



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
JOINT BASE LEWIS-MCCHORD YAKIMA TRAINING CENTER
970 FIRING CENTER ROAD
YAKIMA, WA 98901-9399

IMLM-YTC-ZA

19 June 2020

MEMORANDUM FOR ALL YAKIMA TRAINING CENTER FEDERAL EMPLOYEES

SUBJECT: Yakima Training Center (YTC) Policy Statement #2, Excused Absence (Administrative Leave) Activities

1. PURPOSE. To establish policies, procedures, and responsibilities for excused absences (administrative leave) during scheduled hours of work for Yakima Training Center federal employees.
2. SCOPE. This policy is applicable to all Yakima Training Center federal employees.
3. Employees seeking to participate in activities such as motorcycle safety course, golf tournaments, and ski trips during scheduled work hours, may be granted annual leave, leave without pay, compensatory time off, or, in very limited and unique circumstances, excused absence (administrative leave). Excused Absence (administrative leave) activities are limited to those situations in which the employee's absence is not specifically prohibited by law and satisfies one or more of the following criteria: (1) the absence is directly related to the YTC's mission; (2) the absence is officially sponsored or sanctioned by YTC; (3) the absence will clearly enhance the professional development or skill of the employee in his or her current position; or (4) the absence is brief and is determined to be in the interest of YTC.
4. Unless the events or activities are required by regulatory guidance or determined by the YTC Commander as an employee's place of duty, an employee must take leave to participate. Authority to make this determination is not delegated below the YTC Headquarters staff. Leave will be granted in accordance with Fort Lewis Regulation 690-23, dated 9 May 2005, the negotiated agreement with Lodge 282, International Association of Machinists and Aerospace Workers, Local F-295, International Association of Firefighters, and other applicable regulations pertaining to excused absences.
5. This policy statement will be permanently posted on all official bulletin boards.
6. Point of contact is the YTC Deputy to the Garrison Commander, 509-577-3201.


LUKE A. WITTMER
LTC, SF
Commanding

This policy statement supersedes Policy Statement 2 dated 11 July 2018.