the 30-day limitation outlined above, under the Organ Donor Leave Act (public law 106-56), employees who use leave for organ donation will do so without loss of or reduction in pay, leave to which otherwise entitled, credit for time in service, or performance or efficiency rating.

c. *Bone Marrow Donation.* Employees are entitled to take up to seven (7) days of excused absence per calendar year for bone marrow donation and recovery. Leave approving officials have no discretion to dictate that less than 7 days of excused absence will be allowed per person each calendar year for bone marrow donation and recovery for employees eligible to be covered under the Collective Bargaining Agreement. Note that employees should not be granted any excused absence for donations of bone marrow or recovery which is for his/her own future use. At the employee's request and supervisor's discretion, recovery time in excess of the 7 days for bone marrow donation/recovery may be charged to annual leave, sick leave, advanced annual or sick leave, accrued compensatory time, or leave without pay. Supervisors may also authorize short periods of excused absence from duty so that employees can participate in screening activities to become potential bone marrow donors.

d. *Preventive Health Services And Screenings.* Executive memo (dated 1/4/01) from former President Clinton directed agencies to grant up to 4 hours of excused absence each leave year to employees with less than 80 hours of accrued sick leave to participate in preventive health screenings. This includes health screenings for prostate, cervical, colorectal, and breast cancer; screening for sickle cell anemia, blood lead level, blood cholesterol level, immunity disorders such as HIV, and blood sugar level testing for diabetes. The 4 hours may be used intermittently or all at once. The excused absence is in addition to other available family friendly leave benefits and alternative work schedules. Excused absence may not be used to accompany family members receiving preventive health screenings. The supervisor may request medical documentation for an excused absence for preventive health screenings.

e. *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.

f. *Physical Examinations.*

(1) 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.

(2) Medical Examinations.

An employee may be granted excused absence to submit to a medical examination officially required in connection with his or her appointment or continued employment. Factors to consider in determining the amount of excused absence that should be granted include travel time and the examination to be performed.

g. *Required Vaccinations Or Immunizations.* When an employee is absent to obtain administratively required vaccinations or immunizations, or is ill because of the vaccination, the absence may be considered an excused absence without charge to leave or loss of pay. In the case of illness, the medical officer administering the vaccinations or immunizations must certify the necessity of the absence.

h. *Physical Fitness.* Supervisors may approve up to three hours excused absence per week to allow civilian employees to participate in command-sponsored formal physical exercise training. In order to qualify for the excused absence, the physical fitness activities must be limited to no more than six months in duration, and they must be an integral part of total fitness program that includes pre- and post- program participant evaluation, continuous monitoring during the program, exercise, and nutritional education. Normally, this period during which a supervisor may grant excused absence is intended to be limited to one time only.

i. *Travel To Seoul For Medical Appointments.* Employees residing outside of the local commuting area of Seoul, who are medically referred to 121st Combat Support Hospital or 163rd Medical Battalion (Dental Services) in Seoul, may be granted an excused absence for their round-trip travel time. Sick and/or annual leave, or leave without pay, will be charged for time needed for the appointment, whether it's for treatment or an examination. The referral must be made by a United States Army medical authority at their installation. Excused absence may not be used if the employee is accompanying a family member who is to be treated.

j. *Immediate Treatment Of On-The-Job Injuries.* All absences related to on-the-job injury / traumatic injury (i.e., accident) will be charged consistent with the Office of Workers' Compensation Program (OWCP) regulations. Generally speaking, however, the following applies: An employee injured in the performance of duties will be considered to be in a duty status and will receive pay without charge to leave for the time required to obtain emergency treatment to the extent that the time falls within the prescribed hours of work for that day. For additional absence, the employee must apply directly to OWCP, which will determine any entitlement to continuation of pay.

k. *Treatment For Illness Occurring During Working Hours.* An employee who becomes ill during working hours may be granted excused absence for up to one hour for consultation and treatment in the nearest medical facility, including a government health unit or emergency room. If the visit lasts 1 hour or more, employees may use the excused absence granted by the supervisor and make up the difference with their own leave. Similarly, an employee who is required under the advice of a physician to rest or receive periodic treatment may be excused, on a limited basis, for a period of up to one hour in a day. This provision covers unusual circumstances of short duration –

It is not intended to be used as a substitute for sick leave (i.e., when an employee is incapacitated to perform the duties of his or her position). Employees, who are under the advice of a physician to rest or receive periodic treatment during the workday, must provide documentation from the physician specifying the circumstances, e.g., condition requiring rest or treatment, the treatment, the duration of rest period(s), etc.

2-3. Employment Related Reasons

a. *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.

b. *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 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.

c. *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.

d. *Attending Conferences Or Conventions.*

(1) Employees who are authorized by appropriate authority to attend conferences, conventions or meetings in connection with and as a part of their official duties are in duty status, and no grant of excused absence is necessary.

(2) If the convention, conference or meeting is not directly related to the employee's official duties, but attendance will contribute to the goals of the Department, it is within the discretion of the supervisor to grant excused absence or to grant annual leave or LWOP for such purposes. Excused absences of this type will be limited to 5 workdays per calendar year. Employees will not be excused to attend conferences or conventions of political parties or partisan political groups or committees.

(3) The leave and duty status of an employee who attends a meeting, conference, or convention should be clearly established in advance.

e. *Renewing Documents.* Excused absence may be authorized to renew documents such as ID cards, ration control plates, passports, visas, or driver's licenses.

f. *Adverse Actions, Appeals, And Discrimination Complaints.*

(1) Employees, if otherwise in an active duty status, may be granted reasonable amounts of excused absence under the following circumstances:

(a) Affected Employee: to prepare a written reply or make an oral reply to a notice of proposed adverse action; to prepare an appeal or a discrimination complaint; to present an appeal or a discrimination complaint at a hearing or when required to meet with agency or equal employment opportunity personnel.

(b) Representative: to assist in the preparation of an appeal or discrimination complaint; to assist in the presentation of an appeal or discrimination complaint at a hearing.

(c) Witness: to participate in an appeal or discrimination complaint hearing.

(2) Employees are considered to be in duty status during administrative hearings. Generally, such hearings are held during the day even though night-shift employees may be involved. Therefore –

(a) When a night-shift employee participates in a day-time hearing, any hours in a duty status that exceed 8 hours a day or 40 hours a week constitute overtime work for which overtime rates (or, when otherwise appropriate, compensatory time in lieu thereof) are payable.

(b) In any case where a night-shift employee so elects, arrangements may be made to substitute this day-time attendance for the employee's night shift hours. Such action must be at the request of the employee.

g. *Grievances.*

(1) DoD Grievance Procedures.

Employees, if otherwise in an active duty status, may be granted reasonable amounts of excused absence under the following circumstances:

(a) Affected Employee: to get advice on rights and privileges from official sources (e.g. meeting with a personnel specialist); obtain information or assistance with grievances from official sources (e.g. obtaining a copy of the record used to support a disciplinary action). Note, excused absence will not be granted for preparing a grievance (i.e., organizing the material and writing and typing the grievance).

(b) Representative: to act as a representative. However, official time will not be granted to an employee for repeated service as a representative, when it interferes with the performance of regular duties. In this situation, the employee will be given the choice of reducing the representation activities or performing them in a leave status. The supervisor must approve any leave taken for this purpose.

(c) Employees are considered to be in duty status during grievance meetings. Generally, such meetings are held during the day even though night-shift employees may be involved. Therefore –

(i) When a night-shift employee participates in a day-time meeting, any hours in a duty status that exceed 8 hours a day or 40 hours a week constitute overtime work for which overtime rates (or, when otherwise appropriate, compensatory time in lieu thereof) are payable.

(ii) In any case where a night-shift employee so elects, arrangements may be made to substitute this day-time attendance for the employee's night shift hours. Such action must be at the request of the employee.

(2) Bargaining Unit Grievance procedures.

(a) A reasonable amount of official duty time, normally not to exceed two hours, will be allowed for employees to discuss and prepare for grievances - excluding meetings with management officials. Employees will be allowed one hour after each subsequent Step where the employee is required to make a decision.

(b) Union representatives may use official time to investigate, prepare, and present employee grievances to management and to represent employees at adjustments of grievances and in meetings with management officials on grievances.

h. *Union Representational Functions.*

(1) An employee who is an official or representative of a labor organization holding exclusive recognition may be excused without charge to leave in conjunction with attendance at a training session sponsored by that organization if the subject matter of such training is of mutual concern to United States Forces Korea (USFK), and to the employee as the organization's representative and if USFK's interests will be served by the employee's attendance. Excused absences for this purpose should cover only such portions of a training session that meet the criteria above and will normally not exceed 8 hours annually for any individual.

(2) Union representatives are permitted official time to represent bargaining unit employees in labor-management activities such as:

- (a) negotiating a collective bargaining agreement;
- (b) negotiating on impact and implementation of new, or changes to personnel policies, practices, and regulations that affect working conditions or conditions of employment;
- (c) representing an employee with a grievance under the negotiated grievance and arbitration procedures;
- (d) attending formal meetings between management and bargaining unit employees.

Note: Further information on use of official time and necessary recordkeeping is found in USFK Reg 690-711, the Collective Bargaining Agreement between USFK/EUSA and NFFE Local 1363, and the Collective Bargaining Agreement between USFK/EUSA/JUSMAG-K and NFFE Local 1363.

2-4. Community Related Reasons

a. *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, rather such activity should be promoted through established leave programs and the flexibility offered through alternative work schedules.

b. *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.

c. *Funerals.* Excused absence may be granted to employees to make arrangements for, or attend the funeral or memorial service for an immediate relative who died as a result of wounds, disease, or injury incurred while serving as a member of the Armed Forces in a combat zone. The maximum excused absence that may be granted for funeral leave in the above instance is 3 workdays per occurrence. Funeral Leave is not the same as Sick Leave for Family Care or Bereavement (previously known as Family Friendly Leave), where a limited amount of sick leave can be used for bereavement purposes.

d. *Emergency Rescue.* Employees who can be spared without negatively impacting 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 will normally be limited to a maximum of 5 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.

e. *Military Training Holidays.* Military training holidays do not apply to civilian employees. However, on military training holidays, there will be an unscheduled (liberal) leave policy in effect for United States and Korean National civilian employees. When consistent with mission requirements, supervisors should approve requests to take annual leave or leave without pay for all non-essential employees.

f. *Return Of Activated Military Members To Federal Civilian Employment.* Employees that return from active duty to federal civilian employment will be granted 5 days of excused absence upon notification that the employee intends to return to Federal civilian employment. This request covers all employees who are activated for military service in connection with Operation Noble Eagle, Operation Enduring Freedom, Operation Iraqi Freedom, or any other military operations subsequently established under Executive Order 13223. Agencies may grant this period of excused absence prior to the employee's resumption of his duties, or at a time mutually agreeable to the agency and the employee, if the employee has already returned to duty.

2-5. Emergency Conditions

a. *Emergency Conditions.* For the purposes of this regulation, emergency conditions are defined as situations in which significant numbers of employees are prevented from reporting to work on time, or in which the closing of all or part of an installation is required. Such emergency conditions can include, but are not limited to mass demonstrations, increased security and reduced access conditions, snow emergencies, severe icing conditions, floods, earthquakes, major fires, public health or safety emergencies, hurricanes, air pollution, power failures, or widespread interruption of public transportation or mass transit. The key element is that the emergency situation must be general rather than personal in scope and impact.

b. *Designation Of Emergency Essential Employees.*

(1) Annually, heads of operating units shall:

(a) Determine which of their activities, if any, must be continued in operation despite a closing or dismissal due to an emergency or other condition and make adequate preparation for the continuation of such services.

(b) Identify Emergency Essential (E-E) personnel (including alternates) and notify them that they are so designated. The notice must include the requirement that E-E personnel report to, or remain at work in emergency or other situations and an explanation that dismissal or closure announcements do not apply to them unless they are instructed otherwise.

(2) Examples of jobs for which incumbents may be designated as E-E employees include the chief of utilities, fire prevention and protection workers, air traffic controllers, nurses, communications specialists, boiler operators, electricians, sewage treatment plant operators, food service workers, etc.

c. Determining Emergency Conditions.

(1) The Chief of Staff, Eighth Army, or a designee, will determine when an emergency situation exists at Yongsan and Camp Coiner. For other installations, area commanders will designate appropriate officials to determine whether emergency conditions exist.

(2) After determining that emergency conditions exist, the determining official is responsible for notifying:

- (a) the Area Command Center;
- (b) the Armed Forces Network – Korea;
- (c) the Public Affairs Office Duty Officer;
- (d) subordinate and tenant activities;
- (e) chiefs of staff sections at the installation.

The notification will include the expected duration of the emergency and the geographic area affected. Notification may be accomplished verbally, but must be recorded in writing at a later time.

(3) Regardless of weather or other conditions, unless notified of an emergency situation, employees shall presume that their office or activity is open and must report to work at the regularly scheduled time.

d. Delayed Arrival, Early Dismissal, And Closure.

(1) Delayed Arrival.

(a) When an emergency condition occurs before the workday begins, a delayed arrival may be announced which permits non-emergency essential (non E-E) employees to leave their homes later than their normal departure time consistent with the announcement. In this situation, non E-E employees will be excused without charge to leave or loss of pay for the period from normal arrival time at work until the expected arrival time at work.

(b) Employees who arrive later than their expected arrival time will be charged annual leave or leave without pay for the additional period of absence from work.

(c) Employees on previously approved scheduled leave for the entire day remain in the same leave status and are not granted excused absence for the period from normal departure time to the announcement time.

(d) When an emergency condition occurs before the workday begins, an unscheduled leave policy may be announced which permits non E-E employees to take annual leave or LWOP without prior approval of the leave-approving official. Non E-E employees electing to take leave are expected to call in and inform their leave-approving official of their intentions. In this situation, non E-E employees should either follow the delayed arrival policy or notify their leave approving official of their intention to take leave.

(e) Tardiness beyond an employee's delayed arrival time at the work site may be excused at the discretion of the leave-approving official if the employee made a reasonably diligent effort to get to work on time. In determining the amount of additional excused absence to grant employees, leave-approving officials should consider such factors as distance, availability and mode of transportation, and the success of other employees in similar situations in reaching the workplace.

(2) Early Dismissal.

(a) When an emergency condition results in the early closing of an activity, an early dismissal will be announced.

(b) Unless specifically told otherwise, Emergency Essential employees will work during emergency situations.

(c) All other Employees will be dismissed relative to their normal departure times consistent with the announcement. For example, if a 3-hour early dismissal is announced due to inclement weather, an employee who normally leaves the office at 5 p.m. would be authorized to leave at 2 p.m. Employees will be released in increments so as to avoid problems resulting from a mass exit of all personnel. Installation commanders will establish a time-phased dismissal plan to accomplish this.

(d) Supervisors have the discretion to exempt employees from their authorized dismissal times to avoid hardships (e.g. younger children are released early from school and no alternative forms of child care are available). Employees excused for this reason are not to be charged personal leave.

(e) Employees who are in a duty status at the time an early dismissal is announced will be excused without charge to leave for the remainder of the workday even if they were scheduled to take leave later in the day.

(f) Employees who are in a duty status at the time an early dismissal is announced but leave before their authorized dismissal with approval from the leave-approving official (but not due to a hardship) shall be charged annual leave or LWOP for the period of absence between their departure and the authorized departure time. There will be no charge to leave after dismissal time.

(g) Employees scheduled to report to work before the authorized dismissal, but who don't report, shall be charged leave or AWOL for the entire workday.

(h) Employees on previously approved leave shall continue to be charged leave for the entire workday.

(i) Employees scheduled to return from leave after announcement of dismissal but before their authorized dismissal, shall continue to be charged leave until their dismissal time.

Absence after the time of dismissal shall be charged as excused absence even if the employee is scheduled to take leave later in the day.

(j) Employees scheduled to report to work after an early dismissal is announced may be granted excused absence for the remainder of the workday even if they were scheduled to take leave later in the day.

(3) Closure. When an emergency condition results in the closing of all or part of an installation's activities for one or more whole days, all employees of organizations affected by the closing will be excused from work without charge to leave, including employees who would otherwise have been on approved paid leave. However, the following are not entitled to excused absence and shall remain in their current status, employees:

(a) On LWOP pending disability retirement;

(b) In receipt of workers' compensation;

(c) On military leave;

(d) On suspension; or

(e) In a non-pay status on the last hour of the workday immediately before and the first hour of the workday after the closure.

(f) On a flexible work schedule, those who do not have a scheduled workday during the closure (or are on their alternative work schedule day off) may not be granted another workday or "in-lieu-of" day. (See Comptroller General opinion B-217080 (June 3, 1985)).

Appendix A References

Section I. Required References

Collective Bargaining Agreement between United States Forces Korea (USFK)/Eighth Army and National Federation of Federal Employees (NFFE) Local 1363 dated January 2003.

USFK Reg 690-1 (Regulations and Procedures – Korean Nationals)

USFK Reg 690-711 (Labor Relations)

Section II. Related references

5 USC 6327, Absence in connection with serving as a bone-marrow or organ donor, January 2004.

Executive Memo, Subject: Preventive Health Services at the Federal Workplace, 4 Jan 2001.

Executive Memo, Subject: Return of Activated Military Members to Federal Civilian Employment, 14 Nov 2003.

Guidance from OPM, as outlined at <http://www.opm.gov/oca/LEAVE/HTML/Volunteer2.asp>.

DOD 1400.25-M, DOD Civilian Personnel Manual, Subchapters 610 (Hours of Duty) and 630 (Leave)

DOD Financial Management Regulation, Volume 8, Chapter 5, subsection 051602, Blood Donation.

AR 690-990-2, Hours of Duty, Pay and Leave Annotated, Book 610 (Hours of Duty) and Book 630 (Absence and Leave)

Glossary

Section I. Abbreviations

CofS	Chief of Staff
DHRM	Directorate of Human Resources Management
Eighth Army	Eighth United States Army
HQ	Headquarters
JUSMAG-K	Joint United States Military Affairs Group - Korea
NFFE	National Federation of Federal Employees
PCS	Permanent Change of Station
U.S.	United States (of America)
USFK	United States Forces Korea

Section II. Terms

a. Emergency Essential (E-E) employees. Employees officially designated as those that would be required to report to work (or to stay at work), even in the event of an emergency. Generally, dismissal or closure announcements do not apply to E-E employees unless they are instructed otherwise.

b. Employees eligible for excused absence. Generally, excused absences are only granted for any of the following employees who are “non E-E:” All Korean employees, those United States employees paid on a per annum basis, irrespective of their tenure of appointment, and those United States hourly, per diem, and piecework employees (other than consultants and experts) who have appointments not limited to 90 days or less, or who have been currently employed for a continuous period of 90 days under one or more appointments without a break in service.

c. Excused absence. An excused absence is an absence from duty administratively authorized without loss of pay and without charge to leave. Excused absences are authorized on an individual (one employee at a time) basis, except where an installation is closed or a group of employees is excused from work for various purposes.

d. Non E-E employees: Employees who are not designated at E-E employees.

e. Unscheduled leave policy. The unscheduled leave policy allows non E-E employees to take unscheduled annual leave, compensatory time, or leave without pay approved by the supervisor. This is the leave policy formerly known as “liberal leave policy”.