



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
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FORT KNOX, KENTUCKY 40121-4215

AMIM-KNR-MB (100)

16 July 2025

MEMORANDUM FOR

Commander, All Units reporting Directly to this Headquarters
Directors and Chiefs, Staff Offices/Department, This Headquarters

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

1. References:

- a. 5 USC 6329, (Disabled Veteran Leave)
- b. Army Material Command (AMC) Regulation 600-21, (Time and Attendance Procedures).
- c. Army Regulation (AR) 215-3, (Non-Appropriated Funds Instrumentalities Personnel Policy).
- d. Civilian Leave Personnel Law Manual, chapter 5, part A – Administrative Leave
<https://www.gao.gov/assets/ogc-96-6.pdf>.
- e. Command Policy #17 – IMCOM Civilian Fitness Health Promotion Program Policy.
- f. Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Conditions or Other Emergency Situations: <https://opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/emergencybenefits.pdf>.
- g. Office of Personnel Management website, <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/administrative-leave/>.

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 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

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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 reason 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.

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(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 combined disability rating of at 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 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 for 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 purposes 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. Retroactive substitution will not precede effective date.

(5) Any unused disabled veteran leave will be forfeited at the end of the employees 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.

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(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).

5. Administrative Leave:

a. Administrative leave/excused absence 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

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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 and 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) Official Sponsored Functions and Programs: An employee may be granted and 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.

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(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 used 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 subject of an investigation involving allegations of misconduct wherein workplace safety could be compromised, or those whose workplace behavior represents 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 in the Garrison Commander's determination and posted on the Fort Knox website, at <https://www.knox.army.mil/>.

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(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.

(9) Preventive 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 occur 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 employees 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 reason 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.

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

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A handwritten signature in black ink, appearing to read "David T. Holstead".

DAVID T. HOLSTEAD
COL, AR
Commanding