

CIVILIAN PERSONNEL

(LEAVE OF ABSENCE)

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12 July 1944.

REGULATION No. 75

LEAVE OF ABSENCE

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1-1. **Scope.**—These regulations will be applicable to all employees of the War Department wherever stationed. Necessary modification of its applicability to civilian Marine personnel is contained in the Department's statement of policy governing Marine personnel administration. Wherever specific provisions are applicable only to employees on duty outside the continental limits of the United States, that fact has been indicated. See CPR 72.2-13 and 3-12.

1-2. **Legal basis.**—The annual and sick leave acts of 14 March 1936 (49 Stat. 1161, 1162) as amended by act 2 March 1940 (54 Stat. 38) and act 17 December 1943 (56 Stat. 1052) provide the statutory authority for granting annual and sick leave with pay to civilian employees of the United States. The President on 13 January 1944 issued Executive Order

9414 in order to establish uniformity in the application of the annual and sick leave acts.

1-3. **Definitions.**—A basic and uniform understanding of "leave" terminology being essential to the efficient administration of the leave acts and regulations, this paragraph is designed to provide a glossary of terms commonly used for leave purposes with applicable definitions. Determination as to the definition applicable to a particular employee will be based only upon the tenure of appointment without regard for the basis of compensation.

a. *Permanent employees.*—Those employees appointed without limitation as to length of service or for definite periods of time in excess of 1 year, or for the duration of the present war and for 6 months thereafter. *War Service (Indefinite) employees are included in this definition.*

b. *Temporary employees.*—Those employees appointed for definite periods of time not exceeding 1 year. The fact that an employee's temporary appointment may be extended from time to time, thus resulting in employment for more than 1 year, does not alter his status for leave-earning purposes, unless his appointment is actually changed in such a way as to remove him from the category of temporary employees, defined above.

c. *"Indefinite" employees.*—Those employees appointed for the "duration of the job"; and those, who, although paid only when actually employed are continuously employed or required to be available for duty for a period of 1 month or more, as distinguished from part-time or intermittent employees.

d. *Intermittent employees.*—Those employees rendering service under repeated appointments

or employment for short periods, none of which extend for a full month. 18 Comp. Gen. 457.

e. Part-time employees.—Those employees who are employed to serve during a regularly scheduled daily or weekly tour of duty which is less than the prescribed tour of duty for full-time employees of the same class at the installation or activity.

f. Leave of absence.—A period of time officially granted an employee to absent himself from his duties.

g. Current accrued leave.—The part of the leave for the current year which an employee has earned to date and has not used.

h. Unaccrued leave.—That part of the leave for the current year which an employee will earn between the current date and the end of the calendar year.

i. Overdrawn leave.—The amount of leave advanced beyond that which has accrued and which was not later earned by the employee.

j. Accumulated leave.—The amount of leave remaining to the credit of an employee at the end of any calendar year.

k. Excess leave.—Excess leave is leave without pay or a combination of leave with and without pay taken during any calendar year which in the aggregate exceeds 6 months.

l. Excused absence.—Absence administratively granted an employee, which does not result in a charge to leave of any kind or loss of salary except that in the case of per diem, per hour, and piece-work employees, excused absence on an overtime period results in the loss of pay for that period. See CPR 75.7.

m. Days.—The days of leave mean calendar days falling within an employee's tour of duty and are exclusive of Sundays which do not occur within a regular tour of duty, holidays, and all nonwork days established by Federal statutes or by Executive or administrative order (Public Law 419—76th Cong., 2 March 1940). In the case of hourly and per diem employees, time for which overtime compensation is paid also is excluded from days of leave.

n. Month of service.—This term denotes the leave earning period for temporary and indefinite employees. For such employees paid on a monthly or per annum basis, a month of service is a period of 30 consecutive calendar days in a

pay status; for such employees paid on an hourly, per diem, or piece-work basis, a month of service is a period of 30 consecutive calendar days during which an employee is in a pay status on all regular nonovertime workdays.

o. Calendar month.—This term denotes the leave earning period for permanent employees. A calendar month is the month as shown on the calendar. However, it is always considered as having 30 days regardless of the actual number of days contained in the month.

p. Break in service.—For leave purposes only, a separation from the Federal service for a period of 30 or more calendar days.

q. Common tour of duty.—A weekly tour of duty composed of six 8-hour days in the case of per annum or monthly employees; or five 8-hour days in the case of per diem, hourly, or piece-work employees.

r. Uncommon tour of duty.—For leave purposes a weekly tour of duty other than those defined in *q* above, for the respective categories of employees. This definition is applicable only to employees engaged full time.

1-4. Coverage.—*a. Employees eligible.*—All employees of the Department, with the specific exceptions noted below, are entitled to leave benefits in accordance with the provisions of succeeding sections of these regulations. Employees appointed under Schedules A and B, Civil Service Act and Rules, or those having other types of excepted appointments are entitled to leave benefits unless excluded by the provisions of *b* below.

b. Employees excepted.—Under the provisions of Public Laws 471 and 472—74th Congress, 14 March 1936 (49 Stat. 1161, 1162), and Executive Order 9414, 13 January 1944, the following types of employees are excluded from the provisions of the leave regulations:

- (1) Temporary employees engaged on construction work at hourly rates. The tenure of appointment as indicated on the form "Notification of Personnel Action" or other document of appointment will determine whether these employees are subject to leave benefits. (Such employees are excluded

even though they may serve more than 1 year under successive appointments each of which is for a period not exceeding 1 year.) Inasmuch as temporary employees are defined as those employees appointed for definite periods of time not exceeding 1 year, employees on construction work are to be considered as "temporary" only when the tenure of their appointment is so limited. Employees serving on construction work at hourly rates whose appointments are not limited to 1 year or less should be considered as permanent or indefinite employees for leave purposes. The above provision does not exclude employees hired on nonrecurrent projects other than on construction projects. Such employees are entitled to leave provided that other conditions for the earning of leave as set forth in these regulations are met. See paragraph 1-3 *a* and *c*.

- (2) Employees not required to be continuously employed during the regular tour of duty, such as—

- (a) Per diem or per hour employees engaged in an emergency who may be employed for more than one shift within 24 hours during the emergency.
- (b) Part-time or intermittent employees.
- (c) Persons engaged under contract.
- (d) Employees engaged temporarily for less than 1 month on a piece-price basis.
- (e) Employees paid at hourly rates, but who are not engaged on construction work, such as mechanics, skilled laborers, and

other employees engaged in various services of maintenance, repair, clean-up work, etc., where employment is intermittent and not on a regular and continuous basis.

- (f) Employees paid on a fee basis, such as physicians, surgeons, and other consultants.

- (g) Experts and consultants employed and paid on the basis of "when actually employed."

- (h) Alien and native labor employed outside the continental limits of the United States. See paragraph 2-13.

- (i) Employees paid on the basis of "when actually employed" but who are not continuously employed for a period of 1 month.

- (3) Employees appointed without compensation, such as consultants, who are reimbursed for actual transportation and not to exceed \$10 per diem in lieu of subsistence and other expenses.

1-5. Payment in lieu of leave.—Leave is a benefit conferred upon employees by law which permits them to be absent from duty on account of illness and for vacations or other purposes without loss of pay. In view of this fact, employees may not receive payment for leave in lieu of taking such leave.

1-6. Telegrams regarding leave of absence.—Telegrams making application for leave of absence, extension of leave, or of inquiry whether leave has been granted, and the reply thereto by telegram, will be at the expense of the employee.

1-7. Prohibition against charging leave as disciplinary measure.—No provision is made in the leave acts or Executive Order 9414

for the charging of annual leave as a disciplinary measure and in no case will such action be taken. Where an act on the part of the employee warrants disciplinary action, the employee may be suspended from a duty and pay status at some future time, or if there was a loss of time involved, the absence may be considered as absence without leave.

Section 2, ANNUAL LEAVE

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2-1. Definitions.—For purposes of these regulations the following definitions are given:

a. *Annual leave*.—The period or periods of absence with pay from official duty which may be authorized to civilian employees of the Federal Government for vacations and other personal reasons.

b. *Current accrued annual leave*.—That part of the leave for the current year which an employee has earned to date and has not used.

c. *Accumulated annual leave*.—The unused annual leave remaining to the credit of the employee at the close of any calendar year.

2-2. Department's policy.—a. *Leave for vacation purposes*.—In order to achieve the highest continued productivity and to aid in maintaining a high degree of morale, all employees within the United States should be encouraged to take vacation leave. Depending upon local work schedules, this vacation period may be as long as 12 working days in any calendar year, *excluding* leave spent in travel time. Employees serving outside the continental limits of the United States, including Alaska, will be permitted to take annual leave in such amounts

and at such times as local conditions permit. The restriction on granting annual leave should not be interpreted as requiring forfeiture of accrued leave.

b. *Vacation leave schedules*.—Leave for vacation purposes within the United States should be staggered throughout the entire year, in order that the benefits accruing from vacation periods may be obtained without seriously affecting production. Vacation schedules should not be concentrated in the months of July and August. Because of the urgent need to restrict week-end travel, the period of vacation leave should begin and end on Tuesday, Wednesday, or Thursday.

c. *Additional leave*.—Employees having annual leave to their credit should be permitted to take additional short periods of leave. Except under unusual circumstances, leave for personal business should not be granted on Saturday.

2-3. Leave rights.—a. *Permanent employees*.—As defined in CPR 75.1-3a, permanent employees are entitled to 26 days of annual leave each calendar year.

b. *Indefinite employees*.—As defined in CPR 75.1-3c, indefinite employees are entitled to 2 days of annual leave for each month of service, plus an additional 1/2 day when service aggregates 3 months. See CPR 75.1-3n.

c. *Temporary employees*.—As defined in CPR 75.1-3b, temporary employees are entitled to 2 1/2 days of annual leave for each month of service.

2-4. Accrual of leave.—General.—a. Executive Order 9414, 13 January 1944, provides for the accrual of annual leave in hourly units based upon the established work day. The Executive Order provides further that the *minimum* credit to the leave account of an employee will be the hourly equivalent of 1/2 day. In computing the hourly equivalent of 1/2 day, fractions that equal or exceed 1/2 hour will be counted as 1 hour, while fractions that are less than 1/2 hour will be disregarded. See paragraph 2-11 for regulations governing the charging of leave.

b. The requirement set forth in Executive Order 9414 that leave be credited in units of hours based upon the established work day has made necessary the separation of employees into those working *common tours of duty* and those

working *uncommon tours of duty*. See CPR 75.1-3g and r.

2-5. Rates of accrual for employees working common tour of duty.—a. *Value of leave day for crediting purposes*.—For all employees working a common tour of duty, the leave day for crediting purposes is considered as consisting of 8 hours.

b. *Permanent employees (as defined in CPR 75.1-3a)*.—Permanent employees including those serving a trial or probationary period, accrue annual leave at the rate of 16 hours (2 days) for each full calendar month of employment. At the end of each quarterly calendar period of continuous employment ending on the 30th day of March, June, September, and December, such employees will be credited with an additional 4 hours leave. Periods of absences in a nonpay status, including periods of suspensions, do not affect the granting of the quarterly credit to permanent employees, but such absences may require reduction in leave credits as provided in paragraph 2-7c and e.

(1) *When annual leave may be credited*.—Annual leave may be credited as it accrues, or at the beginning or end of the month in which it accrues. In case of employees who have been in the service for 1 year or more, 208 hours (26 days) may be credited at the beginning of the calendar year.

(2) *Crediting leave when employment is for less than 1 calendar month*.—Where employment is for less than 1 full calendar month, the proportionate part of the 16 hours (2 days) leave earned for a full month will be computed and credited according to the following table:

From 1 to 6 days employment in same calendar month—credit 0 hours
From 7 to 14 days employment in same calendar month—credit 4 hours
From 15 to 21 days employment in same calendar month—credit 8 hours
From 22 to 29 days employment in same calendar month—credit 12 hours

The number of days in an employment status must fall within

the same calendar month. See Table II, CPR 75.4, and (4) below.

(3) *Quarterly credit when service is for less than full quarterly calendar period*.—An employee who is not in an employment status for a full quarterly calendar period is not eligible to receive the additional 4 hours credit at the end of the quarterly calendar period.

(4) *Examples*.

(a) An employee entering on duty 16 January will earn through 22 January, 4 hours leave; through 30 January an additional 4 hours leave, or a total of 8 hours for the 15 days of employment during January.

(b) An employee entering on duty on 5 January will earn through 11 January, 4 hours leave; through 19 January an additional 4 hours leave; and through 26 January a total of 12 hours leave. He would not, however, earn leave for the remaining days employed during January, nor may these days be added to days in the following month for the purpose of crediting additional leave.

(c) In either of the above examples, the employee would not be entitled to the quarterly credit of 4 hours on 30 March since he was not employed for the *entire* quarterly calendar period.

a. *Indefinite employees (as defined in CPR 75.1-3c)*.—These employees accrue annual leave at the rate of 16 hours (2 days) for each month of service (as defined in CPR 75.1-3n), plus an additional credit of 4 hours when service aggregates 3 months. The 3 months (30 calendar day periods) aggregate of service is not required to be consecutive or to coincide with the

quarterly calendar period prescribed in *b* above for permanent employees. See examples in (3) below.

(1) *When annual leave may be credited.*—For the first month of service, leave will be credited at the end of the month of service (30-day calendar period). After the first month of service, leave may be credited either at the beginning or end of the month in which it accrues.

(2) *Effect of break in month of service for accrual purposes.*—Leave for indefinite employees is not earned except on the basis of a complete month of service (see CPR 75.1-3*n*) and for that reason the accrual may not be prorated for a fractional month of service as is the case of permanent employees. Any nonpay period of a fractional day or more constitutes a break in the month of service for leave accrual purposes, and a new month of service must begin when duty is resumed. Sundays or other non-work days and holidays are included in the month of service, and the fact that the employee was not required to work on such days does not constitute a break in month of service that would deprive him of his leave credits. Also included in the month of service are all periods for which overtime compensation is paid to per diem and hourly employees or excess overtime is paid to per annum and monthly employees, and absence in a nonpay status during such periods does not constitute a break in the month of service. Leave accrued prior to a break in service may be carried over from 1 month of service to the next.

(3) *Example.*—An indefinite per annum employee who is in a pay status January and February receives a credit of 16 hours (2 days) leave

for each of those months. If he is in a nonpay status on 10 March, returns to a pay status on 11 March, and then is employed through 16 April, he is entitled to a credit of 16 hours (2 days) leave for the period 11 March to 10 April, plus an additional credit of 4 hours ($\frac{1}{2}$ day) for the 3 months' aggregate service. He receives no leave accrual for the 2 fractional months of service, that is, for the period 1 March to 10 March and 11 April to 16 April, all dates inclusive.

d. Temporary employees (as defined in CPR 75.1-3b).—Temporary employees (except those excluded from the provisions of these regulations—see CPR 75.1-4*b*) accrue annual leave at the rate of 20 hours ($2\frac{1}{2}$ days) for each month of service.

(1) *When annual leave may be credited.*—For the first month of service, leave will be credited at the end of the month of service (30-day calendar period). After the first month of service, leave may be credited either at the beginning or end of the month in which it accrues.

(2) *Effect of break in month of service for accrual purposes.*—The accrual of leave for temporary employees may not be prorated for a fractional month of service. Any nonpay period of a fraction of a day or more constitutes a break in the month of service for leave-earning purposes and a new month of service must begin when duty is resumed. Sundays or other nonwork days and holidays are included in the month of service, and the fact that the employee was not required to work on such days does not constitute a break in the month of service which would deprive the employee of his leave rights. Also included in the month of service are all periods for which overtime compen-

sation is paid to per diem and hourly employees or excess overtime is paid to per annum or monthly employees, and absence in a nonpay status during such periods does not constitute a break in the month of service. Leave accrued prior to a break in service may be carried over from one month of service to the next.

(3) *Example.*—An employee was appointed on 15 January and on 14 February, after having completed 30 days of continuous employment, has accrued 20 hours of annual leave. In addition, the 20 hours for the succeeding 30 days may now be credited, making a total of 40 hours available to the employee.

2-6. Rates of accrual for employees working uncommon tour of duty.—The only difference in the accrual of leave for employees working an uncommon tour of duty as opposed to those working a common tour of duty is the method of computing the value of the leave day for crediting purposes. Permanent, indefinite, and temporary employees on an uncommon tour of duty earn the equivalent number of hours of leave and are governed by the same regulations as pertain to employees working a common tour of duty.

a. Per hour, per diem, or piece-work employees.

- (1) *Value of leave day for crediting purposes.*—The leave day for crediting purposes is established at 8 hours irrespective of the number of hours worked per day or per week.
- (2) *Permanent employees* will be credited with annual leave in the same manner as prescribed in paragraph 2-5*b*.
- (3) *Indefinite employees* will be credited with annual leave in the same manner as prescribed in paragraph 2-5*c*.
- (4) *Temporary employees* will be credited with annual leave in the same

manner as prescribed in paragraph 2-5*d*.

(5) *Example.*—A permanent employee paid on an hourly basis has the following tour of duty:

S	M	T	W	T	F	S
0	12	12	5	7	11	7

This employee will be credited with 16 hours of annual leave per month, plus an additional 4 hours at the end of the appropriate quarterly calendar period.

b. Per annum and monthly employees.

- (1) *Determination of leave day for crediting purposes.*—Where an equal number of hours are worked each day of a 6-day week, the value of the leave day for crediting purposes will be the same, except that if the work day involves quarter hours, the next higher full hour or half hour will be used; that is, an $8\frac{1}{4}$ -hour day will be considered as an $8\frac{1}{2}$ -hour day; and $8\frac{3}{4}$ -hour day will be 9 hours, etc. Where the number of hours worked per day varies, and/or the regularly scheduled workweek is other than 6 days, the total number of hours regularly scheduled to be worked in a biweekly period for which overtime compensation is prorated will be divided by 12. The result, computed to the nearest full hour or half hour, will be the value of the leave day for crediting purposes. Where a work pattern is not completed in a biweekly period, the total number of hours scheduled to be worked may be computed for a longer period which will permit completion of the work cycle. When a 3-week basis is used, the total number of hours worked will be divided by 18; if a 4-week period, the total number of hours will be divided by 24; and if a 5-week period, the total number of hours will be di-

vided by 30. The method of determining the value of the leave day for crediting purposes has no relation to the pay period.

(2) Leave for permanent and indefinite employees will be computed in accordance with the leave credit tables contained in CPR 75.4, according to the established value of the leave day.

(3) Temporary employees will be credited with leave in the same manner as prescribed above, except that annual leave will be credited at the hourly equivalent of 2½ days for each month of service. See paragraph 2-5c.

(4) Examples.

(a) A per annum employee has the following tour of duty:
S M T W T F S
0 8¼ 8¼ 8¼ 8¼ 8¼ 8¼
In accordance with (1) above, the value of the day for leave crediting purposes will be the next higher full hour, or 9 hours.

1. For a permanent employee, leave will accrue at rate of 18 hours (2 days) per month, plus an additional 5 hours (½ day) at the end of the appropriate quarterly calendar period.

2. For an indefinite employee, leave will accrue at the rate of 18 hours (2 days) per month of service, plus an additional 5 hours (½ day) when service aggregates 3 months.

3. For a temporary employee, leave will accrue at the rate

of 23 hours (2½ days) per month of service.

(b) A per annum employee has the following regularly scheduled biweekly tour of duty, with overtime compensation prorated over each day:

	S	M	T	W	T	F	S	
1st week	0	12	0	10	12	10	12	Total 108 hours
2d "	0	0	12	12	8	8	12	

The value of the leave day for crediting purposes will be 9 hours (108 hours, total number of hours in biweekly period, divided by 12).

1. For permanent employees leave will accrue at the rate of 18 hours (2 days) per month plus an additional 5 hours at the end of the appropriate quarterly calendar period.

2. For indefinite employees leave will accrue at the rate of 18 hours (2 days) per month of service plus an additional 5 hours at the end of 3 months of service.

3. For temporary employees leave will accrue at the rate of 23 hours (2½ days) for each month of service.

(c) An "on-call" employee has the following regularly scheduled biweekly tour of duty:

	S	M	T	W	T	F	S	
1st week	16	8	16	8	16	8	16	Total 168 hours
2d "	8	16	8	16	8	16	8	

The value of the leave day for crediting purposes will be 14 hours (168 hours, total number of hours regularly scheduled, divided by 12).

1. For permanent employees leave will accrue at the rate of 28 hours (2 days) per month plus an additional 7 hours at the end of the appropriate quarterly calendar period.

2. For indefinite employees leave will accrue at the rate of 28 hours (2 days) per month of service plus an additional 7 hours when the service aggregates 3 months.

3. For temporary employees leave will accrue at the rate of 35 hours (2½ days) for each month of service.

(d) An "on-call" employee has the following tour of duty:

	S	M	T	W	T	F	S
1st week	24	24	0	0	24	24	0
2d "	0	24	24	0	0	24	24
3d "	0	0	24	24	0	0	24
4th "	24	0	0	24	24	0	0

Inasmuch as it takes a 4-week period for the above employee to complete the work pattern, the value of the leave day will be determined by totaling the number of hours scheduled to be worked in a 4-week period, divided by 24. Thus, the value of the leave day for crediting purposes will be 14 hours (336 hours, total number of hours regularly

scheduled in 4-week period, divided by 24).

(e) Accrual of leave would be on the same basis as set forth in (c) 1, 2, and 3, above.

2-7. Factors affecting accrual of leave.—

a. Failure to return to duty from absence with pay.—Annual leave does not accrue to an employee's credit while he is on leave with pay unless he returns to duty. However, in case an employee on leave with pay is transferred or employed elsewhere in the Department or Federal service without a break in the continuity of his employment, the accrual of leave is not affected.

b. Terminal leave by reason of separation or furlough.—In such cases the accrual of leave for all employees ceases at the close of the last day upon which they were actually present for duty.

c. Absence in a nonpay status.

(1) Whenever a permanent employee is absent in a nonpay status for 15 or more days in a calendar year, the credit for annual leave will be reduced currently by the hourly equivalent of 1 day for each aggregate period of 15 days. Whenever such absences total 90 days, taken either consecutively or at different intervals within the year, there will be a further reduction of the hourly equivalent of ½ day in the employee's annual leave credits for each such aggregate period. The accrual of annual leave is not affected where leave without pay in any calendar year totals less than 15 days. In the case of indefinite and temporary employees a period of absence in a nonpay status is a break in month of service for leave-earning purposes and requires the beginning of a new month of service upon return to duty.

(2) The types of absences to be included in the total time in a nonpay status for leave credit reduction purposes are as follows:

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(a) For per annum and monthly employees:

1. All time in a leave without pay status.
2. All time in an absence without leave status.
3. Periods of suspension not in excess of 3 days.

(b) For per diem, per hour, and piece-work employees:

1. All time in a leave without pay status on regular work days.
2. All time in a consecutive period of leave without pay, including intervening overtime periods or nonwork days.
3. All time in an absence without leave status, including any nonwork days immediately following the period of absence.
4. Periods of suspensions not in excess of 3 days.

5. Example.—A per hour employee has the following tour of duty with Saturday being considered as the overtime period and Sunday the non-work day:

S	M	T	W	T	F	S
0	8	8	8	8	8	8

If the employee were on authorized leave without pay on Friday, Saturday, Sunday, and

Monday and returned to duty on Tuesday, 4 days would be considered for leave credit reduction purposes. If the employee were absent without leave on Saturday and returned to duty on Monday, 2 days would be considered for reduction purposes. If the employee were suspended from duty on Monday, Tuesday, and Wednesday, 3 days would be considered for leave credit reduction purposes.

(3) The types of absences which are not included in the total time in a non-pay status for leave credit reduction purposes are as follows:

- (a) Excused absences without pay on holidays.
- (b) Periods of suspensions in excess of 3 days.
- (c) For per diem, per hour, and piece work employees, authorized absence in a non-pay status on an overtime day or holiday with a return to duty on the next following regular work-day.

(4) Examples.—An employee was in a period of leave without pay status for 35 days in a calendar year. Therefore, his leave credit was reduced the hourly equivalent of 2 days. Likewise, an employee who is in a leave-without-pay status for a total of 65 days in a calendar year would have his leave credits reduced the hourly equivalent of

4 days. If the employee's leave without pay totals 90 days in the calendar year, his leave credits would have been reduced the hourly equivalent of 6 days, plus the hourly equivalent of the quarterly credit of 1/2 day.

d. Employees receiving benefits from United States Employees' Compensation Commission.—Employees who are in a leave-without-pay status because of injury or disability incurred in the performance of their duties, and who are receiving compensation under the United States Employees' Compensation Act of 1916, as amended (see CPR 90 and 75.6-5d(2)), will continue to accrue leave during the period of nonpay status. However, such leave may not be credited or granted unless and until the employee returns to duty.

e. Suspensions.—Annual leave does not accrue to an employee's credit during any period of suspension for disciplinary reasons in excess of 3 days and current accruals must be reduced accordingly. Each period of suspension will be treated separately and will not be aggregated for leave credit reduction purposes. An employee who fails to return from a suspension status of any duration does not accrue leave after the last day on which he was present for duty.

- (1) A reduction of the hourly equivalent of 1/2 day would be made in the leave credits of a permanent employee suspended from 4 through 14 days; a reduction of the hourly equivalent of 1 day for a period of suspension from 15 through 21 days; a reduction of the hourly equivalent of 1 1/2 days for a period of suspension of from 22 through 29 days; and a reduction of the hourly equivalent of 2 days for a period of suspension of 30 days or 1 calendar month. When a period of suspension in excess of 3 days involves consecutive days in 2 calendar months, appropriate reductions will be required in the leave credits during the month in which the period of

suspension terminates. Temporary and indefinite employees would lose leave credit for the service month in which they were suspended and a new month of service would begin with their return to duty.

(2) Unjustified suspensions.—When an employee has been suspended from duty and pay status and it is determined at a later date that the suspension was unjustified, annual leave may be retroactively substituted for the period of the suspension. However, if annual leave is not available, the period of unjustified suspension will be considered as leave without pay and, if required, reduction in leave credits will be made in accordance with c above, or a new month of service must begin for temporary and indefinite employees.

(3) Pending investigation for subversive activities.—Instructions issued pursuant to authority contained in section 3, act 17 December 1942, provide for the suspension of employees, pending investigation and decision by the Secretary of War as to whether removal is warranted. If the circumstances do not justify removal, the employee may be returned to duty and, subject to the provisions of the act, salary may be paid for the period of absence from duty. In such cases, if payment is made, the employee will be credited with leave accrued during the entire period. If, however, it is determined that payment will not be made, the period of absence from duty will be considered as leave without pay and will be handled as provided in c above.

2-8. Conversion of leave credits.—a Whenever the established workweek for per annum or monthly employees (all other employees being on a basic 40-hour workweek or

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8-hour day at regular rates of pay) changes, the value of the leave day for crediting purposes will be adjusted by multiplying the number of hours to the employee's credit by the number of hours in the new leave-credit day and dividing this amount by the number of hours in the former leave-credit day. (This also applies to a change from a common tour of duty to an uncommon tour of duty where the value of the leave day changes.)

b. Example.—An employee with 80 hours of leave to his credit has his tour of duty changed from a regular 8-hour day to a 9-hour day. The conversion of leave credits would be 80 hours multiplied by 9 hours equals 720, divided by 8 hours equals 90 hours, the new leave credit.

2-9. Maximum accumulation.—*a. Under the authority of Public Law 806—77th Congress and Executive Order 9414, for the period of the present emergency, accumulated annual leave not exceeding the hourly equivalent of 90 days may be carried forward at the close of the calendar year. However, after the hourly equivalent of 60 days has been reached, the subsequent accumulations are limited to the hourly equivalent of 15 days at the end of any 1 calendar year. Accumulated and current accrued leave in excess of 90 days during the year may be taken by the employee if so authorized, or may remain to his credit until the end of the calendar year at which time all leave in excess of the hourly equivalent of 30 days will be forfeited. The additional leave of 30 days accumulated by the employee during the present emergency will remain to his credit after the emergency has ceased to exist.*

b. Example.—On 1 January 1943, an employee has 56 days of annual leave to his credit. During 1943 he accrues 26 days and uses 6 days. On 1 January 1944 he would have 75 days to his credit (60 days plus the maximum accumulation of 15 days at the end of any 1 year). He would lose 1 day of leave earned in 1943. During 1944 he accrued 26 days and used 4 days. On 1 January 1945 he would have 90 days to his credit (75 days plus the maximum accumulation of 15 days at the end of any 1 year). He would lose 7 days of leave earned in 1944.

2-10. Granting leave.—*a. General.*—In accordance with the Department's policy as

set forth in paragraph 2-2, employees having leave to their credit may be granted leave at their request, but only at such times as the administrative officials consider it to be in the best interests of the service.

- (1) *Permanent employees* may be granted leave which has accrued to their credit during the first month of service.
- (2) *Indefinite and temporary employees* may not be granted leave during their first month of service. However, after their first month of service (as defined in CPR 75.1-3n) they may be granted, at any time during the month, the amount of leave which will be accrued by the end of the month.

b. Granting advanced leave.

- (1) Grants of leave to employees during their first year of service may not exceed the amount accrued to their credit. Employees who have been reemployed after a break in service may not, in computing the amount of leave to be granted, be given credit for their previous service, but in all respects will be considered on the same basis as new employees for leave purposes.
- (2) *Permanent employees* who have been in the service for 1 year or more may be granted leave which it is expected will accrue by the close of the year. When such advances are granted it will be expressly understood that if such leave is not later earned during the year, refund will be required. (For exceptions see CPR 75.6-6.) An unliquidated balance of advanced annual leave may not be carried forward from 1 calendar year to the next.
- (3) *Indefinite employees* who have been in the service for 1 year or more may be granted leave which it is expected will accrue during their period of employment within the year.

- (4) *Temporary employees* may not be advanced leave in excess of the amount that will be earned by the end of the month in which granted. See 2-10a(2).

c. Retroactive granting of annual leave.

- (1) If an employee applies for and is administratively granted leave without pay at a time when he has annual leave to his credit of which the employee has knowledge, the period of leave without pay may not after return to duty be converted to annual leave.
- (2) When through administrative error, a period of absence is charged to a nonpay status, the action may be corrected to the extent of retroactively granting annual leave standing to the credit of the employee at the time he was placed in the nonpay status.
- (3) Under no circumstances may annual leave earned subsequent to a period of nonpay status be retroactively substituted for such period.

2-11. Charging leave.—The tenure or type of appointment has no bearing on the method of charging leave, and with the exception shown in a(1) below the same principles apply to employees whether they are working on a common tour of duty or an uncommon tour of duty. However, because of the wording of the leave statutes as interpreted by the Comptroller General, differences exist between the method of charging leave for per annum and monthly employees and the method of charging leave for per diem, per hour, and piece work employees.

a. Minimum charge for leave.—The minimum charge for annual leave in all cases is 1 hour and additional leave will be charged in multiples of 1 hour. Each period of absence will be handled separately and may not be aggregated except as provided in (1) and (2) below. See CPR 75.7 for method of handling absences not in excess of 30 minutes and tardiness.

- (1) In the case of employees working *uncommon tours* of duty with

scheduled workdays ending in fractional hours, the fraction will, in case of absences for 1 day or less but in excess of 1 hour, be charged in units of full hours. When absent for 2 or more consecutive working days, the days will be totaled and any remaining fraction charged as 1 hour.

- (2) An employee working 8½ hours per day would be charged 9 hours for absence of 1 day and 17 hours for absence on 2 consecutive workdays. An employee working 8¼ hours per day would be charged 9 hours for 1 day, 17 hours for 2 consecutive workdays, 25 hours for 3 consecutive workdays, and 33 hours for 4 consecutive workdays.

b. Holidays and nonwork days.—Annual leave may not be charged for holidays established by statute (see CPR 75.7-2) for regular nonwork days or for overtime periods.

c. Per annum and monthly employees.—Leave will be charged for all absences during the regularly scheduled tour of duty for which prorated overtime compensation or additional compensation in lieu thereof is paid. Leave will not be charged for time absent from duty for which excess overtime is paid.

d. Per diem, per hour, and piece-work employees.—Leave is charged only for absences occurring during the first 40 hours of the regularly scheduled work week for which compensation is paid at straight-time rates, or for the first 8 hours of any day if the employee is entitled to payment under Executive Order 9290 for excess overtime after the 8-hour duty period. Leave will not be charged for absence during any part of the work week for which compensation is paid at overtime rates.

e. Examples.

- (1) A *per annum* employee has the following regularly scheduled tour of duty with overtime compensation being prorated over each day:

	S	M	T	W	T	F	S	
1st week	0	14	0	10	10	4	10	Total 96 hours
2d "	10	8	8	8	0	8	6	

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Absence on any of the above work days would be charged on the same basis as the number of hours scheduled to be worked.

- (2) A *per annum* employee has the following tour of duty with overtime compensation prorated over each day:

S	M	T	W	T	F	S
0	8½	8½	8½	8½	8½	8½

Absence for the entire week would be charged as 53 hours, and absence for any 1 day (except Sunday which is the nonwork day) would be 9 hours.

- (3) A *per annum* "on-call" employee on the two platoon system works 24 hours and then is off duty 24 hours. Absence on the employee's duty day will be charged as 24 hours, and absence for ½ day would be charged as 12 hours. Annual leave may not be charged for the employee's off duty day.

- (4) A *per diem, per hour, or piece work* employee has the following tour of duty:

S	M	T	W	T	F	S
0	12	12	5	7	11	7

Total 54 hours

- (a) If the employee is subject to act 28 March 1934 for overtime purposes, that is, he receives time and a half overtime for all duty over 40 hours per week, absence for the entire week would be charged as 40 hours. Absence on Monday and Tuesday would be charged as 12 hours each; Wednesday as 5 hours; and Thursday as 7 hours. An absence on Friday would be charged as 4 hours since the first 4 hours of duty on this day completes his 40-hour weekly tour of duty. No charge for the remaining hours on Fri-

day or Saturday would be made against his leave credits nor accumulation of LWOP for leave credit reduction purposes.

- (b) If the employee is subject to both act 28 March 1934 and Executive Order 9290 (see CPR 80.3), that is, he is receiving time and a half for all hours in excess of 40 hours a week, as well as time and a half for all hours in excess of 8 per day, leave would be charged as follows: absence for the entire week would be charged as 40 hours; absence on Monday, Tuesday, or Friday would be charged as 8 hours each, Wednesday as 5 hours, Thursday as 7 hours, and Saturday as 4 hours, since time worked after 4 hours on that day would be in excess of the 40-hour week and would be compensated for at overtime (time and a half) rates. No charge would be made for Sunday since that is the employee's nonwork day.

2-12. Refunds for unliquidated advanced leave.—See CPR 75.6-6.

2-13. Annual leave for employees outside continental United States.—a. *Alien and native employees.*—As provided in CPR 75.1-4b(2)(h), the provisions of these regulations are not applicable to alien and native employees outside the continental United States. The commands outside the United States reporting direct to the War Department, or their subordinates to whom authority is delegated, will establish leave privileges and regulations for native and alien employees according to prevailing local practices. However, leave will not be credited or granted to such employees on a basis in excess of the amount provided in

these regulations. Prior to the establishment of local leave regulations for native and alien employees, contact will be made when practicable, with other Federal employers in the local area to establish uniform practices most suitable to all employers in the area.

b. *Employees other than alien and native.*—The provisions of these regulations will apply to all employees stationed outside the continental United States, except as provided in a above. Accrual of leave for the various categories of employees stationed outside the United States is as provided in these regulations; that is, permanent employees earn 26 days a year, indefinite employees earn 2 days for each month of service plus an additional ½ day when service aggregates 3 months, and temporary employees earn 2½ days for each month of service. See CPR 75.1-3a and paragraphs 2-5 and 6 above.

- (1) *Leave differential.*—It will be the policy of the War Department to continue leave differentials existing prior to 1 January 1936, as authorized in section 5.3, Executive Order 9414, approved 13 January 1944. Employees stationed outside the continental United States may accumulate a maximum of 104 days annual leave as of the beginning of any month during the year. All leave earned during a calendar year (26 days maximum) and remaining unused may be accumulated to a maximum of 104 days. After the accumulated leave equals 104 days, there is no further accrual until such time as leave is taken. It is suggested where the leave differential is applied that leave be accrued on a monthly basis rather than on an annual basis when employees have accumulated more than 78 days of annual leave as of 31 December. The use of the leave differential, consisting of a maximum of 104 days accumulation, is not mandatory. Oversea jurisdictions may elect to follow the provisions of these regulations as they apply to

employees stationed within the United States; that is, the accumulation of leave may be limited to 90 days as of the first day of any calendar years plus current accrued leave. In this event the provisions of 75.2-9 will apply.

- (2) The provisions of these regulations pertaining to the maximum accumulation of leave which are applicable to employees stationed within the continental United States may not be combined with the provisions for a leave differential for employees stationed overseas. Either one or the other method will be followed exclusively.
- (3) *Granting annual leave for purpose of visiting United States.*—When annual leave for not less than 60 days is granted an employee who is a citizen of the United States, for the purpose of visiting the United States, the running of such leave will be between the dates of arriving in and leaving the United States. This privilege may not be applied more often than once in 3 years. When an employee granted such leave fails to return to duty at the place at which leave was granted, the running of such leave will be from the date he left his post of duty, and not from the date of arrival in the United States.
- (4) *Disposition of leave upon transfer to or from continental United States.*

(a) Upon transfer of an employee from the United States to an oversea station, or upon transfer from an oversea station to the United States, accumulated leave may not be retained beyond that amount authorized by the regulations in effect in the area to which transferred. Thus, if an em-

ployee transfers from the United States to an oversea command which has adopted the leave differential, the accumulated and accrued annual leave which may be transferred may not exceed 104 days. If the employee transfers to an oversea command which does not apply the leave differential, accumulated leave may not be retained exceeding 90 days plus the current accrued leave for the year, or a maximum of 116 days. When a transfer is effected from an oversea command to the continental United States, accumulated leave not in excess of 90 days plus the current accrued leave is transferable. When transfers are effected on a day other than the 31st day of the month, accumulated leave will be reported to the new station as of the last day of the preceding calendar month, with an additional report of leave taken during the current month.

(b) Examples.

1. An employee who transfers from an oversea station to the United States on 3 June has 104 days of leave to his credit. He may retain, as of 31 May, 90 days' accumulated leave plus the accrued leave for the 5 months from January through

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May (10½ days), making a total of 100½ days' leave transferable; or if leave is credited on an annual basis at the new station, the employee may be credited with 116 days, 90 days plus 26 days for the current year.

2. An employee who transfers overseas from the United States on 10 August has 105 days of accumulated and current accrued leave to his credit as of 31 July. If the command to which transferred has adopted the leave differential, 104 days of annual leave may be transferred. If the leave differential is not applied, 105 days of annual leave as of 31 July may be transferred.

3. An employee stationed at an oversea station which applied the leave differential had 104 days to his credit on 1 January. During February he used 10 days of annual leave and transferred to the United States, effective 1 April. He would be entitled to have 96½ days leave transferred according to

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the following computations:

Accumulated leave on 1 January	104	days
Accumulated leave on 1 February	104	"
Leave taken in February	10	"
Accrued leave for March	2½	"
Leave transferable as of 31 March	96½	"

Section 3, SICK LEAVE

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3-1. Definitions.—*a. Sick leave.*—The period of absence with pay from official duty granted civilian employees when they are incapacitated for the performance of their duties by sickness, injury, or pregnancy and confinement, or for medical, dental, or optical examination or treatment, or when a member of the immediate family of the employee is afflicted with a contagious disease and requires the care and attendance of the employee, or when, through exposure to contagious disease, the presence of the employee at his post of duty would jeopardize the health of others.

b. Accumulated sick leave.—Unused sick leave not in excess of 90 days which has accrued to the credit of the employee at the end of any month.

c. Personal certificate.—Certificate executed by an employee attesting to the facts of his illness.

d. Medical certificate.—Written statement signed by a registered practicing physician or other practitioner, certifying to the period of disability of the patient while he was undergoing professional treatment, or to the time of medical, dental, or optical treatment or examination.

e. Other practitioner.—A person who in professional practice is permitted by State or local government to treat the sick. This term also includes recognized Christian Science practitioners.

3-2. Department's policy.—*a.* It is the policy of the Department to accept, for periods of absence because of illness of 3 work days or less, the personal certificate of the employee without a supporting medical certificate, except that when an employee's record of sick leave indicates an abuse of this privilege, a medical certificate may be required.

b. It is incumbent upon every individual responsible for approving applications for sick leave to ascertain that the circumstances of the absence justify approval.

3-3. Accrual.—*a.* All employees, whether permanent, indefinite, or temporary, earn the hourly equivalent of 1¼ days sick leave per month. Accrual of sick leave is in units of hours based upon the number of hours in the established work day. Each fraction of an hour that equals or exceeds ½ hour is counted as 1 hour, and fractions of less than ½ hour are disregarded. Sick leave accrues on a month-by-month basis and no quarterly credits are given.

b. For permanent employees the accrual of sick leave is based upon calendar months of employment. For indefinite and temporary employees accrual is based upon months of service as defined in CPR 75.1-3*a*. Sick leave does not accrue for a fractional month of service in the case of indefinite and temporary employees. Except for the rate of accrual, the instructions relative to accrual of annual leave during a fractional calendar month or month of service also apply in the case of sick leave. See CPR 75.4.

c. Determination of leave day for crediting purposes.—Determination of the leave day for crediting purposes is the same for sick leave as it is for annual leave. See CPR 75.2-5 and 2-6.

d. Crediting sick leave.—Sick leave may not be credited to any employee at the beginning of the calendar year in which it will accrue. It may be credited to permanent employees as it accrues and to any class of employees at the

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beginning or end of the month in which it accrues. See leave credit tables, CPR 75.4.

e. Examples.

(1) An employee having a common tour of duty consisting of 8 hours per day entering on duty 15 January, would accrue 5 hours of sick leave through January.

(2) A per annum or monthly employee has the following biweekly uncommon tour of duty:

	S	M	T	W	T	F	S	
1st week.	0	12	0	12	12	12	12	Total 120 hours
2d "	0	0	12	12	12	12	12	

The value of the leave day for crediting purposes will be 10 hours (120 total hours in biweekly period divided by 12). Sick leave will therefore be credited at the rate of 13 hours a month (fractions of $\frac{1}{2}$ hour or more are to be regarded as a full hour).

(3) A per annum or monthly "on call" employee has the following biweekly tour of duty:

	S	M	T	W	T	F	S	
1st week.	0	24	0	24	0	24	0	Total 168 hours
2d "	0	24	0	24	0	24	0	

The value of the leave day for crediting purposes will be 14 hours (168 total hours in biweekly period, divided by 12). Sick leave will therefore be credited at the rate of 18 hours a month (fractions of $\frac{1}{2}$ hour or more are to be regarded as a full hour).

3-4. Factors affecting accrual.—a. Failure to return to duty from absence with pay.—See CPR 75.2-7a.

b. Terminal leave by reason of separation or furlough.—See CPR 75.2-7b.

c. Absence without pay.—Whenever a permanent employee is absent in a nonpay status for 15 or more days in a calendar year, the credit for sick leave will be reduced by the hourly equivalent of $\frac{1}{2}$ day for each aggregate period of 15 days. The accrual of sick leave is not affected where absence without pay in any calendar year totals less than 15 days. The types of absences in a nonpay status for sick leave credit

reduction purposes are the same as for annual leave. See CPR 75.2-7c. The reduction in sick leave credits, because of absence in a nonpay status is not imposed at the same rate it is earned and, therefore, the difference remains to the credit of the employee. However, when employees are absent without pay for a consecutive period of 30 days or any multiple of 30 days, no sick leave credit will be given during such periods. In the case of temporary and indefinite employees, a period of absence without pay is a break in the month of service for leave-earning purposes and requires the beginning of a new month of service upon return to duty.

d. Employees receiving benefits from United States Employees' Compensation Commission.—See CPR 75.2-7d.

e. Suspensions.—See CPR 75.2-7e. The basic principles of reduction in leave credits as a result of suspensions in excess of 3 days are the same for both annual and sick leave. However, the amount by which credit is to be reduced is different because of the variance in the rate of accrual. For example, a permanent employee on a common tour of duty suspended for a period of 15 days has a reduction of 8 hours in annual leave credits and 5 hours in sick leave credits. See CPR 75.4.

3-5. Conversion of leave credits.—Whenever the established workweek of per annum or monthly employees changes (all other employees being on a basic 40-hour workweek or 8-hour day at the regular rate of pay), the value of the leave day for crediting purpose will be recalculated and the number of hours to the employee's credit adjusted in accordance with the instructions contained in CPR 75.2-8.

3-6. Accumulation.—The unused portions of earned sick leave are accumulated from month to month and year to year except that the total accumulation at the end of any month, may not exceed the hourly equivalent of 90 days. After the total accumulated sick leave equals 90 days there is no further accrual until such time as the employee is granted sick leave.

3-7. Granting accumulated sick leave.—
a. When granted.—Sick leave is not granted until the request that the absence be charged to sick leave has been approved by proper authority. Sick leave is available for use of all

employees at any time during the month in which it accrues regardless of the fact that actual accrual may not have taken place at the time of absence on account of illness. In all cases where request is made that an absence be charged to sick leave it must be substantiated by one of the following:

(1) If the absence on account of illness is for 3 days or less, by the personal certificate of the employee that the absence was due to incapacity for the performance of duty because of sickness or injury. This certificate must be submitted within 2 work days after return to duty. See paragraph 3-2a.

(2) If the absence is for more than 3 days, by properly executed medical certificate. This certificate must be filed within 15 work days after return to duty. In the event the employee is unable to obtain the services of a physician or other practitioner, a certificate of the employee, relating to the facts incident to the illness and explaining the efforts made to secure the service of a physician or other practitioner, may be accepted in lieu of the medical certificate. If the employee is ill for a period in excess of 3 days and does not attempt to obtain the services of a physician or other practitioner, the first 3 days may be charged to sick leave and the balance will be charged to annual leave or to leave without pay. If considered necessary or desirable, the employee may be required to furnish a medical certificate during each pay period occurring within an extended period of sick leave.

(3) If for the purpose of obtaining a medical, dental, or optical examination or treatment, by a medical certificate. This certificate should be submitted immediately after return to duty. The amount of

time spent in going to and from the doctor's office for purposes of examination or treatment should, if it appears reasonable, be included in the period charged as sick leave. Time spent in traveling to a doctor's office outside the local area is not a proper charge against sick leave unless facilities for the examination or treatment are not available within the local area. If the approving authority believes that the period of leave requested for examination or treatment is not reasonable, the appropriate portion of the absence should be charged to annual leave or to leave without pay.

(4) When some member of the employee's immediate family is afflicted with a contagious disease which causes the employee to be quarantined and requires the care and attendance of the employee, or when through exposure to contagious disease, the presence of the employee at his post of duty would jeopardize the health of others, the employee may be granted accumulated and accrued sick leave to his credit. Request for approval of sick leave under the circumstances outlined above will be supported by a medical certificate or a certificate of the circumstances executed by the health officer of the community. Advanced sick leave may not be granted under the above circumstances.

b. Reporting sickness.—Employees who are absent on account of illness should notify the proper authority as soon as practicable after the time they are scheduled to report for duty, or as soon thereafter as possible. When such notice is not given, if circumstances warrant, the absence may be charged to annual leave or leave without pay, or considered as absence without leave.

c. Medical, optical, or dental examinations.—All employees are required to obtain appropri-

ate informal approval of an absence for the purpose of medical, dental, or optical examination or treatment prior to the beginning of the absence.

d. Granting sick leave following period in nonpay status.—Sick leave may not be granted for a period immediately following a period of absence in a nonpay status (including periods of LWOP, AWOL, and suspensions) unless and until there is a return to actual duty, nor may sick leave be granted retroactively to cover a period of absence without pay. This does not prohibit the granting of or payment for sick leave which is immediately followed by a period of absence in a nonpay status even though there is no return to duty. However, if an employee is placed in a nonpay status pending action on a claim submitted to the United States Employees' Compensation Commission for disability compensation, the period of such absence may be retroactively covered by accumulated and accrued sick leave to the employee's credit, if the claim is disallowed. In the event sick leave to the employee's credit is not sufficient to cover the absence, accumulated and accrued annual leave may be granted.

e. Substitution of sick for annual leave.—When sickness occurs within a period of annual leave and lasts in excess of 5 work days, sick leave may be granted to cover the period of illness and the charge against annual leave reduced accordingly. Application for such substitution must be made within 2 work days after return to duty and must be supported by a properly executed medical certificate. When a period of sickness occurs during a period of terminal annual leave, substitution of sick leave for annual leave is not permissible.

3-8. Granting advanced sick leave.—In cases of serious disability or ailment, when the exigencies of the situation require, employees may be granted advanced sick leave, in addition to the unused sick leave to their credit, and irrespective of whether they have annual leave to their credit. Such advances are, however, subject to the following limitations:

a. The absence on account of illness must be for a period of 5 or more consecutive work days, but the actual advance may be for any part of the total absence.

b. Every application for granting advanced sick leave must be supported by a medical certificate.

c. The total sick leave advanced must be charged against sick leave subsequently earned.

d. The amount advanced to permanent employees who have completed a year's service may not exceed 30 days in any 1 year.

e. The amount advanced to an employee serving a probational or trial period may not exceed the amount that will be earned during the remainder of the trial period.

f. The amount advanced to temporary employees may not exceed the amount that will be accrued during the remaining period of the appointment.

g. The amount advanced to indefinite employees may not exceed the amount that will accrue during the remainder of the estimated period of employment and in no case may it exceed 30 days.

3-9. Charging sick leave.—The regulations governing the charging of sick leave are the same as those governing the charging of annual leave as contained in CPR 75.2-11.

a. Examples.

(1) A per annum employee has the following regularly scheduled tour of duty with overtime compensation prorated over each day:

	S	M	T	W	T	F	S	
1st week	0	14	0	10	10	4	10	} Total 96 hours
2d "	10	8	8	8	0	8	6	

Absence on account of sickness on any of the above work days would be charged on the basis of the hours scheduled to be worked.

(2) A per annum "on-call employee" works 24 hours and then is off duty for 24 hours. Absence on the employee's duty day will be charged as 24 hours and absence for 1/2 day would be charged as 12 hours. Sick leave may not be charged for the employee's off duty day.

b. Charging annual leave for absence because of sickness.—Whenever the employee's accrued sick leave is not sufficient to cover a period of illness and an advance of sick leave is not warranted or is insufficient, the period of absence

may be charged to accrued annual leave or to leave without pay.

3-10. Maternity leave.—Employees appointed for a period specifically limited to 1 year or less may not be granted maternity leave.

a. Granting sick and annual leave.—A permanent or indefinite employee will be granted all sick and annual leave to her credit. If the circumstances in individual cases warrant, it is with administrative discretion to advance sick leave not in excess of 30 days to permanent employees and not in excess of the amount which will be earned during the period of employment, in no case exceeding 30 days, to indefinite employees. In addition, such leave without pay as the supervisory officer may consider practicable may be granted, but the initial authorization of sick, annual, and leave without pay may not exceed 6 months. Accrual of leave on leave may be granted only in those cases where it is expected that the employee will return to duty at the expiration of maternity leave.

b. Medical certificates and maximum grant of maternity leave.—At the the initial request for maternity leave is made, the employee will present a statement from a registered practicing physician or other practitioner showing the expected date of confinement. If, prior to the expiration of the first 6-month period of maternity leave, it is determined that an extension of leave without pay is necessary, a medical certificate showing the need for the extension must be presented. The total grant of maternity leave, including sick, annual, and leave without pay may not exceed 1 year. If the employee does not return to duty at the expiration of the maternity leave, she will be considered as having resigned from the service, and if any leave on leave has been granted or any advanced sick leave has been granted, refund for the payment of such excess leave is required. If an employee resigns instead of taking maternity leave she is entitled to all accumulated and accrued annual leave and in addition to all sick leave which accrued to the close of the last day she was present for duty, provided a properly executed medical certificate is presented.

3-11. Leave of absence for treatment of disabled veterans.—Executive Order No. 5396, 17 July 1930, provides that supervisory officers must grant to disabled veterans who are

employed in the executive Civil Service of the United States such annual or sick leave as may be permitted by law and such leave without pay as may be necessary in order that the veteran may receive medical treatment. The veteran, however, must present an official statement from "duly constituted medical authority" that such treatment is required. (See *b* below.) Such leave will be granted without penalty to the veteran's efficiency rating.

a. Advance notice.—The granting of such leave is contingent upon the veteran's giving prior notice of definite days and hours of absence required for medical treatment in order that arrangements may be made for carrying on the work during his absence.

b. Official statement.—The term "duly constituted medical authority" includes any properly licensed medical practitioner as well as officers of Government hospitals. The distinguishing feature of the veteran's medical treatment leave is that the grant is obligatory, provided that prescribed conditions are met.

3-12. Refunds for unliquidated advanced leave.—See CPR 75.6-6.

3-13. Sick leave for employees stationed outside continental United States.—

a. Native and alien.—The provisions of CPR 75.2-13a will apply in establishing local sick leave regulations for native and alien employees.

b. Employees other than alien and native.—The provisions of this section will apply to all employees other than alien and native stationed outside the continental limits of the United States.

Section 4, LEAVE CREDIT TABLES

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Leave credit table for 7 1/2-hour day	I
Leave credit table for 8-hour day	II
Leave credit table for 8 1/2-hour day	III
Leave credit table for 9-hour day	IV
Leave credit table for 9 1/2-hour day	V
Leave credit table for 10-hour day	VI
Leave credit table for 14-hour day	VII

4. Leave credit tables.—The following annual and sick leave credit tables show the number of hours of leave earned during various periods of employment in relation to the value of the day for leave crediting purposes. These tables also may be used in determining the reduction in accrual resulting from suspensions.

TABLE I
7½-hour day

Sick leave			
Number of days #	Accrual hours	Number of months	Accrual hours
1	0	1	9
2	1	2	18
3	1	3	27
4	1	4	36
5	2	5	45
6	2	6	54
7	2	7	63
8	2	8	72
9	3	9	81
10	3	10	90
11	3	11	99
12	4	12	108
13	4		
14	4		
15	5		
16	5		
17	5		
18	5		
19	6		
20	6		
21	6		
22	7		
23	7		
24	7		
25	8		
26	8		
27	8		
28	8		
29	9		
30**	9		

Annual leave	
Number of days ***	Accrual hours
1 through 6	0
7 through 14	4
15 through 22	8
23 through 28	12
29 through 30**	15

Number of months	Hours accrued (including quarterly credits)*				
	0	1	2	3	4
1	15				
2	30				
3	45	49			
4	60	64			
5	75	79			
6		94	98		
7		109	113		
8		124	128		
9			143	147	
10			158	162	
11			173	177	
12				192	196

Full calendar year				
Month	Days			
	7	15	23	29
January				
February	4	8	12	15
March	19	23	27	30
April	34	38	42	49
May	53	57	61	64
June	68	72	76	79
July	83	87	91	98
August	102	106	110	113
September	117	121	125	128
October	132	136	140	147
November	151	155	159	162
December	166	170	174	177
	181	185	189	196

Temporary employees will be credited with annual leave of 19 hours (2½ days) and sick leave of 9 hours (1½ days) for each month of service.

Indefinite employees will be credited with annual leave of 15 hours (2 days) for each month of service, plus an additional 4 hours (½ day) when the service aggregates 3 months. Sick leave of 9 hours (1¼ days) will be credited for each month of service.

* This table includes both the minimum and the maximum credits of leave for the number of months; i. e., an employee would receive 45 or 49 hours credit for 3 months service, depending upon whether such service covers entire quarter-year ending March, June, September, or December.

** During February (leap year) 15 hours annual leave credit and 9 hours sick leave credit for

February will be earned in 29 days service; during other than a leap year such credits will be earned in 28 days service.

*** In cases of disciplinary suspension "number of days" will be considered as days suspended, and the accrual of annual leave will be reduced by the corresponding number of hours shown, except that for this purpose the first two items should be.

1 through 3 0
4 through 14 4

* In cases of disciplinary suspensions "number of days" will be considered as days suspended, and the accrual of sick leave will be reduced by the corresponding number of hours shown, except that no reduction will be made where the suspension is 3 days or less.

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WAR DEPARTMENT CIVILIAN PERSONNEL REGULATIONS

TABLE II
8-hour day

Sick leave				Annual leave	
Number of days #	Accrual hours	Number of months	Accrual hours	Number of days ***	Accrual hours
1.....	0	1.....	10	1 through 6.....	0
2.....	1	2.....	20	7 through 14.....	4
3.....	1	3.....	30	15 through 21.....	8
4.....	1	4.....	40	22 through 29.....	12
5.....	2	5.....	50	30**.....	16
6.....	2	6.....	60		
7.....	2	7.....	70		
8.....	3	8.....	80		
9.....	3	9.....	90		
10.....	3	10.....	100		
11.....	4	11.....	110		
12.....	4	12.....	120		
13.....	4				
14.....	5				
15.....	5				
16.....	5				
17.....	6				
18.....	6				
19.....	6				
20.....	7				
21.....	7				
22.....	7				
23.....	8				
24.....	8				
25.....	8				
26.....	9				
27.....	9				
28.....	9				
29.....	10				
30**.....	10				

Number of months	Hours accrued (including quarterly credits)*				
	0	1	2	3	4
1.....	16	---	---	---	---
2.....	32	---	---	---	---
3.....	48	52	---	---	---
4.....	64	68	---	---	---
5.....	80	84	---	---	---
6.....	---	100	104	---	---
7.....	---	116	120	---	---
8.....	---	132	136	---	---
9.....	---	---	152	156	---
10.....	---	---	168	172	---
11.....	---	---	184	188	---
12.....	---	---	---	204	208

Full calendar year				
Month	Days			
	7	15	22	30**
January.....	4	8	12	16
February.....	20	24	28	32
March.....	36	40	44	52
April.....	56	60	64	68
May.....	72	76	80	84
June.....	88	92	96	104
July.....	108	112	116	120
August.....	124	128	132	136
September.....	140	144	148	156
October.....	160	164	168	172
November.....	176	180	184	188
December.....	192	196	200	208

WAR DEPARTMENT CIVILIAN PERSONNEL REGULATIONS

Temporary employees will be credited with annual leave of 20 hours (2½ days) and sick leave of 10 hours (1¼ days) for each month of service.

Indefinite employees will be credited with annual leave of 16 hours (2 days) for each month of service, plus an additional 4 hours (½ day) when the service aggregates 3 months. Sick leave of 10 hours (1¼ days) will be credited for each month of service.

*This table includes both the minimum and the maximum credits of leave for the number of months; i. e., an employee would receive 48 or 52 hours credit for 3 months service, depending upon whether such service covers entire quarter-year ending March, June, September, or December.

**During February (leap year) 16 hours annual leave credit and 10 hours sick leave credit for February will be earned in 29 days service; during other than a leap year such credits will be earned in 28 days service.

***In cases of disciplinary suspension "number of days" will be considered as days suspended and the accrual of annual leave will be reduced by the corresponding number of hours shown, except that for this purpose the first two items should be:

1 through 3 0
4 through 14 4

#In cases of disciplinary suspensions "number of days" will be considered as days suspended, and the accrual of sick leave will be reduced by the corresponding number of hours shown, except that no reduction will be made where the suspension is 3 days or less.

WAR DEPARTMENT CIVILIAN PERSONNEL REGULATIONS

TABLE III
8 1/2-hour day

Sick leave				Annual leave	
Number of days #	Accrual hours	Number of months	Accrual hours	Number of days ***	Accrual hours
1	0	1	11	1 through 7	0
2	1	2	22	8 through 14	5
3	1	3	33	15 through 22	9
4	1	4	44	23 through 29	13
5	2	5	55	30**	17
6	2	6	66		
7	2	7	77		
8	3	8	88		
9	3	9	99		
10	4	10	110		
11	4	11	121		
12	4	12	132		
13	5				
14	5				
15	5				
16	6				
17	6				
18	6				
19	7				
20	7				
21	7				
22	8				
23	8				
24	8				
25	9				
26	9				
27	9				
28	10				
29	10				
30**	11				

Number of months	Hours accrued (including quarterly credits)*				
	0	1	2	3	4
1	17				
2	34				
3	51	56			
4	68	73			
5	85	90			
6		107	112		
7		124	129		
8		141	146		
9			163	168	
10			180	185	
11			197	202	
12				219	224

Full calendar year				
Month	Days			
	8	15	23	**30
January	5	9	13	17
February	22	26	30	34
March	39	43	47	56
April	61	65	69	73
May	78	82	86	90
June	95	99	103	112
July	117	121	125	129
August	134	138	142	146
September	151	155	159	168
October	173	177	181	185
November	190	194	198	202
December	207	211	215	224

WAR DEPARTMENT CIVILIAN PERSONNEL REGULATIONS

Temporary employees will be credited with annual leave of 21 hours and sick leave of 11 hours for each month of service.

Indefinite employees will be credited with annual leave of 17 hours for each month of service, plus an additional 5 hours when the service aggregates 3 months. Sick leave of 11 hours will be credited for each month of service.

*This table includes both the minimum and maximum credits of annual leave for the number of months; i. e., an employee would receive 51 or 56 hours' credit for 3 months' service, depending upon whether such service covers an entire quarter-year ending in March, June, September, or December.

**During February (leap year) 17 hours' annual-leave credit and 11 hours' sick-leave

credit will be earned in 29 days' service; during other than a leap year such credits for February will be earned in 28 days' service.

***In cases of disciplinary suspensions "number of days" will be considered as days suspended, and the accrual of annual leave will be reduced by the corresponding number of hours shown, except that for this purpose the first two items should be:

1 through 3	0
4 through 14	5

#In cases of disciplinary suspensions "number of days" will be considered as days suspended, and the accrual of sick leave will be reduced by the corresponding number of hours, except that no reduction will be made where the suspension is 3 days or less.

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WAR DEPARTMENT CIVILIAN PERSONNEL REGULATIONS

TABLE IV

9-hour day

Sick leave				Annual leave				
Number of days #	Accrual hours	Number of months	Accrual hours	Number of days ***			Accrual hours	
1.....	0	1.....	11	1 through 7.....			0	
2.....	1	2.....	22	8 through 14.....			5	
3.....	1	3.....	33	15 through 22.....			9	
4.....	1	4.....	44	23 through 29.....			14	
5.....	2	5.....	55	30**.....			18	
6.....	2	6.....	66					
7.....	3	7.....	77					
8.....	3	8.....	88					
9.....	3	9.....	99					
10.....	4	10.....	110					
11.....	4	11.....	121					
12.....	4	12.....	132					
13.....	5							
14.....	5							
15.....	6							
16.....	6							
17.....	6							
18.....	7							
19.....	7							
20.....	7							
21.....	8							
22.....	8							
23.....	9							
24.....	9							
25.....	9							
26.....	10							
27.....	10							
28.....	10							
29.....	11							
30**.....	11							

Number of months	Hours accrued (including quarterly credits)*				
	0	1	2	3	4
1.....	18				
2.....	36				
3.....	54	59			
4.....	72	77			
5.....	90	95			
6.....		113	118		
7.....		131	136		
8.....		149	154		
9.....			172	177	
10.....			190	195	
11.....			208	213	
12.....				231	236

Full calendar year				
Month	Days			
	8	15	23	30**
January.....	5	9	14	18
February.....	23	27	32	36
March.....	41	45	50	59
April.....	64	68	73	77
May.....	82	86	91	95
June.....	100	104	109	118
July.....	123	127	132	136
August.....	141	145	150	154
September.....	159	163	168	177
October.....	182	186	191	195
November.....	200	204	209	213
December.....	218	222	227	236

17 July 1944

Changes No. 1, Regulation No. 60

Civilian Personnel Regulation No. 60, 15 January 1944, is changed as follows:

4-3. Separation during trial period.—All employees whether graded or ungraded will be given a fair working trial. Except for persons appointed for a specific period of less than 1 year, the first full year of service will be a trial period, satisfactory completion of which will be considered part of the entrance examination (see CPR 35.1-5). At any time during this period, after a full and fair trial, the appointing officer will determine whether the performance of the employee warrants retention in the service beyond that period. Upon determination that the employee's performance is unsatisfactory, action will be taken as outlined in CPR 60.12-4b.

4-4. Separation of permanent or indefinite employees.—a. *Graded employees, official efficiency ratings.*—An employee who receives an official efficiency rating of "unsatisfactory" is subject to reduction in grade, reassignment to another line of work, or separation. Such actions in the departmental service require the prior approval of the Civil Service Commission. In the field service the Commission's approval is not necessary.

- (1) An official efficiency rating of "unsatisfactory" assigned to an employee who enters the armed forces before proper action is taken, and who later returns to civilian duty, shall not be considered an "appropriate current official rating" for the purposes of demotion, separation, and reduction in force.
- (2) An official special rating, in which only service rendered since return to civilian duty may be considered, shall be made as of the 90th day after

return to civilian duty for the purpose of determining whether demotion or separation shall be effected, and for subsequent purposes.

b. *Graded employees, separation between official efficiency rating periods.*—Graded employees may be separated for inefficiency between official efficiency ratings by preferring charges in writing substantiating the claim of inefficiency. A reasonable period of time after receipt (not less than 5 days) will be allowed the employee to answer the charges. If a reply is submitted, it will be fairly and impartially judged, and a decision reached as to the desirability of retention, demotion, reassignment or separation. If the employee fails to reply to the charges within the specified time, the appointing official may separate him from the service.

7-9. Order of reduction in force.

b. *Efficiency rating credits.*

- (2) With respect to employees whose performance must be evaluated under the uniform efficiency rating system (see CPR 95), the current official efficiency rating shall be used. In the event an employee does not have a current official efficiency rating based on performance in a position of the same class in which reduction in force is being made, and the reduction in force does not affect all employees in the category of tenure in which he falls, such employee shall be given an official special efficiency rating in accordance with the regular procedure,

and the appropriate value assigned. Such cases will be particularly noted in the reduction in force list by placing after their names in the "remarks" column the words, "special rating" followed by a statement of the number of days of service on which the rating is based. See paragraph 7-10.

(a) An official efficiency rating of "unsatisfactory" assigned to an employee who enters the armed forces before proper action is taken, and who later returns to civilian duty, shall not be considered an "appropriate current official rating" for the purposes of demotion, separation, and reduction in force.

(b) An official special rating, in which only service rendered since return to civilian duty may be considered, shall be made as of the 90th day after return to civilian duty for the purpose of determining whether demotion or separation shall be effected, and

for subsequent purposes.

(c) In the event of a reduction in force before the 90th day, an official special rating shall be made for that purpose, and for subsequent purposes. Only service rendered since return to civilian duty may be considered in the rating. In such cases, no rating will be required as of the 90th day.

(d) Official special ratings made under the above circumstances shall not be considered as having been "made for the purpose of revising a prior official rating" or as having been "made to effect the summary dismissal or salary reduction of an employee."

1A. G. 230 (14 Jul 44).1

By ORDER OF THE SECRETARY OF WAR:
WM. H. KUSHNICK,
Director of Civilian Personnel and Training.

OFFICIAL:
J. A. ULIO,
Major General,
The Adjutant General.

Temporary employees will be credited with annual leave of 23 hours and sick leave of 11 hours for each month of service.

Indefinite employees will be credited with annual leave of 18 hours for each month of service, plus an additional 5 hours when the service aggregates 3 months. Sick leave of 11 hours will be credited for each month of service.

*This table includes both the minimum and maximum credits of annual leave for the number of months; i. e., an employee would receive 54 or 59 hours' credit for 3 months' service, depending on whether such service covers an entire quarter-year ending in March, June, September, or December.

**During February (leap year) 18 hours annual leave credit and 11 hours sick leave credit

will be earned in 29 days' service; during other than a leap year such credits for February will be earned in 28 days.

***In cases of disciplinary suspensions "number of days" will be considered as days suspended, and the accrual of annual leave will be reduced by the corresponding number of hours shown, except that, for this purpose the first two items should be:

1 through 3 0
3 through 14 5

#In case of disciplinary suspensions "number of days" will be considered as days suspended, and the accrual of sick leave will be reduced by the corresponding number of hours shown, except that no reduction will be made where the suspension is 3 days or less.

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TABLE V
9 1/2-hour day

Sick leave				Annual leave	
Number of days #	Accrual hours	Number of months	Accrual hours	Number of days ***	Accrual hours
1	0	1	12	1 through 7	0
2	1	2	24	8 through 14	5
3	1	3	36	15 through 22	10
4	2	4	48	23 through 29	15
5	2	5	60	30**	19
6	2	6	72		
7	3	7	84		
8	3	8	96		
9	4	9	108		
10	4	10	120		
11	4	11	132		
12	5	12	144		
13	5				
14	6				
15	6				
16	6				
17	7				
18	7				
19	8				
20	8				
21	8				
22	9				
23	9				
24	10				
25	10				
26	10				
27	11				
28	11				
29	12				
30**	12				

Number of months	Hours accrued (including quarterly credits)*				
	0	1	2	3	4
1	19				
2	38				
3	57	62			
4	76	81			
5	95	100			
6		119	124		
7		138	143		
8		157	162		
9			181	186	
10			200	205	
11			219	224	248
12			243	243	

Full calendar year				
Month	Days			
	8	15	22	29**
January	5	10	15	19
February	24	29	34	38
March	43	48	53	62
April	67	72	77	81
May	86	91	96	100
June	105	110	115	124
July	129	134	139	143
August	148	153	158	162
September	167	172	177	186
October	191	196	201	205
November	210	215	220	224
December	229	234	239	248

Temporary employees will be credited with annual leave of 24 hours and sick leave of 12 hours for each month of service.

Indefinite employees will be credited with annual leave of 19 hours for each month of service, plus an additional 5 hours when the service aggregates 3 months. Sick leave of 12 hours will be credited for each month of service.

*This table includes both the minimum and maximum credits of annual leave for the number of months; i. e., an employee would receive 57 or 62 hours credit for 3 months service, depending on whether such service covers an entire quarter-year ending in March, June, September, or December.

**During February (leap year) 19 hours annual leave credit and 12 hours sick leave credit

will be earned in 29 days service; during other than leap year such credit for February will be earned in 28 days.

***In cases of disciplinary suspensions "numbers of days" will be considered as days suspended, and the accrual of annual leave will be reduced by the corresponding number of hours shown, except that for this purpose the first two items should be:

1 through 3	0
4 through 14	5

#In cases of disciplinary suspensions "number of days" will be considered as days suspended, and the accrual of sick leave will be reduced by the corresponding number of hours shown, except that no reduction will be made where the suspension is 3 days or less.

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WAR DEPARTMENT CIVILIAN PERSONNEL REGULATIONS

TABLE VI
10-Hour day

Sick leave				Annual leave			
Number of days#	Accrual hours	Number of months	Accrual hours	Number of days ***		Accrual hours	
1	0	1	13	1 through 6	0	7 through 14	5
2	1	2	26	15 through 21	10	22 through 29	15
3	1	3	39	30**	20		
4	2	4	52				
5	2	5	65				
6	3	6	78				
7	3	7	91				
8	3	8	104				
9	4	9	117				
10	4	10	130				
11	5	11	143				
12	5	12	156				
13	5						
14	6						
15	6						
16	7						
17	7						
18	7						
19	8						
20	8						
21	8						
22	9						
23	9						
24	10						
25	10						
26	10						
27	11						
28	11						
29	12						
30**	12						
	13						

Number of months	Hours accrued (including quarterly credits)*				
	0	1	2	3	4
1	20				
2	40				
3	60	65			
4	80	85			
5	100	105			
6		125	130		
7		145	150		
8		165	170		
9			190	195	
10			210	215	
11			230	235	260
12				255	

Full calendar year				
Month	Days			
	7	15	22	30**
January	5	10	15	20
February	25	30	35	40
March	45	50	55	65
April	70	75	80	85
May	90	95	100	105
June	110	115	120	130
July	135	140	145	150
August	155	160	165	170
September	175	180	185	195
October	200	205	210	215
November	220	225	230	235
December	240	245	250	260

WAR DEPARTMENT CIVILIAN PERSONNEL REGULATIONS

Temporary employees will be credited with annual leave of 26 hours and sick leave of 13 hours for each month of service.

Indefinite employees will be credited with annual leave of 20 hours for each month of service, plus an additional 5 hours when the service aggregates 3 months. Sick leave of 13 hours will be credited for each month of service.

*This table includes the minimum and maximum credits of annual leave for the number of months; i. e., an employee would receive 60 or 65 hours credit for 3 months service, depending on whether such service covers an entire quarter-year ending in March, June, September, or December.

**During February (leap year) 20 hours annual leave credit and 13 hours sick leave credit

will be earned in 29 days service; during other than leap year such credit for February will be earned in 28 days.

***In cases of disciplinary suspensions "number of days" will be considered as days suspended, and the accrual of annual leave will be reduced by the corresponding number of hours shown, except that for this purpose the first two items should be:

1 through 3 0
4 through 14 5

#In cases of disciplinary suspensions "number of days" will be considered as days suspended, and the accrual of sick leave will be reduced by the corresponding number of hours shown, except that no reduction will be made where the suspension is 3 days or less.

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TABLE VII

14-hour day

Sick leave				Annual leave			
Number of days#	Accrual hours	Number of months	Accrual hours	Number of days***		Accrual hours	
1	1	1	18	1 through 6			0
2	1	2	36	7 through 14			7
3	2	3	54	15 through 21			14
4	2	4	72	22 through 29			21
5	3	5	90	30**			28
6	4	6	108				
7	4	7	126				
8	5	8	144				
9	5	9	162				
10	6	10	180				
11	6	11	198				
12	7	12	216				
13	8						
14	8						
15	9						
16	9						
17	10						
18	11						
19	11						
20	12						
21	12						
22	13						
23	13						
24	14						
25	15						
26	15						
27	16						
28	16						
29	17						
30**	18						

Number of months	Hours accrued (including quarterly credits)*				
	0	1	2	3	4
1	28				
2	56				
3	84	91			
4	112	119			
5	140	147			
6		175	182		
7		203	210		
8		231	238		
9			266	273	
10			294	301	
11			322	329	
12				357	364

Full calendar year				
Month	Days			
	7	15	21	30**
January	7	14	21	28
February	35	42	49	56
March	63	70	77	91
April	98	105	112	119
May	126	133	140	147
June	154	161	168	182
July	189	196	203	210
August	217	224	231	238
September	245	252	259	273
October	280	287	294	301
November	308	315	322	329
December	336	343	350	364

Temporary employees will be credited with annual leave of 35 hours and sick leave of 18 hours for each month of service.

Indefinite employees will be credited with annual leave of 28 hours for each month of service, plus an additional 7 hours when the service aggregates 3 months. Sick leave of 18 hours will be credited for each month of service.

*This table includes the minimum and maximum credits of annual leave for the number of months, i. e., an employee would receive 84 or 91 hours credit for 3 months, depending on whether such service covers an entire quarter-year ending in March, June, September, or December.

**During February (leap year) 28 hours annual leave and 18 hours sick leave credit will be earned in 29 days service; during other than leap year such credits for February will be earned in 28 days.

***In cases of disciplinary suspensions "number of days" will be considered as days suspended, and the accrual of annual leave will be reduced by the corresponding number of hours shown, except that for this purpose the first two items should be:

1 through 3 0
4 through 14 7

#In case of disciplinary suspensions "number of days" will be considered as days suspended and the accrual of sick leave will be reduced by the corresponding number of hours shown, except that no reduction will be made where the suspension is 3 days or less.

Section 5, ABSENCE IN NONPAY STATUS

	Paragraphs
Definition	5-1
Department's policy	5-2
Granting leave without pay	5-3
Leave for disability	5-4
Absence without leave (AWOL)	5-5
Computing absence without pay	5-6
Reports of excess leave	5-7

5-1. Definition.—a. Leave without pay is authorized absence from duty without pay granted at the request of an employee. Leave without pay (LWOP) is to be distinguished from unauthorized absence from duty, referred to as absence without leave (AWOL).

b. Absence without leave means any absence from duty which has not been granted and approved pursuant to the provisions of these regulations.

5-2. Department's policy.—a. Leave without pay will not exceed 12 months, and may be granted whether or not the employee has accumulated and accrued leave to his credit, except that an employee injured in the performance of duty who has accumulated and accrued leave to his credit may be granted leave of absence without pay for such period as he may be paid by the Employees' Compensation Commission. (See paragraph 5-4.) Favorable consideration will be given to requests for leave of absence without pay in those cases where it can be objectively evidenced that—

- (1) The services of the employee can be spared without detriment to operating requirements.
- (2) The continued employment would be injurious to the physical or mental condition of the employee, such as pregnancy and confinement, or personal illness of employee.
- (3) Urgent personal circumstances exist which necessitate the absence of the employee, such as illness of members of family (to be granted for a limited period depending on merits of the case).
- (4) Personal circumstances exist which necessitate the granting of leave without pay for vacation purposes. In this case the Department's policy on granting leave for vacation purposes will be strictly observed. See CPR 75.2-2.

b. Employees granted leave without pay should be restored to the same or a similar position upon return.

c. When the employee does not return to duty after the expiration of authorized leave without pay, it will be the policy of the Department to consider such employees as having resigned from the service. Any annual leave accrued, however, which was not granted prior to placing the employee in a leave-without-pay status must be granted before effecting his separation.

The effective date of resignation will be at the expiration of the leave-without-pay period plus all accumulated and accrued annual leave not previously taken.

5-3. Granting leave without pay.—a. The period of absence to be authorized by administrative officers may vary in each individual case, within the limitation of 12 months prescribed in paragraph 5-2, in accordance with the urgency of the reasons motivating the request. The authorization for leave without pay is a matter of administrative discretion, and employees cannot demand that they be granted leave without pay as a matter of right. All leave of absence without pay will be applied for in advance wherever possible, and permission obtained to be absent before the employee is allowed to take the leave.

b. Eligibility for leave without pay is not dependent upon any specific length of service. The merits of each request will determine whether approval is warranted.

5-4. Leave for disability.—a. When an employee who is eligible to receive benefits under section 6, Civil Service Retirement Act, becomes totally disabled to perform his duties or is declared legally incompetent, he should be granted all sick and annual leave to his credit and then placed in a leave-without-pay status pending settlement of his claim for disability retirement by the Civil Service Commission. See 11 Comp. Gen. 1.

b. An employee who is injured in the performance of his duties will be carried in a leave-without-pay status for such time as he receives compensation from the United States Employees' Compensation Commission. However, if at the time he became a beneficiary of the U. S. Employees' Compensation Commission he elects to have any accumulated annual leave remain to his credit, he must be restored to the pay roll after a period of 12 months leave without pay and paid for the annual leave which he had to his credit at the time he was placed in a nonpay status. (During the time the employee is receiving payment for such leave, the United States Employees' Compensation Commission will be notified to stop payment until the leave

to the employee's credit has been exhausted.) (See CPR 90.) The employee will then be restored to a leave-without-pay status for such period as he may continue to receive compensation from the U. S. Employees' Compensation Commission. See paragraph 5-2a.

5-5. Absence without leave (AWOL).—
a. Absence from duty for any cause without leave having been previously asked for and granted should be made the subject of special inquiry unless satisfactorily explained. An employee who is absent without leave for any cause must explain to his immediate superior, at the earliest practicable time, the cause of his absence and of his failure to ask for permission to be absent. If it is found that he was absent upon insufficient cause, or if his failure to obtain permission to be absent is not satisfactorily accounted for, the time lost will be counted as absence without leave (AWOL) and pay will be forfeited for the entire period of such absence.

b. In those cases where, as a disciplinary measure, it is desired to remove the employee from a duty and pay status for a period of time in addition to the unauthorized absence, a suspension action on the form, "Notification of Personnel Action," will be prepared. The days or period of time covered by the suspension will be indicated on the form, "Notification of Personnel Action," and the employee will not be permitted to render service on those days. Such action may be taken even though the employee may have accumulated and/or accrued annual leave to his credit. *An employee may not, however, be suspended (and therefore denied pay) covering any period of time during which he has already performed service.* See CPR 50.

c. In those cases where an employee is in a nonpay status because of absence without leave (or LWOP) and does not return to duty, the annual leave accrued to his credit prior to the time in a nonduty status will be granted before effecting his separation, but under no circumstances will he be granted any sick leave accrued but not taken. For regulation on payment for leave due to suspension, see CPR 75.2-7e.

5-6. Computing absence without pay.—
a. Leave without pay.

(1) When a per annum or monthly employee is granted leave without pay (LWOP) a Sunday (or other nonwork day) or legal holiday immediately following the period of leave without pay will not be charged against compensation due the employee, but those Sundays (or other nonwork days) or holidays which occur within a period of leave without pay will be charged (13 Comp. Gen. 206, 207). For example, if an employee is granted leave without pay for a Saturday and returns to duty at the opening hour the following Monday, he will be in a nonpay status for only 1 day. Where the facts and circumstances of a case where absence was not approved in advance do not warrant the retroactive approval of leave without pay, the employee will not be considered as having been on leave without pay but will be considered as having been on absence without leave (AWOL) and therefore will be denied pay for 2 days.

(2) Where the application for leave without pay indicates Sunday (or other nonwork day) or holiday, as the beginning or terminating date of the period of leave without pay and it is approved in such manner, the employee will not be entitled to pay for such Sunday or holiday, even though the employee reports for duty at the beginning of the duty date next following.

(3) Employees returning to duty before the expiration of an approved period of leave without pay will receive pay only for the time actually worked unless prior approval was obtained for cancellation of the remaining period of leave without pay.

b. Absence without leave.—Any Sundays (or other nonwork days) or holidays immediately following a period of absence without leave will be considered as being included in the period of absence without leave, and compensation for such days may not be allowed. All such periods of absence without leave will be considered for reduction in leave credits.

c. Method of charging.—Absence without pay will be charged in multiples of 15 minutes for the actual time the employee is absent. For example, if an employee working a regular daily tour of duty of 8 hours is on leave without pay $4\frac{3}{4}$ hours, he will be charged $4\frac{3}{4}$ hours leave without pay and receive compensation for $3\frac{1}{4}$ hours.

d. For regulation governing pay on the 31st day of a month and February, see CPR 120.2.

5-7. Reports of excess leave.—a. As defined in CPR 75.1-k, excess leave is leave without pay or a combination of leave with and without pay taken during any calendar year which in the aggregate exceeds 6 months. Leave records will be examined at the end of the year, or upon an employee's separation from the service if prior to the end of the year, to determine whether a report of excess leave is required.

(1) *At the end of the calendar year, excess leave will be reported on the form "Notification of Personnel Action" for employees concerned who are currently employed. For example, during the calendar year 1944, an employee was absent 26 days on annual leave and 15 days on sick leave. If this employee also had leave without pay which was in excess of 139 days, including Sundays and holidays, the report of excess leave is required. The nature of action on the form, "Notification of Personnel Action," will show "Absence Report—Calendar Year —." The "Remarks" will show in days the total amount of leave taken during the entire calendar year, and as a subtotal that portion of the total*

leave which represents absence in a nonpay status. All absences in a nonpay status which are considered for leave credit reduction purposes plus periods of suspensions in excess of 3 days will constitute the report of absence in a nonpay status. For example, an employee during the calendar year 1944 was absent for 26 days on annual leave, 15 days on sick leave, 100 days on leave without pay, 27 days on suspensions, and 8 days absent without leave. The excess leave report would show as "Remarks" the following:

Total—176 days
Without pay—135 "

(2) In case of separation during the year, excess leave will be reported in the "Remarks" block of the form, "Notification of Personnel Action," which is prepared effecting the separation. See example in (1) above.

(3) In cases of military or administrative "furlough," if the period of absence on account of such furlough and any leave with or without pay taken prior or subsequent to the furlough exceeds 6 months during the calendar year, an excess leave report is required. In case of a military furlough, additional excess leave reports will not be made after the first year or until the employee returns to duty. For example, an employee, during the calendar year 1943 was absent for 26 days on annual leave, 15 days on sick leave, 30 days on leave without pay, 2 days suspension, and 2 days absent without leave. On 1 September he was granted a military furlough. The excess leave report made as of 31 December 1943 would be as follows:

Total—184 days
Without pay—154 "

During the calendar year 1944, the employee was in a military furlough status and no excess leave report would be required. On 5 July 1945, the employee returned to a civilian position and took no leave during the remainder of the year. Since the period of furlough from 1 January to 5 July was in excess of 6 months, an excess leave report would be prepared at the end of the calendar year 1945, showing excess leave as:

Total—184 days
Without pay—184 "

b. Exceptions.

- (1) If an employee is on leave without pay and is being compensated under the United States Employees' Compensation Act, as amended, for injuries received in the performance of duty, such period or periods of leave without pay will be excluded in computing the excess leave.
- (2) When all absences are with pay and such absences exceed 6 months, no report is required. The excess leave report is required only when the leave without pay or the combined leave with and without pay exceed 6 months during the calendar year involved.
- (3) No excess leave report is required for employees not covered by the Civil Service Retirement Act, as amended.

Section 6, DISPOSITION OF LEAVE OF EMPLOYEES UPON TRANSFER, FURLOUGH, OR SEPARATION

	Paragraphs
Transfer of leave upon an employee's transfer or reemployment within War Department	6-1
Transfer of leave upon an employee's appointment by transfer or reemployment in another Federal establishment	6-2
Administrative "furlough"	6-3
Military service	6-4
Separation	6-5
Refund for advanced unliquidated leave	6-6

6-1. Transfer of leave upon an employee's transfer or reemployment within War Department.—a. From one permanent or indefinite position to another permanent or indefinite position.—When an employee is transferred or reemployed without a break in service of 30 or more calendar days, his leave account will be certified to the employing office for credit or charge to the employee. In the event the position to which transferred is not within the scope of the leave acts, the procedure outlined in b below will be followed.

b. From permanent or indefinite position to temporary position.—When a permanent or indefinite employee is reemployed or transferred to a temporary position without a break in service of 30 or more calendar days, his leave account will be certified to the employing office for credit or charge to the employee, provided the temporary employment is not on construction work paid at hourly rates. (See CPR 75.1-4 b(1).) If the position to which transferred is not within the purview of the leave acts (see CPR 75.1-4b) the employee will be furnished with a statement of his leave account, and the amount shown as due will be recredited to his account if he is subsequently and without a break in service employed in a position within the War Department which is subject to the leave regulations.

c. From one temporary position to another temporary position.—When an employee is reemployed or transferred, without a break in service of 30 or more calendar days, from one temporary position to another, his leave account should be certified to the employing agency except where the temporary employment is on construction work at hourly rates. In such cases the provisions of b above will be followed.

d. From temporary position to permanent or indefinite position.—When a temporary employee is subsequently reemployed, without a break in service of 30 or more calendar days, to a permanent or indefinite position, he will be credited with any leave which may be due him or charged with any unaccrued leave which may have been advanced.

6-2. Transfer of leave upon an employee's appointment by transfer or reemployment in another Federal establish-

ment.—a. From one permanent position to another.—When a permanent employee is appointed by transfer, or reemployed without a break in service of 30 or more calendar days, to a permanent position coming under the leave regulations, his leave account will be certified to the employing agency. Standard Form No. 63 will be used for this purpose. If the position in which the employee is employed is not within the purview of the leave acts (see CPR 75.1-4b) he will be furnished with a statement of his leave account and if he is subsequently reemployed without a break in service in a position within the purview of the leave acts, the leave shown to be due will be recredited to his account.

b. From one permanent position to a temporary position.—In such cases the leave may not be transferred to the employing agency. The employee will be furnished a statement of his leave account and if he is subsequently employed without a break in service in a permanent position coming under the leave acts, the amount of leave shown to be due will be recredited to his account.

c. From one temporary position to another temporary position.—In such cases leave may not be transferred and the instructions in a above will apply.

d. From temporary position to permanent position.—When a temporary employee is subsequently reemployed, without a break in service, in a permanent position coming under the provisions of the leave acts, he will be credited with any leave which may be due him or charged with any unaccrued leave which may have been advanced. If the permanent position is not within the purview of the leave acts, the instructions contained in a above will be followed.

6-3. Administrative "furlough".—a. Disposition of annual leave.—The annual leave to the credit of the employee on his last day of duty will be granted and compensation paid therefor or, if the employee so elects, it may remain to his credit pending recall to duty or employment elsewhere in the Federal service. In the event the employee is not recalled to duty or reemployed elsewhere in the Federal service, he will, at the expiration of the furlough period, be restored to the pay roll and paid for annual leave remaining to his credit.

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Disposition of sick leave.—Any sick leave to the credit of the employee on his last work-day will remain to his credit during the period of administrative furlough, pending recall to duty or employment elsewhere in the Federal service without a break in service.

6-4. **Military service.**—a. Under the provisions of act 7 April 1942 (Public Law 517—77th Cong.) and section 4, act 23 June 1943 (Public Law 87—78th Cong.), civilian employees entering on active military, naval, or merchant marine service are entitled to receive payment for *accumulated and current accrued annual leave* to their credit or to have such leave remain to their credit until their return to a civilian position. Since temporary employees do not have reemployment rights in their civilian positions, they are eligible only for annual leave payments.

(1) Employees are entitled to the benefits of the above referred to acts whether separation from civilian positions was by resignation, separation, or furlough and irrespective of whether entry into service was by induction, voluntary enlistment, or otherwise. See CPR 55.2-1 for employees eligible for benefits under these acts.

(2) A break in service deprives the employee of any rights under the provisions of these acts unless the separation occurred as a result of voluntary action on the part of the employee with an obvious intent to enter the military, naval, or merchant marine service.

b. *Computation of leave.*—The accrued annual leave payment of an employee entering upon military, naval, or merchant marine duty is computed to the close of the last day on which he was actually present for duty in his civilian position. No additional leave credit will be allowed to compensate the employee for leave earned during the leave period. In all cases, the leave will be granted and paid for on the same basis as though the employee had taken the leave without entering the armed services. Employees on military furlough who elect to have any or all of their accumulated and cur-

rent accrued annual leave remain to their credit may, at the request of the employee, be restored to the pay roll for the purpose of receiving payment for all or any portion of such leave balance.

c. *Retirement deductions.*—When the employee being furloughed is subject to the Civil Service Retirement Act, retirement deductions will be made from the compensation paid for the period of annual leave.

d. *Military furlough and reduction in grade.*—An employee who was temporarily promoted to a position subject to the return of a furloughed employee, then is reduced in grade and salary simultaneously with his release from active civilian service under orders to enter the active military, naval, or merchant marine service, and who applies for payment after entrance into such service, will receive compensation covering the period of annual leave only at the reduced rate applicable to the position actually held at the time he entered the military service. See 21 Comp. Gen. 210.

e. *Retroactive resignation date changes.*—Where subsequent to 1 May 1940, and prior to act 7 April 1942 (Public Law 517—77th Cong.) extending to employees voluntarily enlisted in the armed forces after 1 May 1940 the payment for leave benefits of act 1 August 1941, a civilian employee who resigned from his position to enlist in the military or naval forces without a break in service intervening may have the effective date of the resignation changed to include the period of accumulated or current annual leave for which he is entitled to payment concurrently with active military or naval duty under act 7 April 1942. See 22 Comp. Gen. 47, 54.

f. *Overdrawn annual and/or sick leave.*—Under Executive Order 9414, an employee entering upon duty with the military, naval, or merchant marine service is not required to refund overdrawn annual or sick leave at the time he enters such service without a break in service from his civilian position. (Comp. Gen. Dec. B-40518, 16 March 1944.) See CPR 75.6-6.

g. *Reemployment leave credits.*

(1) When a furloughed employee, upon discharge from active military, naval, or merchant marine duty meets, within 40 days, the condi-

tions for reemployment as prescribed in CPR 55 to entitle him to be restored to his former civilian position or one of like seniority, status, and pay, but reemployment was delayed beyond the 40-day period solely because of administrative delay, any annual and/or sick leave to the credit of the employee at the time of military furlough (subsequent to 1 May 1940) may be recredited to the employee in the position to which he was restored. No such credit, however, may be made for annual leave for which payment has previously been made. Neither will the employee be credited with any accrued leave on leave during the period of military furlough.

(2) When a furloughed employee does not make application for restoration to his former civilian position within 40 days after discharge for military, naval, or merchant marine service, or refuses to accept, or delays in accepting solely for personal reasons or is unable to accept because of inability to perform the duties, the former positions or one of like status seniority and pay which was offered him, he will be separated from the service. (See CPR 55.) In the event the employee has any annual leave to his credit at the time of entrance into the military, naval, or merchant marine service, the effective date of the separation will be extended to permit payment for such annual leave.

(3) In the circumstances outlined in (2) above, if the employee is reemployed at some future time, he may not be recredited with any annual and/or sick leave which remained to his credit at the time of entrance into the military, naval, or merchant marine service.

6-5. **Separation.**—a. *General provisions.*

(1) Executive Order 9414 provides in part as follows:

An employee who is to be separated from the service shall be entitled to the unused annual leave standing to his credit, and the date of his separation shall be so fixed as to permit him to take such leave, and in no case, whether the separation be voluntary or involuntary, shall the separation become effective on a date prior to the date of termination of such leave: Provided that an employee who elects to forfeit the leave standing to his credit may do so by filing a written notice to such effect.

(2) Administrative officers are responsible for ascertaining that all unused annual leave and, where specific cases justify, all sick leave are granted as terminal leave prior to the effective date of separation from the Federal service, except as stated in d(7) below. An employee will not be granted accumulated and accrued sick leave to his credit in addition to the unused annual leave prior to separation, except where it is established by an acceptable medical certificate of a registered practicing physician or other practitioner that the reason for the separation is the incapacity of the employee to perform his duties because of illness, injury, pregnancy and confinement, etc. An employee, however, who elects to forfeit his leave may do so by filing a written notice to the effect, stating in such notice that he desires to forfeit the leave standing to his credit.

b. *Accrual of leave on leave prohibited.*—In computing the amount of terminal leave to be granted an employee, whether by separation, furlough, or resignation, neither annual nor sick leave will accrue over the terminal leave

period. Accrual of leave for all employees ceases after the close of the last day the employee was actually present for duty. The provisions of the Executive Order prohibiting the granting of leave on leave during terminal leave applies to employees whose tenure of service is indefinite and whose termination date must be fixed after service has been rendered. Accordingly, these provisions do not deny temporary employees the annual leave to which they are entitled by law and regulations for each full month of service, which includes both active service and leave lawfully granted. For example, an employee was appointed for 30 days on 1 April. After 27½ days in an employment status the employee may be granted 2½ days' annual leave, thus terminating the appointment on 30 April. The same rule applies in the case of an employee who was appointed for 60 days on 13 January 1944. If employed without a break in month of service, the employee would be entitled to pay for 60 days, including 5 days' annual leave terminating with 12 March.

c. Erroneous fixing of separation date prior to termination of leave.—When an employee is separated without being granted all terminal leave to his credit, the form, "Notification of Personnel Action," will be amended to show the correct date of separation and the employee will be restored to the pay roll for the purpose of receiving payment for the additional leave. In the event the employee has subsequently been employed elsewhere in the Federal service, the leave payment will not be made if the dual compensation statutes would be violated thereby. See CPR 130 and CPR 75.6-1 and 2.

d. Specific cases.

(1) *Temporary employees.*—Temporary employees will be allowed to exhaust all accumulated and accrued annual leave prior to separation. If the exigencies of the service are such that the leave earned cannot be granted prior to the expiration of the employment period authorized, the employee will be retained in the service for the additional period necessary to cover his earned leave. The "Notification of Personnel Action" form will

state in the "Remarks" column the reason for retaining the employee in the service beyond the period authorized. See *b*, above, and CPR 60.10 and CPR 60.12-10.

(2) *Employees in receipt of disability compensation under United States Employees' Compensation Act, as amended.*—Under Executive Order 9414, an employee absent in a nonpay status because of illness or injury incurred in the performance of duty accrues both annual and sick leave covering the period during which he was paid disability compensation, and is entitled to receive credit for such leave accrued upon return to duty. In the event of separation, all leave, both sick and annual, to the credit of the employee at the time he entered the nonpay status will be granted and the employee will be restored to the pay roll for purposes of receiving such payment.

(3) *Retirement.*

(a) An employee who is to be retired during the calendar year, whether under the disability, optional, or age provisions of the Civil Service Retirement Act, as amended (see CPR 85), will be granted all accumulated and current accrued annual leave to his credit, prior to effective date of retirement. Whenever it is known that retirement will be effected during the year, annual leave may not be granted in excess of the amount which will accrue to his credit at time of retirement. For example, if an employee is retiring at the age of 70, and completes his required number of years of service on 30 June, all leave with pay must be

granted prior to that date or the unused balance will be forfeited, unless he is re-employed without a break in service, in which case his leave rights will be continued.

(b) An employee who is retiring on account of disability may be granted, in addition to the annual leave as provided above, all sick leave to his credit, prior to the effective date of retirement provided that the period for which the sick leave is granted is substantiated by a medical certificate. Whenever it is known that an employee is going to retire on account of disability, annual and/or sick leave may not be granted in excess of the amount which will accrue at the time of retirement. See paragraph 66.

(4) *Suspensions.*—An employee who has been suspended from a duty and pay status and who does not return to duty will be restored to a pay status for the purpose of paying for all accumulated and current accrued annual leave. In the case of an employee who is suspended during such period, the resignation must be accepted effective at the expiration of accumulated and accrued annual leave dating from the time of suspension. See CPR 50.

(5) *Mental incompetency cases.*—An employee who is legally declared mentally incompetent, whether or not eligible for retirement, will be granted all accumulated and accrued sick leave as well as annual leave prior to the effective date of separation or retirement.

(6) *Political activities.*—An employee who is to be removed from the service because of violation of the Hatch Act (see CPR 160) will have the effective date of his separation so fixed as to permit him to receive pay for the accumulated and accrued annual leave to his credit.

(7) *Subversive activities.*—The annual appropriation acts (see Public Law 374-78th Cong.) contain an absolute prohibition against the use of salary appropriations for payment of salary of any person "who advocates, or is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence." Therefore, an employee summarily removed from the service by reason of subversive activities is not entitled to be paid for terminal leave prior to his separation. His removal from the service is immediate and any annual leave accumulated and accrued to his credit is forfeited. See *Comp. Gen. Dec. B40518, 16 March 1944*.

(8) *Death.*—If an employee dies in the service, any accumulated and/or accrued leave to his credit is forfeited and his estate is not entitled to receive payment for any leave which had neither been granted nor requested by him. If, at the time of death, an employee is indebted for unearned leave, a refund for such leave is not required. See paragraph 6-6 and CPR 120.13.

6-6. *Refund for advanced unliquidated leave.*—Whenever an advance of leave is granted in accordance with the provisions of these regulations and the employee is subsequently separated prior to having liquidated the advanced leave, civilian pay roll certifying officers may not be held financially responsible for any such overpayments. However, it is the responsibility of the certifying officer to attempt to obtain refund of the overpayment or to place

a set-off against the employee's retirement account. See CPR 85.15 and CPR 120.

a. When required for advanced annual leave.

- (1) When unaccrued annual leave has been granted a permanent employee who has been employed for longer than 1 year, and such leave is not later earned during the calendar year, refund will be required to liquidate the unearned portion of the annual leave granted, or a deduction will be made in the next calendar year from the first and subsequent payments of compensation due to the employee for services rendered. An unliquidated balance of annual leave will not be carried forward from 1 calendar year to the next. For example, assuming an employee carried no annual leave forward from the preceding calendar year; during the current calendar year he was granted his full 26 days annual leave; and during December was granted a period of 15 calendar days as leave without pay. Since the leave without pay requires a reduction in annual leave credits, and since he has no leave to his credit, he must refund the compensation covering the leave that would have accrued for the 15-day period. If refund is not made by the employee, a deduction will be made from his first payment for services rendered in the next year.

- (2) If upon separation an employee is indebted for unearned leave (except as provided in c below) a refund is required to cover the amount of leave advanced and not subsequently earned. See CPR 85.5, and CPR 120.

- (3) Refunds for overdrawn or excess annual leave must be for the total amount of compensation actually paid for the entire period of leave, including compensation for Sun-

days and holidays occurring within such period.

- (4) An employee who, although eligible for retirement under the disability provisions of the Civil Service Retirement Act, as amended, voluntarily resigns from the service on account of disability without making application for retirement, must refund the compensation received for the period of advanced annual leave, unless an acceptable medical certificate substantiating his disability is furnished. See CPR 85.5.

b. When required for advanced sick leave.

- (1) In cases of voluntary separation or removal for cause, refund is required from employees who have been advanced sick leave in excess of the amount accumulated and accrued.

- (2) An employee who, although eligible for retirement, voluntarily resigns from the service on account of disability without making application for retirement and who does not furnish a medical certificate substantiating his disability, must refund the compensation received by him for the period of advanced sick leave.

c. When refund is not required for advanced annual and sick leave.—Refunds covering advanced leave will not be required under the following circumstances:

- (1) In cases of death, retirement, or reduction in force.
- (2) Where an employee who is not found eligible for retirement is unable to return to duty because of disability. In such cases, it will be necessary for the employee to furnish a medical certificate as evidence that he is unable to return to duty.
- (3) An employee who is indebted to the Government for advanced annual and/or sick leave at the time of military furlough or resignation to enter the military, naval, or

merchant marine service will not be required to refund the amount paid for a period of advanced annual and/or sick leave. Necessary adjustment in the employee's leave record will be made upon return to duty, or in the event the employee does not return to duty, a refund for unliquidated advanced leave will be required.

- (4) An employee who is indebted to the Government for advanced annual and/or sick leave at the time he is transferred to a public or private enterprise under War Service Regulation IX will not be required to refund the amount paid for the period of such leave at the time the action is taken. Necessary adjustment will be made in the employee's leave record upon return to duty, or if he is separated from the service, refund will be required.

d. Violation of dual compensation statutes—adjustment of leave records after refund.—In accordance with the provisions of CPR 130 where violation of the dual compensation statutes results from receipt of salary from one position while on leave with pay from another, the employee will be given opportunity to elect which salary to retain. If the employee elects to refund the amount paid for annual leave, he may be recredited with the amount of leave represented by the refund, and the form, "Notification of Personnel Action," will be amended to show the new separation date while the leave records of the employing office will be amended accordingly.

Section 7, EXCUSED ABSENCES

	Paragraphs
Absences and tardiness.....	7-1
Holidays.....	7-2
Court leave.....	7-3
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Absence for voting purposes.....	7-5
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Absence because of administratively required vaccinations.....	7-18

7-1. Absences and tardiness.—a. Unavoidable and necessary absence from duty not in excess of 30 minutes, and tardiness, may be handled in any of the following ways:

- (1) Administratively by excuse for adequate reasons.
- (2) By requiring additional work equivalent to the period of absence or tardiness.
- (3) By a charge against overtime previously worked beyond regular hours.
- (4) By disciplinary action, i. e., considering it a period of unauthorized absence.
- (5) By a charge against annual leave. See CPR 75.2-11a for minimum charge for annual leave.

This refers only to individual absences not in excess of 30 minutes and to tardiness of any duration. Absences in excess of 30 minutes must be handled in accordance with CPR 75.2, 3, or 5.

b. Each period of absence not in excess of 30 minutes, or tardiness, must be considered individually on a calendar day basis. There is no authority to total such absences for the purpose of determining the action to be taken nor may continuous absence involving fractions of an hour and whole hours be handled by charging the fraction hour to overtime and the remaining whole hours to annual leave. For example, an employee is granted 1 hour's leave, is detained for 20 minutes, and returns to duty after a total absence of 1 hour and 20 minutes. In this case, the employee could not be charged 1 hour annual leave and 20 minutes overtime, but would have to be charged 2 hours annual leave. See Comp. Gen. Dec. B41511, 4 May 1944.

c. The authority contained in a above does not authorize the excusing with pay of hourly, per diem, or piece work employees for absence or tardiness occurring outside their regular 40-hour tour of duty.

7-2. **Holidays.**—a. *Federal legal holidays.*—The following holidays have been declared legal holidays by Congress and the President:

- (1) 1st of January.
- (2) 22d of February.
- (3) 30th of May.
- (4) 4th of July.
- (5) First Monday of September.
- (6) 11th of November.
- (7) Thanksgiving Day.
- (8) 25th of December.

Whenever one of the above holidays falls on Sunday, the following day will be considered as being a holiday. Any other days on which Federal departments and establishments may be closed by Executive Order are also considered legal holidays. *For the duration of the war, however, the President has ordered all holidays except the 25th of December to be workdays.*

b. *District of Columbia holiday.*—In addition to the holidays named above, the inauguration of the President, in every fourth year, is a holiday in the District of Columbia. *31 Stat. 1404, as amended by 32 Stat. 543.*

c. *Excusing employees.*

- (1) Leave may not be charged any employee for absence on a holiday even though work may have been ordered for that day.
- (2) Despite the nonobservance of a holiday, it is entirely within administrative discretion whether or not an individual employee may be excused, either with or without pay, on a holiday on which the employees are generally required to work. (See 21 Comp. Gen. 901.) This is true whether the employee is paid on a per annum, per diem, per hour, or piece-work basis, and is applicable when the holiday falls on Sunday and its observance is on Monday. However, in case an absence of a per hour, per

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diem, or piece-work employee occurs on his overtime day, it would result in the loss of pay for that day. If such employees are excused on a day requiring regular work hours and overtime hours, that part of the day which consists of regular work hours would be paid at straight-time rates and for the balance of the day the employees would be in a nonpay status.

- (3) Any unauthorized absence from duty on a holiday declared by administrative order to be a work day will result in the loss of a day's pay.
- (4) An employee who is ill on a holiday and reports the fact as soon as possible should be excused with pay if it is administratively determined that he was actually unable to work that day, except in the case of per hour, per diem, and piece-work employees, where the holiday falls on the overtime day. See (2) above.
- (5) Employees on periods of annual or sick leave with pay should not be charged leave for holidays declared to be work days which fall within the period of authorized absence with pay. Neither should they lose pay for such days, unless, in the case of per hour, per diem, and piece-work employees, it is the overtime or nonwork day.

d. *Religious holidays.*—There is no official observance of religious holidays, except such as may also be national holidays. It is the policy of the Department to permit absence from work to those employees who desire to spend certain holy days in religious devotion. Wherever circumstances permit, work schedules should be rearranged so as to provide substituted work time. Where no such arrangement can be made, the absence will be charged against annual leave to the employee's credit. If the employee has no annual leave to his credit, his absence will be

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charged as leave without pay with no prejudice to his standing.

7-3. **Court leave.**—Court leave is the authorized absence with pay of a civilian employee from official duty when summoned for jury or court service in any State, Federal, or District of Columbia court.

a. *Witness service* (see CPR 165).—Pursuant to act 14 October 1941 (Public Law 269-77th Cong.) employees called upon to serve as witnesses on behalf of the District of Columbia or the United States in any court proceeding in which the District of Columbia or the Government of the United States may be a party shall not be paid witness fees for such service, but the period of such service must be without loss of salary or compensation and must not be charged against leave but will be recorded as court leave. Employees attending as witnesses before a Federal grand jury will be considered as being on court leave in the same manner as when attending court as a witness for the Federal Government. An employee who, in obedience to a summons, attends sessions of a police board, is not entitled to his regular compensation for days of such attendance unless entitled to and granted annual leave.

b. *Jury service.*—The act 29 June 1940 (54 Stat. 689) and act 22 August 1935 (49 Stat. 682) provide that a regular employee of the United States who may be called upon for jury service in any State court or court of the United States (including the District of Columbia) shall not have his compensation or leave credits diminished because of such attendance.

c. *Employees eligible for court leave.*—Employees of the United States who are entitled to court leave with pay are the regular permanent employees and not temporary or indefinite employees. Per diem, per hour, and piece work employees who are permanent employees are entitled to court leave as well as per annum and monthly employees, and such absence on a day at which regular salary is paid will be compensated for at the regular salary. Absence of such employees on a day for which overtime rates are payable will be compensated for at the same rate as if the employees had performed overtime work. See Comp. Gen. Dec. B42121, 30 May 1944.

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d. *Duration of court leave.*—An employee who is under proper summons from any court in the State or Federal court to serve on a jury may be granted court leave with pay for the entire period. The "term" of jury service is determined as extending from the date specified in the summons on which he is to report to the court until the time he is discharged by the court, regardless of the number of hours per day or days per week he actually served on the jury during the period. (20 Comp. Gen. 181.) Where an employee is excused or discharged by the court during the term for an indefinite period, or for a definite period in excess of 1 day, for which he was summoned, the "term" of such jury service is regarded as having been curtailed or reduced by the court to the extent of the days for which the court has excused the employee, and for such days court leave with pay is not authorized. 20 Comp. Gen. 181.

e. *Fees for court duty.*—See CPR 120.9-4d-(3) and CPR 165.

7-4. **Military court.**—An employee who attends, as a witness, a military court will be authorized the necessary absence without loss of salary and without charge to leave.

7-5. **Absence for voting purposes.**—a. It is the policy of the Department to encourage its employees to vote in all elections.

b. So far as practicable and without serious interference with production, employees who desire to vote in communities where they are employed will be excused for a period normally not in excess of 2 hours.

c. When an employee requests leave for voting purposes which will require as much as a day or longer in order to enable him to go to his legal residence to vote, permission will be granted wherever it is practicable, and the total period of absence will be charged against annual leave or leave without pay.

7-6. **Absence for conventions or conferences.**—a. Properly authorized employees who are absent from duty for the purpose of attending conferences or conventions in connection with the work of the Department, including time going to and coming from official stations, should be treated as in a duty status without charge to leave and without loss of salary.

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b. Where such conventions or conferences are not in connection with the work of the Department, but are in connection with the bettering of conditions for employees with relation to their employment, it is within administrative discretion to excuse employees or to charge such absence against the employees' annual leave, if available.

c. Absence for attendance at conventions or other meetings of veteran organizations of which employees are members may not be excused. However, so far as the absence of employees can be permitted without serious interference with operations, administrative officers should authorize the taking of annual leave by members of such organizations for the purpose of attending meetings.

7-7. Absence for Civil Service examinations.—Employees taking noncompetitive Civil Service examinations or departmental examinations for promotion will be granted time off without charge against leave for the time necessary to complete the examination. Employees taking open competitive Civil Service examinations, however, will be required to take annual leave or leave without pay. Civil Service Rule VI, section 1, as amended by Executive Order 8587, 7 November 1940.

7-8. Medical examination by Selective Service and induction stations.—a. Time off with pay for the purpose of reporting for any physical examination ordered by Selective Service to determine the employee's eligibility for the armed forces will be authorized without charge to sick or annual leave or to leave without pay provided the request for absence is supported by official notification from a local Selective Service board. In the event the absence extends beyond 1 work day, the employee will be required to submit a statement from the induction station showing the necessity for the additional absence. However, if through choice on the part of the employee, he is ordered to report to other than the nearest induction station, and as a result he is away from duty for more than 1 day, the absence in excess of 1 day will be charged to annual leave or leave without pay.

b. When an employee is required by a local Selective Service board to secure medical treatment as a prerequisite to induction into the

armed forces, no charge will be made against the employee's leave for the time absent in receiving such treatment.

7-9. Witness before Civil Service Commission.—A Civil Service employee who appears as a witness before the Civil Service Commission in obedience to a summons of the Commission should be treated as in a duty status without charge against annual leave and without loss of salary. *18 Comp. Gen. 135.*

7-10. Compensatory leave.—Compensatory time off from duty, without loss of pay, for incidental or excess overtime work, as may exceed 48 hours in any week, may be granted in lieu of overtime compensation to *full-time per annum employees* when administratively deemed necessary. In the event that compensatory time off from duty for employment in excess of 48 hours in any week is not granted within 90 calendar days after such employment is performed, the employee shall be entitled, in lieu of such compensatory time off, to overtime compensation. See CPR 80.2-5b(1).

7-11. Closing of installation or activity.—a. Administrative reasons.—It is within the administrative discretion of commanding officers as to whether employees will be excused from duty without charge to leave or loss of pay for regular workdays on which the installation or activity is closed for administrative reasons, such as taking inventory, making repairs to machinery, etc. In cases where leave is charged, those employees without accrued leave to their credit will not lose compensation for those days.

b. Climatic conditions.—When employees are prevented from working by the closing of installations or activities because of climatic conditions, such as floods or severe storms, they will be excused from duty on regular workdays without charge to leave. Leave will be charged employees who are absent on such days in a leave status and thus are not prevented from working solely because of climatic conditions. See CPR 80.

7-12. Absence from established posts of duty in event of actual emergency.—Administrative officers are authorized to treat as constructive duty without charge to leave any absence of employees from their regular posts

during an actual emergency when absence is made necessary by participation in rescue or protection work as volunteers. In the event the employee is ordered to perform such rescue or protection work by reason of the fact that he is a member of a State militia or other similar organization, it is within administrative discretion to authorize such absence without charge to leave or loss of salary. It is also within the jurisdiction of the commanding officer to refuse to grant such an employee the time off from duty if he cannot be spared without detriment to the service.

7-13. Blood donors.—Employees who volunteer as blood donors to contribute to the American Red Cross blood plasma bank will be authorized the absence necessary to accomplish this purpose. Particular care will be taken to see that employees take sufficient time from their work to recuperate. Except in unusual circumstances, a maximum 4 hours' authorized absence should be observed.

7-14. Consultation with counsellors.—Leave will not be charged for absence from official duty during which an employee is utilizing the service of a counsellor provided by the Department to assist in meeting personal problems or to conduct exit interviews. If such counsellors maintain offices removed from the employee's place of duty, transit time will be allowed in addition to the time devoted to the interview. Except in unusual cases, however, the total period of absence authorized for this purpose should not exceed 2 hours.

7-15. Hearings and consultations in connection with efficiency rating appeals.—Civilian Personnel Regulation No. 95.6 prescribed procedures for appeal of efficiency ratings pursuant to Public Law 880-76th Congress, and Executive Orders promulgated in connection therewith. Employees who appeal their efficiency ratings will be authorized the necessary absence without loss of salary while absent from duty for the following reasons in connection with such appeals:

- a. Consulting with rating and reviewing officials as recommended in CPR 95.6-5a.
- b. Examining rating documents or other official files having reference to the case, and con-

sulting with board members or Department representatives.

c. Attendance at oral hearings conducted for employees in the departmental service. In the field service employees will be authorized the necessary time to prepare a written testimony for transmission to the War Department Board of Review on Efficiency Ratings, or to attend an oral hearing.

7-16. Rest periods.—It is the policy of the Department to permit the granting of short rest periods during the daily tour of duty when in the discretion of commanding officers it will serve to maintain the efficiency of the employees. The cumulative period of resting during each 4 hours of continuous work may not exceed 15 minutes. This rest period will not be charged to leave.

7-17. Treatment for injury in performance of duty.—An employee injured in the performance of duty will not be charged leave when absent for examination or out-patient treatment by a Government physician or by a facility officially authorized to handle cases of employees injured in the performance of duty. This does not apply, however, to additional absence on account of the injury where treatment is not involved.

7-18. Absence because of administratively required vaccinations.—When employees are absent because of illness resulting from administratively required vaccinations, the time lost will be considered as excused absence, provided the necessity for the absence is certified to by the medical officers administering the vaccinations prior to the beginning of the absence.

Section 8, MILITARY LEAVE

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8-1. Definition.—Military leave is approved absence with pay from official duty authorized for those civilian employees who are

members of the National Guard, Officers' Reserve Corps, Coast Guard Reserve, or Naval and Marine Reserve, on days on which they may be engaged in training duty. This type of leave is to be distinguished from the provision of payment for accumulated and accrued leave for civilian employees when ordered to active duty with the military or naval forces. (In time of war there will be very few requests for leave of this type.)

8-2. Legal basis.—*a. Members of National Guard.*—Section 80, National Defense Act, 3 June 1916 (39 Stat. 203), allows military leave without loss of pay, time, or efficiency rating to civilian employees who are members of the National Guard on "all days during which they shall be engaged in field or coast-defense training ordered or authorized under the provisions of this Act." There is no limit on the number of days such leave may be granted for the specified purposes. *19 Comp. Gen. 687.*

b. Members of National Guard of District of Columbia.—Pursuant to act 1 March 1889 (25 Stat. 779) as amended by act 18 February 1909 (25 Stat. 634), military leave with pay may be granted civilian employees who are members of the National Guard of the District of Columbia when ordered to active duty for parades or encampment purposes or when ordered to engage in field or coast-defense training. There is no limit to the number of days of military leave with pay when ordered to active duty of the kind specified in the aforementioned acts.

c. Members of Officers' Reserve Corps.—A civilian employee who also is a member of the Officers' Reserve Corps is entitled under act 12 May 1917 (40 Stat. 72), to military leave with pay when ordered to active duty for training for a period of not to exceed 15 days in any 1 calendar year whether the order be with or without the officer's consent. (*19 Comp. Gen. 236.*) Members of Officers' Reserve Corps who are in the employ of the United States Government or of the District of Columbia, and who are ordered to duty by proper authority shall, when relieved from duty, be restored to the positions held by them when ordered to duty. (40 Stat. 72; 10 U. S. C. 371.) Civilian employees of the Government who are in attendance at training camps as candidates for commissions in the

Officers' Reserve Corps of the Army cannot be regarded as members of that corps within the meaning of act 12 May 1917 (40 Stat. 72), granting leave of absence under certain conditions to civil officers or employees who are members of that corps; nor can the instruction received by such employees while attending training camps as such candidates be regarded as the instructions of members of said corps contemplated in section 39, act 3 June 1916 (39 Stat. 191). *See 23 Comp. Gen. Dec. 675; 24 id. 81.*

d. Members of Naval and Marine Reserve.—By act 25 June 1938 (52 Stat. 1177), a civilian employee who is a member of the Naval or Marine Reserve is entitled to military leave with pay for those days during which they are in training duty under orders of competent authority. Military leave is granted to such employees without regard to whether training duty is ordered with or without their consent; but such leave may not exceed 15 days in any calendar year and may not be granted for active duty other than training. (*20 Comp. Gen. 375, 158.*) A civilian employee ordered to active service for the purpose of taking a 30-day "elimination flight training course" to determine his fitness for appointment as a Naval Reserve aviation cadet may be considered on "training duty" and is entitled to 15 days military leave. *20 Comp. Gen. 847.*

e. Members of Coast Guard Reserve.—Officers and employees of the United States or of the District of Columbia who may become members of the Coast Guard Reserve shall be entitled to the same leave of absence with pay while on training duty and, except as otherwise provided by act 19 February 1941 (Public Law 8-77th Cong.), to all other benefits which are now or hereafter may be applicable by law to officers and employees of the United States or of the District of Columbia who are members of the Naval Reserve. Sec. 213, act 19 February 1941, Public Law 8-77th Congress.

8-3. Military leave restricted.—Military leave will be granted only for the purpose of military and naval training duty or field exercises, under proper orders from one of the military establishments of the United States. Military leave is not allowable when on active military duty as distinguished from regular annual

training period for which leave is granted by statute. *19 Comp. Gen. 513.*

8-4. Computation on calendar-day basis.—Military leave will be computed on a calendar-day basis. If absence on account of military leave begins or ends on a Sunday or holiday, that Sunday or holiday is counted as well as Sundays or holidays falling within the approved period of military leave.

8-5. Evidence of authority for military leave.—Before any officer or employee will be permitted to be absent on military leave, he will be required to furnish a certified true copy of his orders, together with a certificate of the responsible officer, certifying as to the required attendance of the employee on military training.

8-6. Salary restrictions.—Where an officer or employee, while absent from regular duty on account of military leave, exhausts the amount of military leave fixed and limited by statute and continues such military or naval duty on time chargeable to annual leave, his combined compensation from civilian and military salaries shall in no event exceed \$2,000 on a per annum basis. *See CPR 130.* The foregoing restriction does not apply to Naval Reservists who come within the provisions of the Naval Reserve Act of 1938, inasmuch as such act specifically provides that no restriction shall be placed on the pay and allowance incident to civil employment in addition to the pay and allowance to which a member may be entitled under said act.

8-7. Types of duty not covered by military leave.—*a. Active duty with Army or Navy.*—Civilian employee members of the Officers' Reserve Corps of the Army, National Guard, Coast Guard Reserve, and Naval and Marine Reserve are not entitled to any military leave with pay, while on active duty with the Army, Coast Guard, Navy, or Marine Corps, in accordance with the provisions of Public Resolution No. 96, 27 August 1940 (54 Stat. 858), as distinguished from annual training duty. *20 Comp. Gen. 158.*

b. At own expense.—Employees who are members of the Officers' Reserve Corps are not entitled to leave with pay, under act 12 May 1917, if they voluntarily apply for training and

instruction with the War Department at their own expense.

c. Participating in parades.—An employee who is a member of the National Guard of a State is not entitled to military leave while absent from duty participating in a parade, such parade not constituting field or coast-defense training within the meaning of section 80, National Defense Act, 3 June 1916. (*39 Stat. 203.*)

d. Target practice.—Employees who are members of the National Guard of the District of Columbia are not entitled to military leave while participating in target practice matches outside the District of Columbia, except matches held in connection with annual encampments. *8 Comp. Gen. 201.*

e. Service schools.—A National Guard Officer may not be granted military leave of absence with pay from a civilian position while attending under orders a military school for the purpose of pursuing a regular course of study. *1 Comp. Gen. 256.*

f. Military orders of governor of State.—Employees are not entitled to military leave with pay while on active duty under military orders of the governor of a State in connection with the suppression of strikes or riots. (*26 Comp. Gen. Dec. 551.*) Such absence will be charged to annual leave or, where no annual leave is available, as leave without pay. *See CPR 75.7-12.*

8-8. Employees not eligible for military leave.—*a. Temporary and "when actually employed" employees* are not entitled to military leave with pay while absent for the purpose of performing training duty as members of the National Guard or of the Officers' Reserve Corps. (*16 Comp. Gen. 105, 119.*) However, such employees may be granted annual leave, or leave without pay, where requested, in order to avail themselves for military training duty. *18 Comp. Gen. 538.*

b. Military leave with pay may not be granted to employees for training with a State guard or other State military organizations which are not a part of the National Guard, or which were created to take the place of the National Guard during the present emergency. This should not, however, be construed as limiting

the discretion of administrative officers authorized in CPR 75.7-12.

c. Employees who are appointed for indefinite periods, although they work only during the summer or other seasons, are entitled to military leave of absence with pay provided all the conditions of the controlling statutes are met, and they are called to military or naval duty for training or for instruction during a period of actual service in their civilian position, whereas employees who are informally employed each year for one season are temporary employees, and as such are not entitled to military leave of absence with pay. *20 Comp. Gen. 123.*

d. It is necessary for a person granted military leave to return to duty at the expiration thereof in order to be entitled to pay as a civilian employee unless prevented from so doing through no fault of his own. An employee is granted the military leave only by virtue of being a civilian employee, and if he obtains military leave and enters upon field training with the intention of not resuming his civilian employment at the expiration of such leave, and in fact does not return, he would be held as having terminated the employment at the time he entered upon the period of field training, and his separation will be effective at the expiration of accumulated and current accrued annual leave.

Section 9, PREVIOUS ISSUANCES SUPERSEDED

9-1. These regulations supersede and render inoperative the following publications:

- a. Administrative Memorandum No. 22, 14 April 1942. See CPR 75.7-12.
- b. Administrative Memorandum No. 54, 7 September 1942. See CPR 75.3-10.
- c. Administrative Memorandum No. 55, 10 September 1942. See CPR 75.7-2e.
- d. Administrative Memorandum No. 75, 28 December 1942. See CPR 75.2-9.
- e. Administrative Memorandum No. W-10, 11 February 1943. See CPR 75.2-9.
- f. Administrative Memorandum No. W-32, 19 May 1943. See CPR 75.7-2.
- g. Administrative Memorandum No. W-36, 8 June 1943. See CPR 75.7-11b.

- h. War Department Civilian Personnel Division Memorandum No. 98, 4 August 1942. See CPR 75.1-4.
- i. Civilian Personnel Circular No. 10, 30 July 1943. See CPR 75.2-2.
- j. Paragraph 2i, Civilian Personnel Circular No. 20, 27 August 1943. See CPR 75.2-13 and CPR 75.3-12.
- k. Section I, Civilian Personnel Circular No. 36, 25 September 1943. See CPR 75.7-16.
- l. Civilian Personnel Circular No. 47, 27 October 1943. See CPR 75.3.
- m. Civilian Personnel Circular No. 48, 29 October 1943. See CPR 75.7.
- n. Civilian Personnel Circular No. 4, 10 January 1944. See CPR 75.7-12.
- o. Civilian Personnel Circular No. 8, 18 January 1944. Detach and retain attached copy of Executive Order 9414, 13 January 1944.
- p. Civilian Personnel Circular No. 22, 23 February 1944.
- q. Civilian Personnel Circular No. 34, 28 March 1944. See CPR 75.2, 75.3.
- r. Civilian Personnel Circular No. 35, 28 March 1944.
- s. Paragraphs 2 and 3, Civilian Personnel Circular No. 52, 24 April 1944.
- t. Civilian Personnel Circular No. 55, 12 May 1944. See CPR 75.2-2.
- u. Civilian Personnel Circular No. 61, 25 May 1944. See CPR 75.7-8.
- v. Civilian Personnel Regulation No. 55.6, 17 September 1943. See CPR 75.6-4.
- w. Provisions of Civilian Personnel Regulation No. 80.2-6, 15 December 1943, which are inconsistent with the provisions of these regulations.
- x. Civilian Personnel Regulation No. 85.16-6b(8), 17 May 1943. See CPR 75.5-7.

9-2. All Army Regulations which pertain to leave of absence for civilian employees are rendered inoperative until rescinded.

[A. G. 230.54 (13 Jul 44).]

BY ORDER OF THE SECRETARY OF WAR:

WM. H. KUSHNICK,

Director of Civilian Personnel and Training.

OFFICIAL:

J. A. ULIO,

Major General,

The Adjutant General.

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CIVILIAN PERSONNEL

(LEAVE OF ABSENCE)

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