



HEADQUARTERS, UNITED STATES FORCES, KOREA

UNIT #15237
APO AP 96205-5237

REPLY TO
ATTENTION OF:

FKCP

18 May 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Administrative Leave for Korean Employees Relocating to Different Commuting Areas as a Result of Reduction-in-Force (RIF)

1. Reference: USFK Regulation 690-1, Civilian Personnel Regulations and Procedures – Korean Nationals, 10 February 2011.
2. Effective immediately, USFK authorizes up to 24 work hours of administrative leave for Korean employees relocating to different commuting areas as a result of RIF. Korean employees who are excused for such reasonable amounts of time will be able to make personal arrangements directly related to their relocation that cannot be performed outside the regular working hours. Employees who are transferred on permanent change of station orders from one commuting area to another will request for the administrative leave and obtain approval from their supervisors before and/or after the RIF effective date.
3. Procedures for leave administration stipulated in Chapter 7 of referenced regulation will be followed. All members of Joint Labor Affairs Committee as well as the appropriate USFK/8th Army staff offices concurred.
4. Point of contact in this office is Ms. Choe, Song Won at 724-8510, email: songwon.choe.ln@mail.mil.


CORINE T. RODRIGUEZ
Director, Civilian Personnel

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