



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
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FORT KNOX, KENTUCKY 40121-5256

AMIM-KNR-MB (100)

24 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. 10 – Disabled Veteran and Administrative Leave

1. References:

a. Office of Personnel Management website, <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/administrative-leave/>.

b. AR 215-3 (Non-Appropriated Funds Instrumentalities Personnel Policy).

c. 5 USC 6329: Disabled Veteran Leave:
<http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title5-section6329&num=0&edition=prelim.>

d. Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Conditions or Other Emergency Situations: <https://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/emergencybenefits.pdf>.

e. Civilian Leave Personnel Law Manual, Chapter 5, part A – Administrative Leave
<https://www.gao.gov/assets/ogc-96-6.pdf>.

f. AMC Regulation 600-21 (Time and Attendance Procedures).

g. Command Policy #17 – IMCOM Civilian Fitness Health Promotion Program Policy.

2. Purpose. To establish policies, and procedures for the use of Disabled Veterans Leave (DVL) and Administrative Leave.

3. Discussion.

a. Disabled Veteran Leave. An employee hired on or after November 5, 2016, who is a veteran with a service-connected disability rating of 30 percent or more from the Veterans Benefits Administration (VBA) of the Department of Veterans Affairs is entitled to up to 104 hours of disabled veteran leave for the purposes of undergoing medical

treatment for such disability. Disabled Veteran Leave is an approved leave status and is charged to code LS with PW subcategory reason code on an employee's Automated Time Attendance and Production System (ATAAPS) record with an approved leave form.

b. Administrative Leave. An authorized absence, without loss of pay and without being charged to the employee's leave. Administrative leave is granted to employees for reasons determined to be in the government's best interest for no more than 80 hours in a calendar year, unless using for weather and safety reasons. Administrative leave is an approved leave status and is charged to code LN with the applicable subcategory reason code on an employee's ATAAPS record with an approved leave form. Supervisors will ensure employees do not exceed the 80 hour annual cap by reviewing the Labor Charges Inquiry in ATAAPS prior to approval.

c. Leaders at all levels will ensure established procedures are followed to ensure the Garrison is in audit compliance.

4. Applicability. This policy applies to all USAG Fort Knox personnel, funded with appropriated or non-appropriated funds except those employees in pay categories of NF, NA, NL, NS, and CC which are governed by AR 215-3.

5. Disabled Veteran Leave.

a. The following will govern the process for using disabled veteran leave.

(1) An eligible employee will receive the appropriate amount of disabled veteran leave as of the employee's "first day of employment," as defined by CHRA in accordance with OPM regulations. Disabled veteran leave is a one-time benefit provided to an eligible employee. The employee will have a single, continuous 12-month eligibility period, beginning on the "first day of employment" in which to use the leave or it will be forfeited with no opportunity to carry over the leave into subsequent years. An employee's 12-month eligibility period begins the first day of employment. First day of employment means the first day of service that qualifies as employment that occurs on the later of—

(a) The earliest date an employee is hired after the effective date of the employee's qualifying service-connected disability, as determined by the Veterans Benefits Administration; or

(b) The effective date of the employee's qualifying service-connected disability, as determined by the Veterans Benefits Administration.

(2) Disabled veteran leave may only be used for the medical treatment of a qualifying service-connected disability, which includes any individual disability that is part of a combined disability rating of at least 30 percent. Medical treatment may include a period of rest, but only if the period of rest is specifically ordered by the employee's health care provider as part of a prescribed course of treatment for the qualifying service-connected disability. Qualifying medical treatment may be provided or prescribed by any health care provider who is covered by the definition of "health care provider" in OPM's Family and Medical Leave Act (FMLA) regulations at 5 CFR 630.1202.

(3) Unless the need for leave is critical and unforeseeable (e.g., a medical emergency or the unexpected availability of an appointment for surgery or other critical treatment), the employee must request the leave in advance, within the time limits set forth by Garrison Policy Memo 9, Management of Leave, Overtime, and Compensatory Time, and specify the days and hours of absence required for the medical treatment.

(4) An employee is permitted to retroactively substitute disabled veteran leave for other forms of leave or time off taken for the purpose of receiving treatment for a qualifying disability (excluding periods of absence without leave (AWOL) or suspension, when the leave or time off was taken during the employee's 12-month eligibility period for the medical treatment of a qualifying disability. Retroactive substitution may be necessary when an employee has a pending claim under review by VBA that is later approved with a retroactive effective date. In that situation, the employee should keep documentation or records relating to medical treatment of a condition that may later be covered as a qualifying service-connected disability. Retroactive substitution will not precede effective date.

(5) Any unused disabled veteran leave will be forfeited at the end of the employee's established 12-month eligibility period. There are no circumstances under which the leave may remain to an employee's credit afterwards. An employee may not receive a lump-sum payment for any unused or forfeited leave under any circumstance.

(6) Fort Knox Garrison disabled veteran leave approval is delegated to the same level as all other sick leave approvals.

b. The following outlines the procedures for requesting and coding disabled veteran leave.

(1) Employees will submit a written statement signed by the health care provider that the medical treatment is for one or more service-connected disabilities of the employee that resulted in a 30 percent or more disability rating.

(2) If the treatment extends over several days, the beginning and ending dates of the treatment will be documented on a written statement by the health care provider.

(3) If the leave was not requested in advance, a statement that the treatment required was of an urgent nature, or there were other circumstances that made advanced scheduling not possible.

(4) Employees will provide any additional information that is essential to verify eligibility. The employee must provide the additional medical certification within 15 calendar days of the agency's request unless the agency determines that more time is required (not to exceed 30 calendar days).

6. Administrative Leave.

a. Administrative leave/excused absences will be granted in circumstances that:

(1) Are directly related to the employing agency or staff office's mission;

(2) Enhance the professional development or skills of the employee in his or her current position; or

(3) Are officially sponsored/sanctioned by agency or staff office head as being in the best interest of the Federal Government.

(4) Employees will categorize administrative leave hours on timecards by purpose and reason codes to ensure compliance with budgetary audit control IAW enclosure 1, Administrative Leave Labor/Reason Codes.

b. The following will govern the process for using and documenting administrative leave.

(1) Blood Donation.

(a) With advance supervisory approval, employees who volunteer as blood donors without compensation shall be authorized up to four hours of administrative leave on the day the blood is donated for recuperation purposes. This time is in addition to the time required to travel to and from the blood center and to give the blood.

(b) Compensated blood donors are required to take annual leave or leave without pay for any period of absence resulting from making the blood donation.

(2) Participation in emergency rescue or protective work.

(a) An employee who has requested to assist in emergency law enforcement, relief, or clean-up efforts in affected communities, as authorized by Federal, State, or other officials having jurisdiction, and whose participation in such activities has been approved by USAG Ft. Knox may be granted administrative leave.

<https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/administrative-leave/> (Emergencies Policies).

(b) This policy does not apply to Federal employee members of the National Guard or Reserves who are called to assist in disaster relief and recovery efforts, as they are entitled to military leave under 5 U.S.C. 6323(b).

(c) It is the responsibility of the Garrison Commander to determine that such leave was for an emergency and was in the interest of the public welfare.

(3) Change of official duty station. A non-temporary employee who is changing his or her official duty station in the interest of the Federal Government which includes the relocation of their residence shall be granted administrative leave when the costs and expenses of the move are reimbursable under the General Services Administration (GSA) Federal Travel Regulations. The period granted for the administrative leave shall not exceed 40 hours. The administrative leave may be used for the following activities:

(a) Locating quarters at the new duty station, including the travel time covered in the GSA Federal Travel Regulations; and pre-moving and post-moving arrangements, such as stopping and starting utility services.

(b) The on-the-road travel time associated with the final one-way move is not chargeable against the 40-hour limitation.

(4) Officially Sponsored Functions and Programs. An employee may be granted an excused absence for a reasonable period to participate in programs and functions sponsored by Ft. Knox USAG, or a Ft. Knox USAG Agency/Staff Office if participation is in the interest of the Federal Government. Under certain circumstances, an employee may be excused when the function is sponsored by another Federal Government Agency/Staff Office such as OPM, etc. These situations should be determined on a case-by-case basis and approved in advance. See <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/administrative-leave/> (Individual Agency Policies).

(5) Voting. An employee may be granted administrative leave for a reasonable period of time to vote in Federal, State, county, or municipal elections or in referendums on any civic matter in their community, if such administrative leave would not seriously interfere with work operations. An employee may be granted administrative leave for a

period of time that permits the employee to vote and report for work no later than 3 hours after the polls open or to leave work no earlier than 3 hours before the polls close, whichever results in the lesser period of time. The administrative leave, if granted, shall be based upon the employee's scheduled tour of duty for that day. Unusual circumstances may warrant the granting of administrative leave for a longer period of time and should be made on a case-by-case basis. See related HR tip issued on October 5, 2012 or <https://home.army.mil/knox/index.php/units-tenants/civilian-personnel-advisory-center/hr-tips>.

(6) Military Funerals. An employee who is a veteran of a declared war, who served in a campaign or expedition for which a campaign badge has been authorized, or who is a member of an honor or ceremonial group of those veterans may be granted administrative leave to attend military funerals. The administrative leave may be granted for a period not to exceed four hours, to participate as an active pallbearer or as a member of an honor guard in a funeral ceremony for a member of the armed services whose remains are returned from abroad for final interment in the United States. See 5 U.S.C. 6321.

(7) Disciplinary or Medical Actions. An employee who is the subject of an Investigation involving allegations of misconduct wherein workplace safety could be compromised, or those whose workplace behavior represents a potential threat to themselves or others, may be placed on administrative leave. Such periods shall be limited, to the extent possible, to effect timely USAG Ft. Knox disciplinary and/or administrative actions. See <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/administrative-leave/> (Administrative Leave Related to Unacceptable Performance and Misconduct).

(8) Weather and Other Emergency Related Dismissals. When natural disasters, adverse weather conditions, and other emergencies occur that disrupt Federal Government operations, the following procedures shall be followed:

(a) Delays, closures and dismissals on Fort Knox will be based on the Garrison Commander's determination and posted on the Fort Knox website, at <https://www.knox.army.mil/>.

(b) When delayed arrival, early dismissal, or closures are authorized, time is recorded as administrative leave. See Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Conditions or Other Emergency Situations. See Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Conditions or Other Emergency Situations.

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(9) Preventative Health and Wellness Activities. An employee may be granted an excused absence of up to three hours per week of administrative leave, (no more than one hour per day) to participate in a command-sponsored fitness and health promotion, including physical fitness activities, preventive health events, education on health promotions topics, and any other activities covered by the program. See IMCOM Civilian Fitness Health Promotion Program Policy.

(10) Paid Parental Leave. An employee is entitled to 12 weeks of paid parental leave covered by the Family and Medical Leave Act (FMLA). The paid parental leave applies to the birth, adoption, or foster care placement of a child that occurs on or after 1 October 2020. Coding in ATAAPS varies depending upon whether the employee is appropriated fund (APF) or non-appropriated fund (NAF). APF employees will utilize leave code "LN" and the appropriate reason code IAW enclosure 1. NAF employers will designate the appropriate leave code to be used according to their payroll systems and inform their respective employees. Supervisors will coordinate with CPAC for current guidance on how employees request leave.

(11) COVID-19. Employees are entitled to administrative leave when directed to stay home by a commander/supervisor or medical professional or public health authority. Supervisors will refer to enclosure 2, HR Leave & Work Schedule Flexibilities – COVID-19 for guidance on how to determine leave options.

(12) Administrative leave requests for reasons not outlined in this memorandum will be reviewed and either granted or denied on a case by case basis by the Deputy Garrison Commander or the Garrison Commander. Employees are reminded that the decision to grant excused absence is a matter of Garrison discretion and approval, based on mission requirements at the time.

7. The point of contact for this policy is the Garrison ATAAPS manager, Linda Morgan at (502) 624-2132 or linda.r.morgan.civ@mail.mil.

- 2 Encls
- 1. Leave Codes
- 2. Schedules

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Administrative Leave Codes

LN – Administrative Leave

DG- Birth
DH- Adoption
DI- Foster Care
PF- Physical Fitness
PH- Preventative Health Screening
PS - Weather and Safety

LS – Sick Leave (Administrative)

PW- Disabled Veteran Leave

Excused Absence Leave

DW – Emergency COVID Paid Leave

HR Leave & Work Schedule Flexibilities- COVID-19

HR Leave & Work Schedule Flexibilities- COVID-19				
SCENERIOS		ACTIONS		
		Telework ¹	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 ² or a medical professional or public health authority	Yes	No	Weather and Safety Leave ³ Emergency Paid Sick Leave ⁴ Emergency Paid Leave ⁵
	Is at increased risk for severe illness from COVID-19	Yes	Yes ⁶	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 ⁴ Expanded Family Medical Leave ⁷ Emergency Paid Leave Annual Leave

¹ Employees may telework if they occupy a telework eligible position and have a telework agreement.

² 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.

³ 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.

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

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

⁶ Appropriate exposure mitigation measures are in place.

⁷ 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 ¹	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 ⁸	Emergency Paid Leave Sick Leave Family Medical Leave Act Annual Leave Voluntary Leave Transfer Program
	is designated as an emergency employee ⁹ 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 ¹⁰
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 ¹¹ 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

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

⁹ 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.

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

¹¹ 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
Administrative Leave for Receiving the COVID-19 Vaccination	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

<p>Emergency Paid Sick Leave (EPSLA) **EXPIRED**</p>	<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>Note: These provisions were effective and authorized for use from April 1, 2020 through December 31, 2020.</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"> 1. is subject to a federal, state, or local quarantine or isolation order related to COVID-19; 2. has been advised by a health care provider to self-quarantine related to COVID19; 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis; 4. is caring for an individual subject to a quarantine or isolation order or self-quarantine; or 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 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. 	<p>Federal employees are allowed up to 80 hours of paid sick leave.</p> <p>1. Two weeks (up to 80 hours) of paid sick leave at the employee’s regular rate of pay 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>2. Two weeks (up to 80 hours) of paid sick leave at two-thirds (2/3) the employee’s regular rate of pay 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).
Family Medical Leave Act (FMLA)	<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"> -the birth of a son or daughter of the employee and the care of such son or daughter; -the placement of a son or daughter with the employee for adoption or foster care; -the care of spouse, son, daughter, or parent of the employee who has a serious health condition; or -a serious health condition of the employee that makes the employee unable to perform the essential functions of his or her positions. -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. 		<p>KA-DA/DC/DD/DB (LWOP)</p> <p>Note: 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>	<p>Employee is required to provide administratively acceptable documentation to support an FMLA request. Optional forms WH-380-E/F can be used.</p>	<p>Up to 12 workweeks or 480 hours within a 12 calendar month period starting from the first day leave is physically invoked.</p>

HR Leave & Work Schedule Flexibilities- COVID-19

<p>The American Rescue Plan Act- Emergency Paid Leave (EPL)</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>Note: 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 March 11, 2021 through September 30, 2021.</p> <p>NOTE: 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). (2) Advised by health care provider to self-quarantine due to COVID-19 concerns. (3) Caring for an individual subject to (1) such order/advisory or (2) such advice. (4) Experiencing symptoms of COVID-19 and actively seeking a medical diagnosis. (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. (6) Experiencing any other substantially similar condition (as approved by OPM). (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. (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>Time/Funding Limits: 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"> - Aggregate limit (total of 600 hours for regular full-time employee or equivalent limits for employees with part-time, seasonal, or uncommon tours); - Fund exhaustion (no EPL available once the Fund is exhausted). <p>The emergency leave is available from March 11, 2021 through Sept. 30, 2021.</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.
Weather and Safety Leave	<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&S leave but will require additional analysis (see 5 CFR §630.1605).</p>	<p>Note: Act of God 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

<p>Weather and Safety Leave (COVID-19)</p>	<p>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.</p>		<p>LN-PS</p>	<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>	<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.</p>
<p>Voluntary Leave Transfer Program</p>	<p>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.</p>		<p>LN-LA</p>	<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>	<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.</p>