Government Shutdown (Lapse appropriation)

US Army Europe

Time and Attendance Guidance, Coding, Non Pay accrual and it's effects

Appropriations provided under the consolidated and further continuing appropriations act will expire at 2359 hours, Tuesday, **30 September 2025**.

All personnel are to report to duty, 1 October 2025.

During this period of shutdown there will be 2 different types of employee status and are thus explained.

The employee's agency will determine if the employee is: non-excepted (will not work during the shutdown - coded KE) and excepted (will work during the shutdown - coded KE).

The following procedures apply to all Army Commands for reporting Time and Attendance for PPE 10/04/25.

TIMECARD INSTRUCTIONS:

- **NON-EXCEPTED EMPLOYEES:**
  - employees who are placed in a temporary non-duty, non-pay status because of a lapse of appropriations

- **EXCEPTED FROM FURLOUGH EMPLOYEES:**
  - employees who are funded through an annual appropriation and are performing excepted activities during the shutdown

Example 1: non-excepted employee reported to work on 01 Oct to complete orderly shutdown for 3 hours . Orderly shutdown will not exceed 4 hours.

SEP	21	22	23	24	25	26	27	28	29	30	1	2	3	4	
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
RG		8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00					56.00
KE											8.00	8.00	8.00		24.00

Example 2: excepted employee originally on paid absence (i.e. sick leave/annual leave) for previously scheduled appointment on 01 Oct for 5 hours. (REF Q20, Shutdown Furlough FAQ September 2025)

SEP	21	22	23	24	25	26	27	28	29	30	1	2	3	4	
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
RG		8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00					56.00
KE											8.00	8.00	8.00		24.00

T&A for PPE 10/04/25 should be completed (concurred and certified) before 1200, 3 October 2025.

Effects of Non-pay Status

Furlough is a non pay status and it's effects would be the same as an employee on Leave Without Pay (LWOP)

Annual and Sick Leave accrual

When the number of LWOP (KA) status hours in a full-time employee's leave year equals the employee's biweekly tour of duty (for example: 80, 112, 144 hours), the employee's leave accrual is reduced by an amount equal to the amount of leave (sick and annual) earned during the pay period.

Example: LWOP (KA) reported from previous pay periods 72 hours + 08 hours of furlough (KE) for pay period ending 04 October totals up to 80 hours non pay. Therefore for pay period ending 04 October there is no credit for annual and sick leave.

*Living Quarters Allowance (LQA)

For periods in non-pay status longer than 30 consecutive calendar days, payment shall be suspended as of the day the employee enters such status.

Example: Employee is on shutdown furlough Effective Oct 1 and remains on furlough for 30 consecutive calendar days or more. LQA will stop effective Oct 31 but will be paid retro active once appropriation of funding is approved.

*Post Allowance (PA)

Will continue during periods of a non-pay status of 14 calendar days or less, at any one time. If non-pay status is to last longer than 14 calendar days, Post allowance will be suspended as of the effective date of entering non-pay status.

Example: Employee is on shutdown furlough effective Oct 1 and remains on furlough for 14 consecutive calendar days or more. Post allowance will stop effective Oct 15 but will be paid retro active once appropriation of funding is approved.