



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

IMKN-RM

JUL 26 2019

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. AR 215-3, NonAppropriated Funds Instrumentalities Personnel Policy, 16 September 2015.

b. AR 600-63, Army Health Promotion, 14 April 2015.

c. H.R313, Wounded Warriors Federal Leave act of 2015, 5 November 2015:
[https://www.congress.gov/bill/114th-congress/house-bill/313/text/pl?overview=.](https://www.congress.gov/bill/114th-congress/house-bill/313/text/pl?overview=)

d. Federal Register Notice 81 FR 51775, 5 August 2016:
[https://www.federalregister.gov/documents/2016/08/05/2016-18516/disabled-veteran-leave-and-other-miscellaneous-changes.](https://www.federalregister.gov/documents/2016/08/05/2016-18516/disabled-veteran-leave-and-other-miscellaneous-changes)

e. The Defense Travel Management Office (DTMO) website:
[http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title5-section6329&num=0&edition=prelim.](http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title5-section6329&num=0&edition=prelim)

f. 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>.

g. Civilian Leave Personnel Law Manual, Chapter 5, part A – Administrative Leave:
<http://www.gao.gov/special.pubs/og96006.txt>.

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

3. Discussion.

a. Disabled Veterans Leave.

IMKN-RM

SUBJECT: Garrison Policy Memo No. 10 – Disabled Veteran and Administrative Leave

(1) Under the Wounded Warriors Federal Leave Act of 2015 (Public Law 114-75, November 5, 2015), 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 Veteran Affairs is entitled up to 105-hours of disabled veteran leave for the purposes of undergoing medical treatment for such disability. Disabled veteran leave is a form of leave that affects all parts of the Garrison workforce; proper management of disabled veteran leave is essential in mission readiness.

(2) Leaders in all Directorates and at all levels will ensure that established procedures are followed in order to ensure the Garrison is in complete audit compliance.

b. Administrative Leave.

(1) 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. Administrative leave is an approved leave status and is charged to code LN on an employee's ATAAPS record with an approved leave form.

(2) Fort Knox USAG's policy is to grant excused absence and/or administrative leave in limited circumstances that:

(a) Are directly related to the employing Agency or Staff Office's mission;

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

(c) Are officially sponsored by Agency or Staff Office Head as being in the best interest of the Federal Government.

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

5. Policy.

a. The following will govern the process for using and documenting 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 may not receive a lump-sum payment for any unused or forfeited leave under any circumstance.

(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 4 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 and Overtime Requests" 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 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.

(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.

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

IMKN-RM

SUBJECT: Garrison Policy Memo No. 10 – Disabled Veteran and Administrative Leave

(7) Employee will:

(a) 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.

(b) 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.

(c) 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.

(d) Provide any additional information that is essential to verify the employee's 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).

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 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 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. (30 Comp. Gen. 521 (June 25, 1951)).

(2) Participation in emergency rescue or protective work.

(a) An employee who is 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 Fort Knox may be granted administrative leave.

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

IMKN-RM

SUBJECT: Garrison Policy Memo No. 10 – Disabled Veteran and Administrative Leave

(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 USAG Fort Knox 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 mover are reimbursable under the General Services Administration (GSA) Federal Travel regulations. The period of time 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 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.

(a) An employee may be granted an excused absence for a reasonable period of time to participate in programs and functions sponsored by Fort Knox USAG, or a Fort Knox USAG Agency/Staff Office if participation is in the interest of the Federal Government.

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

(5) Voter Registration and Voting.

(a) An employee may be granted administrative leave for a reasonable period of time to register 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

IMKN-RM

SUBJECT: Garrison Policy Memo No. 10 – Disabled Veteran and Administrative Leave

administrative leave for a period of time that permits the employee to vote and report for work no later than three hours after the polls open or to leave work no earlier than three 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. See [CPM 2012-07, \(external link\)](#) issued on October 5, 2012 or <https://www.knox.army.mil/partners/cpac/hrtips.aspx>.

(b) 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.

(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 veteran may be granted administrative leave to attend military funerals. The administrative leave may be granted for a period of time 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 of time shall be limited, to the extent possible, in order to effectuate timely USAG Fort Knox disciplinary and/or administrative actions. <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 emergency situations 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. [Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Conditions or Other Emergency Situations](#).

IMKN-RM

SUBJECT: Garrison Policy Memo No. 10 – Disabled Veteran and Administrative Leave

(9) Preventative Health and Wellness Activities. An employee may be granted an excused absence of up to three hours per week of administrative leave, limited to on six-month period in a civilian's career, when the employee is participating in a Garrison approved preventative health or wellness program. Supervisor approval is required. An excused absence for ongoing personal health and fitness programs may not be granted. (AR 600-63, Army Health Promotion, chapter 5-2c), <https://www.opm.gov/policy-data-oversight/worklife/reference-materials/employee-health-services-handbook/#url=Chapter-2>.

(10) Administrative leave requests for reasons not outlined in the 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.

6. The point of contact for this policy is the Garrison ATAAPS POC, Mr. Whitney Adam O'Bryan at (502) 624-7214 or whitney.a.obryan.civ@mail.mil.


CJ KING
COL, LG
Commanding