



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX  
111 E. CHAFFEE AVENUE  
FORT KNOX, KENTUCKY 40121-5256

AMIM-KNR-MB (100)

9 November 2021

MEMORANDUM FOR

Commander, All Units Reporting Directly to this Headquarters  
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Garrison Policy Memo No. 9 – Management of Leave, Overtime, and  
Compensatory Time

1. References:

- a. Army Regulation 690-10 (Hours of Duty, Alternative Work Schedules, and Holidays).
- b. U.S. Office of Personnel Management references on Pay and Leave policy, data, and oversight: <https://www.opm.gov/policy-data-oversight/pay-leave/>.
- c. AMC Regulation 600-21 (Time and Attendance Procedures).
- d. IMCOM Regulation 690-610 (Civilian Personnel Work Schedules).
- e. Labor Management Agreement:  
[https://home.army.mil/knox/application/files/9715/6631/3080/Labor\\_Management\\_Agreement\\_LMA\\_2016.pdf](https://home.army.mil/knox/application/files/9715/6631/3080/Labor_Management_Agreement_LMA_2016.pdf).

2. Purpose. To establish policies and procedures for general management of leave, overtime, and compensatory time in Automated Time Attendance and Production System (ATAAPS).

3. Applicability. This policy applies to all Garrison personnel with exception to non-appropriated funds employees in pay categories NF, NA, NL, NS, and CC.

4. Discussion. Proper management of the civilian payroll business process is of great interest to the Army Audit Readiness team because it makes a direct impact on the Army's resources. Leaders at all levels will implement and follow procedures to reflect due diligence and responsibility as stewards of taxpayer dollars. Accountability leads to a stronger Army.

5. General.

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a. Supervisors will ensure employees in- and out-process the Garrison Budget Office and conduct ATAAPS account actions as required.

b. Supervisors and employees will accomplish procedures IAW cited references and Garrison Budget Office guidance.

c. All supervisors will be appointed as certifiers knowledgeable of the United States Office of Personnel Management references.

(1) Subordinates will not serve as certifiers for anyone above them in the chain of command.

(2) The Garrison Commander, Deputy Garrison Commander, and Resource Management Director are the approving certifiers for Director requests.

d. Employees will schedule and receive approval for leave and premium requests in ATAAPS before work performed or leave taken, to the maximum extent possible. When circumstances preclude written advanced request, the request may be verbal, but followed up with an ATAAPS request annotating the date of verbal approval in the remarks section by close of business (COB) the first duty day upon return.

e. Employees will submit requests on the appropriate electronic leave form and categorize time using accurate reason codes.

f. Employees will code time and concur timecards NLT 1500 on Fridays of the week a pay period ends unless directed to do so earlier.

g. Supervisors will verify time is entered accurately and concurred and certify timecards NLT COB Fridays of the week a pay period ends unless directed to do so earlier.

h. Employees will notify supervisors and timekeepers of retroactive adjustments needed in ATAAPS and ensure adjustments are made IAW directed timelines.

i. Supervisors will file administratively acceptable evidence in the employee's personnel folder retained IAW ARIMS, and provide documents for inspection/audit.

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6. Tour of Duty. Supervisors will establish a tour of duty schedule for each employee (excluding shift workers) on enclosure 1, IMCOM Form 1-A, Alternate Work Schedule (AWS) Agreement Employee – Management Contract, that meet the following criteria:

- a. Fits within Garrison authorized schedules 8 with a lunch, 5/4-9 AWS with a lunch, or flexible schedule if mission required.
- b. Start time no earlier than 0645.
- c. End time no later than 1800.
- d. End time no earlier than 1500.
- e. RDO requests will be approved in a manner that allows for coverage on all normal operating days.

7. Annual and Sick Leave.

a. Employees have a right to request annual leave, subject to the right of the supervisor to approve the time taken. Employees may take annual leave for vacations, rest and relaxation, personal business, and emergencies. A supervisor may deny the request based on the office's workload. To address office workload needs, supervisors may ask an employee's reason for requesting annual leave. The amount of annual leave that may be advanced may not exceed the amount of annual leave the employee will accrue in the remainder of the leave year. Employees do not have an entitlement to advanced annual leave.

b. Employees are entitled to use sick leave for personal medical needs, family care or bereavement, care of a family member with a serious health condition, and adoption-related purposes. Employees are entitled to use sick leave when incapacitated for the performance of duties by physical/mental illness, injury, pregnancy/childbirth; receiving medical, dental, or optical examination or treatment; or would, as determined by the health authorities, jeopardize the health of others by his or her presence on the job because of exposure to a communicable disease. Duration of sick leave may not exceed what is required based on the entitlement, i.e., employees are not entitled to a full day of sick leave to cover a two-hour appointment. Employees are authorized to use sick leave to travel directly to and from authorized locations.

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c. Supervisors may require medical certification or other administratively acceptable evidence when absence for sick leave is in excess of 3 days.

d. Employees will provide administratively acceptable evidence or medical certification no later than 15 duty days after the date requested by the supervisor.

e. Employees will categorize sick leave hours on timecards by purpose and reason codes to ensure compliance with the Family Friendly Leave Act IAW enclosure 2, Overtime Labor Codes/Sick Leave Reason Codes and enclosure 3, HR Leave & Work Schedule Flexibilities- COVID-19.



#### 8. Overtime and Compensatory Time.

a. Restricted to mission critical operations that would fail if not authorized, e.g.,:

(1) Preservation of health, welfare, and safety.

(2) Protection of government property.

(3) Unique, seasonal, and/or temporary operating/workload requirements when overtime is more economical than hiring additional personnel or conducting payment of other charges.

b. Will not be combined with paid leave or compensatory time taken in one work day except in emergency or mission critical situations.

c. Employees will submit requests for overtime and compensatory time within the ATAAPS system on a Premium Hours Request in advance when possible.

d. Employees will categorize overtime/compensatory time hours on timecards by purpose and reason codes to ensure compliance with budgetary audit control IAW enclosure 2, Overtime Labor Codes/Sick Leave Reason Codes.

e. Management will not "suffer or permit" employees to work unauthorized overtime, to include working through lunch and working at home. If management knows of or has reason to believe work is being performed and has not stopped the work, overtime or compensatory time must be paid for the extra work.

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9. Point of contact for this policy is Linda Morgan, (502) 624-2132, or  
linda.r.morgan.civ@army.mil.

3 Encls  
as

LANCE A. O'BRYAN  
COL, FA  
Commanding

# IMCOM Form 1-A

## Alternate Work Schedule (AWS) Agreement

### Employee – Management Contract

Template found at:

<http://sill-www.army.mil/USAG/DHR/forms/IMCOM/IMCOM Form 1-A AWS.pdf>

<b>WORK SCHEDULE AGREEMENT</b> <b>EMPLOYEE - MANAGEMENT CONTRACT</b>																											
BETWEEN INSTALLATION MANAGEMENT COMMAND (IMCOM) AND		Effective Date: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																									
Employee Name (Last, First, MI.) and Division <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																											
<b>NOTE:</b> Employee (1st) and supervisor (2nd) must initial each item in the space provided below.																											
<input style="width: 100%;" type="checkbox"/>	<input style="width: 100%;" type="checkbox"/>	<b>WORK SCHEDULE:</b> Week 1 (If CWS, indicate the regularly scheduled day off as RDO)																									
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">DAY</th> <th style="width: 15%;">START TIME</th> <th style="width: 15%;">STOP TIME</th> <th style="width: 55%;">NUMBER OF HOURS PER DAY</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				DAY	START TIME	STOP TIME	NUMBER OF HOURS PER DAY																				
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<b>Grand Total (Two week total must equal 80 hours)</b>			<div style="border: 1px solid black; height: 20px; width: 100%;"></div>																								
<input style="width: 100%;" type="checkbox"/>	<input style="width: 100%;" type="checkbox"/>	<b>Leave:</b> Employee agrees to follow established procedures for requesting and obtaining approval for leave. Leave will be taken in accordance with the established leave policies.																									
<input style="width: 100%;" type="checkbox"/>	<input style="width: 100%;" type="checkbox"/>	<b>Overtime:</b> Employee and supervisor are aware of the provisions delineated in HQ IMCOM and AEC Policy for Managing Overtime and Compensatory Time dated 7 Feb 19.																									
<input style="width: 100%;" type="checkbox"/>	<input style="width: 100%;" type="checkbox"/>	<b>Work Assignment or Performance:</b> The employee understands that a decline in job performance and/or documented misconduct may be grounds for cancelling an AWS agreement.																									
<input style="width: 100%;" type="checkbox"/>	<input style="width: 100%;" type="checkbox"/>	<b>Termination of Agreement:</b> The responsible official may terminate and employee's participation in an AWS at any time if mission requirements deem it necessary or it is determined that an employee is abusing the AWS privilege. Employee participation may also be terminated at the request of the employee (after notifying the supervisor), the employee's supervisor, or upper management.																									
<b>SIGNATURES</b>																											
Employee Signature <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			Date <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																								
<b>APPROVAL RECOMMENDATION</b>																											
<input type="checkbox"/> Recommend Approval <input type="checkbox"/> Recommend Disapproval		Supervisor Signature <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Date <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																								
<b>APPROVAL</b>																											
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		Responsible Official Signature <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Date <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																								

IMCOM FORM 1-A, APR 2019

PREVIOUS EDITIONS ARE OBSOLETE

IMCOM PE v03 ES

## **Overtime Labor Codes/Sick Leave Reason Codes (From ATAAPS Help Menu)**

### **Overtime Labor Codes**

OS – Scheduled overtime. Additional work hours scheduled in advance as defined in FPM 610. Graded employee's night differential, when appropriate, is payable on scheduled overtime. Ungraded employees' shift differential entitlement is determined and set by DCPS. If the overtime was worked on a regularly scheduled workday, the shift code is used to determine the overtime rate in DCPS. If the overtime was worked on a non-workday, the shift code from the previous workday is used to compute the overtime rate in DCPS.

OU- Unscheduled overtime. Additional hours of work not scheduled in advance, as defined in FPM 610. This code is also used to report law enforcement officer' additional hours worked for which an annual premium is paid for administratively uncontrollable hours. Night differential for graded employees is not payable on unscheduled overtime. Shift differential entitlement for ungraded employees is determined and set by DCPS.

OC- Callback overtime. Additional hours of work not scheduled in advance, as defined in FPM 610, on a day when work was not scheduled. This code is also used to report additional hours of work for an employee required to return to his place of work. The actual time worked must be entered to ensure correct calculation of pay. DCPS will determine the difference between the actual time worked on callback and the two-hour minimum entitlement under Title 5 and will pay accordingly. DCPS will determine which shift is payable to ungraded employees who work overtime callback.

### **Family Leave Codes**

Employees assigned to temporary positions are **not** permitted to charge to any Family Leave codes.

Family Medical Leave (Reported in the HZ/OTH field under leave code LS,LA, LB, LG, KA, LQ, LR, or CT)

*Requires prior authorization entered into DCPS*

DA – Birth of Son/Daughter or Care of Newborn

DB – Adoption for Foster Care

DC – Care for Spouse, Son, Daughter, or Parent with a Serious Health Condition.

DD – Serious Health Condition of Employee

Family Friendly Leave (Reported in the HZ/OTH field under leave code LS or LG)

DE – Family Care/Bereavement: Sick Leave taken to:

- provide care for a family member,
- make arrangements necessitated by the death of a family member or attend the funeral of a family member.

DF – Sick leave for Adoption Purposes: Sick Leave taken for purposes relating to the adoption of a child.

DM – Military Family Leave

# HR Leave & Work Schedule Flexibilities – COVID - 19

HR Leave & Work Schedule Flexibilities- COVID-19				
SCENERIOS		ACTIONS		
		Telework <sup>1</sup>	Report to Worksite	Leave Options
If:	And:	THEN:		
The employee is not ill or does not have symptoms of COVID-19	is not directed to stay home	Yes	Yes	Annual Leave
	is directed to stay home by a commander/ supervisor <sup>2</sup> or a medical professional or public health authority	Yes	No	Weather and Safety Leave <sup>3</sup> Emergency Paid Sick Leave <sup>4</sup> Emergency Paid Leave <sup>5</sup>
	Is at increased risk for severe illness from COVID-19	Yes	Yes <sup>6</sup>	Annual Leave
	is at increased risk for severe illness from COVID-19 as defined by the CDC and no other options allow the employee to continue working in the workplace	Yes	No	Annual Leave
	has a family member(s) who requires care and the family member is a child at home due to school or childcare closures	Yes	Yes	Emergency Paid Sick Leave <sup>4</sup> Expanded Family Medical Leave <sup>7</sup> Emergency Paid Leave Annual Leave

<sup>1</sup> Employees may telework if they occupy a telework eligible position and have a telework agreement.

<sup>2</sup> The commander or supervisor either directs the employee to stay home because of possible exposure or because the employee has symptoms that might be COVID-19.

<sup>3</sup> Weather and safety leave is not an entitlement and is generally only available to non-telework program participants. Under DoDI 1400.25 Volume 610, "DoD Civilian Personnel Management System: Hours of Duty," approval authority is the commander or head of activity unless further delegated.

<sup>4</sup> Emergency Paid Sick Leave Act (EPSL) was **authorized for use April 1, 2020 through December 31, 2020.**

<sup>5</sup> Emergency Paid Leave Act (EPL) **authorized for use March 11, 2021 through September 30, 2021.**

<sup>6</sup> Appropriate exposure mitigation measures are in place.

<sup>7</sup> The Emergency Family and Medical Leave Expansion Act authorizes up to 10 weeks of paid leave to employees in specified circumstances. Only employees covered by Title I of the Family and Medical Leave Act are potentially eligible for expanded family and medical leave.



# HR Leave & Work Schedule Flexibilities – COVID - 19

SCENERIOS		ACTIONS		
		Telework <sup>1</sup>	Report to Worksite	Leave Options
If:	And:	THEN:		
	has a family member(s) who requires care and the family member is ill or quarantined due to COVID-19	Yes	Yes <sup>8</sup>	Emergency Paid Leave Sick Leave Family Medical Leave Act Annual Leave Voluntary Leave Transfer Program
	is designated as an emergency employee <sup>9</sup> and ordered to the worksite	No	Yes	Annual Leave
	is subject to a Federal, State, or local quarantine to isolation order related to COVID-19	Yes	No	Annual Leave Weather and Safety Leave
	is obtaining immunization related to COVID-19	No	No	Administrative Leave - COVID-19 immunization <sup>10</sup>
The employee is ill or has symptoms of COVID-19	is able to work	Yes	No	Sick Leave Voluntary Leave Transfer Program
	and is seeking a medical diagnosis	Yes	No	Emergency Paid Leave Sick Leave Family Medical Leave Act Voluntary Leave Transfer Program
	Is recovering from symptoms of the COVID-19 vaccination	Yes	No	Administrative Leave - COVID-19 immunization Emergency Paid Sick Leave (see footnote 4) Voluntary Leave Transfer Program
The employee tested positive for COVID-19	and unable to work	No	No	Sick Leave Family Medical Leave Act Emergency Paid Leave <sup>11</sup> Voluntary Leave Transfer Program
The employee tested positive for COVID-19	and under quarantine but able to work	Yes	No	Sick Leave Family Medical Leave Act Emergency paid Leave

# HR Leave & Work Schedule Flexibilities – COVID - 19

<sup>8</sup> Unless directed by a medical professional, public health authority, commander or supervisor to stay home because of possible exposure to COVID-19.

<sup>9</sup> The employee is designated an emergency employee by a commander or supervisor under 5 CFR 630.1605(b) and must report to the worksite even if a telework participant. The commander or supervisor determines the employee is critical to agency operations.

<sup>10</sup> Employees are allowed to use up to four hours of administrative leave to receive the COVID-19 vaccination, per vaccination dose.

<sup>11</sup> EPL is only applicable if the employee is unable to work and falls within one of the qualifying circumstances as prescribed under The American Rescue Plan Act of 2021(Public Law 117-2).

## LEAVE DEFINITIONS & OVERVIEW

Type of Leave	Definition		Timekeeping codes (ATAAPS)	Specifications	Limitations
<b>Administrative Leave for Receiving the COVID-19 Vaccination</b>	On April 14, 2021 DOD issued a memorandum authorizing administrative leave for up to 4 hours for receiving the COVID-19 vaccination and for up to 2 days of recovery time		LN-PF	<p>Leave for receiving the COVID-19 vaccination and for 2 days of recovery time (more days on a case by case basis). No time limit, may be applied retroactively</p> <p>The use of this administrative leave for vaccinations is limited to the time spent traveling to and from the vaccination location, time at the vaccination location, and if needed, for a reasonable amount of recovery time.</p> <p>All leave usage should be tracked by supervisors/agencies for any future data calls.</p> <p>Employees may not be authorized to perform overtime work for purposes of receiving a vaccination outside of their scheduled tour of duty.</p>	Leave for up to 4 hours for receiving the COVID-19 vaccination and for 2 days of recovery time (more days on a case by case basis). No time limit, may be applied retroactively

# HR Leave & Work Schedule Flexibilities – COVID - 19

<b>Emergency Paid Sick Leave (EPSLA)</b> <b>**EXPIRED**</b>	<p>On 1 April 2020 a new leave category was authorized Emergency Paid Sick Leave Act (EPSLA) under the he Families First Coronavirus Response Act (FFCRA). This act required employers to provide employees with paid sick leave and expanded family and medical leave for limited reasons related to COVID-19.</p>	<p><b>Note:</b> These provisions were effective and authorized for use from <b>April 1, 2020 through December 31, 2020.</b></p>	<p>LV-DX or LV-DY</p>	<p>Under the FFCRA (Public Law 116-127, March 18, 2020), a federal employee qualifies for up to 80 hours of emergency paid sick time if the employee is unable to work (or unable to telework) due to specified reason related to COVID-19, to include:</p> <ol style="list-style-type: none"> <li>1. is subject to a federal, state, or local quarantine or isolation order related to COVID-19;</li> <li>2. has been advised by a health care provider to self-quarantine related to COVID19;</li> <li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li> <li>4. is caring for an individual subject to a quarantine or isolation order or self-quarantine; or</li> <li>5. is caring for a child under (18 years of age) whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19; or</li> <li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.</li> </ol>	<p>Federal employees are allowed up to 80 hours of paid sick leave.</p> <p><b>1. Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay</b> where the employee is unable to work because the employee is quarantined (pursuant to federal, state, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or (qualifying reasons 1, 2, and 3).</p> <p><b>2. Two weeks (up to 80 hours) of paid sick leave at two-thirds (2/3) the employee's regular rate of pay</b> because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or</p>
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# HR Leave & Work Schedule Flexibilities – COVID - 19

					unavailable for reasons related to COVID-19, or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor (qualifying reasons 4,5, and 6 above).
<b>Family Medical Leave Act (FMLA)</b>	<p>Under the Family and Medical Leave Act of 1993 (FMLA), most Federal employees are entitled to a total of up to 12 workweeks (480 hours) of unpaid leave during any 12-month period for the following purposes: (5 CFR 630, Subpart L)</p> <ul style="list-style-type: none"> <li>-the birth of a son or daughter of the employee and the care of such son or daughter;</li> <li>-the placement of a son or daughter with the employee for adoption or foster care;</li> <li>-the care of spouse, son, daughter, or parent of the employee who has a serious health condition; or</li> <li>-a serious health condition of the employee that makes the employee unable to perform the essential functions of his or her positions.</li> <li>-any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.</li> </ul>		<p>KA-DA/DC/DD/DB (LWOP)</p> <p><b>Note:</b> An employee may substitute annual or sick leave that they have to their credit in conjunction with FMLA if they choose not to use LWOP (e.g. LS-appropriate sub code).</p>	Employee is required to provide administratively acceptable documentation to support an FMLA request. Optional forms WH-380-E/F can be used.	Up to 12 workweeks or 480 hours within a 12 calendar month period starting from the first day leave is physically invoked.

# HR Leave & Work Schedule Flexibilities – COVID - 19

<p><b>The American Rescue Plan Act- Emergency Paid Leave (EPL)</b></p>	<p>On 11 March 2021 The American Rescue Plan Act was implemented and authorizes eligible employees to use emergency paid leave for COVID-19 related to 8 available qualifying reasons. This leave is funded by the Emergency Federal Employee Leave Fund and administered by the Director of the Office of Personnel Management.</p>	<p><b>Note:</b> EPL is not an extension of or the same form of leave as the earlier EPSL. These provisions apply to circumstances that occur on/or after <b>March 11, 2021 through September 30, 2021.</b></p> <p><b>NOTE:</b> Impact to retirement. The law provides that an employee's total service used in computing their retirement annuity must be reduced by the amount of EPL used. EPL is treated like other paid leave for all other retirement purposes. ** The granting of any EPL is conditional as it is dependent on the availability of</p>	<p>LV-DW</p>	<p>* Employee must be unable to work.</p> <p><u>8 qualifying circumstances:</u></p> <p>(1) Subject to Federal, State, or local government quarantine or isolation order related to COVID-19 (including government advisory).</p> <p>(2) Advised by health care provider to self-quarantine due to COVID-19 concerns.</p> <p>(3) Caring for an individual subject to (1) such order/advisory or (2) such advice.</p> <p>(4) Experiencing symptoms of COVID-19 and actively seeking a medical diagnosis.</p> <p>(5) Caring for employee's child when required because, due to COVID-19 precautions, the child's school or place of care has been closed, or the child is participating in virtual learning instruction, or the child's care provider is unavailable.</p> <p>(6) Experiencing any other substantially similar condition (as approved by OPM).</p> <p>(7) Caring for a family member (i) who has a mental or physical disability or who is 55 years of age or older and (ii) who is incapable of self-care, without regard to whether another individual other than the employee is available to care for such family member, if the place of care for such family member is closed or the direct care provider is unavailable due to COVID-19.</p> <p>(8) Obtaining immunization related to COVID-19 or recovering from any injury,</p>	<p>EPL only applies to qualifying leave taken from March 11, 2021 through September 30, 2021. There is a bi-weekly limit an employee may be granted EPL hours of 600 hours/\$2,800 for a full time employee. For a part time employee the limit is 300 hours/\$1,400. EPL is available until September 30, unless the \$570 million fund is exhausted before then. If the fund becomes exhausted, any EPL that was conditionally approved and cannot be paid for out of the fund will have to be canceled, and other leave substituted for it. The granting of any EPL is conditional as it is dependent on the availability of money in the Emergency Federal Employee Leave Fund. The employee will be required to sign a written agreement validating that they may substitute other available paid leave or paid time off, or will retroactively be placed on leave without pay for the</p>
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# HR Leave & Work Schedule Flexibilities – COVID - 19

		money in the Emergency Federal Employee Leave Fund.		<p>disability, illness, or condition related to such immunization (after using any administrative leave provided by the employing agency).</p> <p><b>Time/Funding Limits:</b> Biweekly limit (EPL hours allowed only to extent that the value of those EPL hours in a biweekly pay period does not exceed \$2,800 for full-time employee or equivalent limit for part-time employee, which can limit number of leave hours);</p> <ul style="list-style-type: none"> <li>- Aggregate limit (total of 600 hours for regular full-time employee or equivalent limits for employees with part-time, seasonal, or uncommon tours);</li> <li>- Fund exhaustion (no EPL available once the Fund is exhausted).</li> </ul> <p><b>The emergency leave is available from March 11, 2021 through Sept. 30, 2021.</b></p>	affected period and voluntarily provide monetary reimbursement to the agency to cover the resulting overpayment debt limited to 15 percent of an employee's disposable pay except in the case of a final check at the time of separation from employment.
<b>Weather and Safety Leave</b>	<p>This leave has been in effect since May 10, 2018 (pre-COVID-19). This leave may be used if the supervisor/Commander determines that the employee or group of employees is/are prevented from safely traveling to or safely performing work at an approved location due to an act of God (weather), terrorist attack, or other applicable condition. There is no restriction on the number of hours an employee may be placed on weather and safety leave. (5 CFR 630, Subpart P). Employees eligible for telework may also receive W&amp;S leave but will require additional analysis (see 5 CFR §630.1605).</p>	<p><b>Note: Act of God</b> means an act of nature, including hurricanes, tornadoes, floods, wildfires, earthquakes, landslides, snowstorms, and avalanches.</p>	LN-PS	<p>Number of hours used during the pay period in which an employee is placed on weather and safety leave. This leave may be used only if the employing agency determines that the employee or group of employees is/are prevented from safely traveling to, or safely performing work at, an approved location.</p>	<p>There is no restriction on the number of hours an employee may be placed on weather and safety leave.</p>

# HR Leave & Work Schedule Flexibilities – COVID - 19

<b>Weather and Safety Leave (COVID-19)</b>	On Feb 7, 2020 OPM issued guidance that agencies may grant weather and safety leave when an asymptomatic employee is subject to movement restrictions (e.g. quarantine) under the direction of public health authorities in connection with a quarantinable communicable disease, such as COVID-19. DoD subsequently provided additional guidance.		LN-PS	<p>Employee must be unable to telework and unable to report to worksite due to movement restrictions. This is only applicable under the direction of public health authorities in connection with a quarantinable communicable disease, such as COVID-19.</p> <p>The weather and safety leave regulations provide that an employee who is participating in a telework program may generally not receive weather and safety leave, since the employee is not prevented from safely performing work. Thus, weather and safety leave would be granted only to those employees who are not expected to telework. (See 5 CFR 630.1605.)</p>	There is no restriction on the number of hours an employee may be placed on weather and safety leave for matters related to COVID-19.
<b>Voluntary Leave Transfer Program</b>	Under the Voluntary Leave Transfer Program (VLTP), a covered employee may donate annual leave <i>directly</i> to another employee who has a personal or family medical emergency and who has exhausted his or her available paid leave. Each agency must administer a voluntary leave transfer program for its employees.		LN-LA	<p>A potential leave recipient's employing agency must determine that a full-time employee's absence from duty without available paid leave because of the medical emergency is (or is expected to be) at least 24 work hours, which may be consecutive or intermittent. For a part-time employee or an employee on an uncommon tour of duty, the period of absence without paid leave is prorated. This period of unpaid absence qualifies as a substantial loss of income for purposes of the medical emergency determination.</p>	There is no limit on the amount of donated annual leave a leave recipient may receive from the leave donor(s). However, any unused donated leave must be returned to the leave donor(s) when the medical emergency ends.