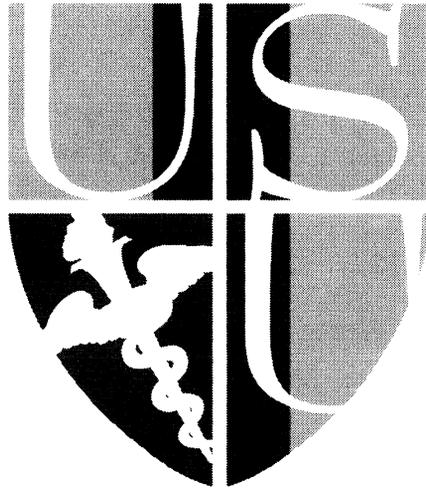


**USUHS
INSTRUCTION
1410**





UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Civilian Leave Administration

Instruction 1410

(CHR)

APR 7 1999

ABSTRACT

This Instruction establishes the Uniformed Services University of the Health Sciences (USUHS) policies and procedures on the administration of leave for USUHS civilian employees.

A. Reissuance and Purpose. This Instruction reissues and combines USUHS Instruction 1410^a and USUHS Instruction 1109^b and implements 5 CFR, Part 630^c. It provides policies and guidance on the use and approval of leave for civilian employees at the USUHS.

B. References. *See Enclosure 1.*

C. Applicability. This Instruction applies to all the civilian employees of the USUHS and the Armed Forces Radiobiology Research Institute (AFRRI) who are employed on a full-time basis or on a prearranged regularly established part-time schedule. Employees who are employed on an intermittent basis are not eligible to earn or use leave.

D. Definitions. *See Enclosure 2.*

E. Policy. It is USUHS policy that:

1. Leave will be administered on a uniform and equitable basis within the scope of applicable laws and regulations; and

2. Employees will be provided the opportunity to take full advantage of all applicable leave with the approval of their immediate supervisors.

F. Types of Leave. *See Enclosure 3.*

G. Delegation of Authority.

Deans, Vice Presidents, Chairs, Activity Heads, and supervisors who will be absent from duty due to personal leave, TDY, or administrative leave for more than two consecutive days must designate an appropriate individual who will have the authority and responsibility to act in their stead.

1. The designation of authority to act must be in writing, must be specific, and must be submitted for each absence to appropriate personnel and staff.

2. The existence of a Vice-Chair or a deputy does not remove the requirement for the specific, written designation of a person to act during each absence.

3. In cases of Academic departments, to be designated as acting Chair, the individual must be:

- a. A member of the School of Medicine (SOM) or the Graduate School of Nursing (GSN) faculty with a primary appointment in the department concerned; and
- b. Aware of the activities of the department and its Chair.

H. Responsibilities.

1. Heads of Organizational Elements (President, Deans, Vice Presidents, Department Chairs, Activity Heads, Directors, etc.), shall:

- a. Assure that leave is administered in accordance with established policies and regulations; and
- b. Assure that employees are permitted to use all current accrued annual leave which would otherwise be forfeited at the end of the leave year.

2. Immediate Supervisors shall:

- a. Inform employees of the procedures for requesting and using leave;
- b. Approve or disapprove employee requests for leave;
- c. Establish leave schedules that will assure all employees will have an opportunity to take full advantage of all their earned leave; and

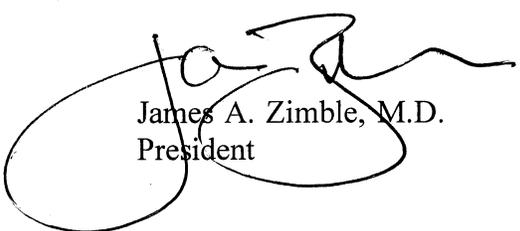
d. Assure that absences from duty are charged to leave in accordance with regulations.

3. Employees shall:

- a. Obtain approval from their immediate supervisors at least two workdays in advance for the use of any annual or other leave, except in those instances when, due to an emergency, the absence could not be planned or approved in advance. In unforeseen circumstances, employees will request leave from his/her supervisor as promptly as possible; and
- b. Notify their supervisors at least two workdays in advance of medical, dental, or optical appointments and assure that their supervisors are notified at the first possible moment on the first day of absence because of illness. Assure that their supervisors are kept informed of their status in cases of prolonged absences due to illness.

4. The Director, Civilian Human Resources shall:

- a. Provide guidance to management officials and employees on the administrative requirements pertaining to the utilization of leave; and
- b. Assist supervisory personnel in assuring proper approval and accounting for leave.



James A. Zimble, M.D.
President

Enclosures:

1. References
2. Definitions
3. Types of Leave

REFERENCES

- (a) USUHS Instruction 1410, "Civilian Leave Administration," dated September 13, 1988 (hereby cancelled)
- (b) USUHS Instruction 1109, "Sabbatical Leave Policy," dated December 27, 1983 (hereby cancelled)
- (c) Title 5, Code of Federal Regulations, Part 630, "Absence and Leave," dated January 1, 1995

DEFINITIONS

1. Accrued leave. The leave earned by an employee during the current leave year that is unused at any given time in that leave year.
2. Accumulated leave. The unused leave remaining to the credit of an employee at the beginning of a leave year.
3. Family member. The following are considered relatives of an employee:
 - a. Spouse, and parents thereof;
 - b. Children, including adopted children and spouses thereof;
 - c. Parents;
 - d. Brothers and sisters, and spouses thereof; and
 - e. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
4. Health care provider means the following:
 - a. A licensed Doctor of Medicine or Doctor of Osteopathy or a physician who is serving on active duty in the Uniformed Services and is designated by the Uniformed Service to conduct examinations under 5 CFR, Part 630^c;
 - b. Any health care provider recognized by the Federal Employees Health Benefits Program or who is licensed or certified under Federal or State law to provide the service in question;
 - c. A health care provider as defined in paragraph (b) of this definition who practices in a country other than the United States, who is authorized to practice in accordance with the laws of that country, and who is performing within the scope of his/her practice as defined under such law;
 - d. A Christian Science practitioner listed with the First Church of Christ, Scientist, in Boston, Massachusetts; or
 - e. A Native American, including an Eskimo, Aleut, and Native Hawaiian, who is recognized as a traditional healing practitioner by native traditional religious leaders who practices traditional healing methods as believed, expressed, and exercised in Indian religions of the American Indian, Eskimo, Aleut, and Native Hawaiians.
5. Leave year. The period beginning with the first day of the first complete pay period in a calendar year and ending with the day immediately before the first day of the first complete pay period in the following calendar year.
6. Medical certificate. A written statement signed by a registered practicing physician or other practitioner certifying to the incapacitation, examination, or treatment, and/or to the period of disability while the patient was receiving professional treatment.
7. Uncommon tour of duty. A tour of duty that exceeds 80 hours of work in a bi-weekly pay period, including hours of actual work plus hours in a standby status for which the employee is compensated by annual premium pay.

TYPES OF LEAVE

A. General Schedule (GS), General Management (GM), and Federal Wage System (FWS) Employees

1. Annual Leave

a. Accrual

(1) The amount of leave earned by full-time employees depends upon the length of service, as follows:

(a) Employees with less than 3 years of service earn 4 hours of leave each bi-weekly pay period (13 days per year);

(b) Employees with 3 but less than 15 years of service earn 6 hours of leave each bi-weekly pay period, with a total of 10 hours earned during the last pay period of the leave year (20 days per year); and

(c) Employees with 15 years or more service earn 8 hours of leave each bi-weekly pay period (26 days per year).

(2) Part-time employees on a regular established tour of duty, or on a flexible work schedule earn leave as follows:

(a) Employees with less than 3 years of service earn 1 hour of annual leave for each 20 hours in a pay status;

(b) Employees with 3 but less than 15 years of service earn 1 hour of annual leave for each 13 hours in a pay status; and

(c) Employees with 15 or more years of service earn 1 hour of annual leave for each 10 hours in a pay status.

b. Maximum Amount of Creditable Annual Leave

The maximum amount of annual leave that an employee may accumulate and carry forward from one leave year to another is 240 hours or 360 hours (if the employee has accrued up to 360 hours annual leave while serving overseas). Any annual leave to the employee's credit at the end of the leave year that exceeds the maximum accumulation is forfeited.

c. Restoration of Annual Leave

(1) Annual leave may be restored for the following reasons:

(a) Administrative error; or

(b) Exigencies of public business when such annual leave was scheduled in advance (at least three pay periods prior to the end of the leave year). These cases should be kept to a minimum. Supervisors should schedule leave with their employees well in advance to avoid situations where an employee must forfeit annual leave through no fault of his/her own. However, should a valid exigency occur, an SF-71, "Application for Leave," shall be used to document the actions, supplemented with the following information:

1 the calendar date(s) that the leave was scheduled and approved by the leave approving official,

2 the date(s) that the leave was scheduled for actual use and the amount of leave to be used, and

3 the reason for subsequent cancellation of approved leave, proof that more than one attempt was made to schedule the annual leave, and the beginning and ending dates of the exigency; or

(c) Sickness or injury when such annual leave was scheduled in advance (at least three pay periods prior to the end of the leave year). Annual leave may be restored in this instance only if annual leave was scheduled in advance and the illness or injury occurred at such a time late in the leave year or was of such duration as to preclude the rescheduling of annual leave before the end of the leave year to avoid forfeiture.

(2) Before annual leave may be restored, a request for leave restoration accompanied by a copy of the agency's designated official's determination, approving the leave restoration, must be submitted to the Employee Management Relations (EMR) Division, Civilian Human Resources (CHR) Directorate for processing.

(3) Forfeited annual leave that is restored to an employee will be credited to a separate leave account for a period of two years. The amount of the restored leave does not in any way increase or change an employee's normal maximum permissible carry-over of annual leave into a new leave year. The normal annual leave ceiling remains in effect for all employees. Restored annual leave must be used not later than the end of the leave year ending two years after:

(a) The date of restoration of annual leave forfeited due to administrative error;

(b) The date fixed by the agency head as the termination date of the exigency of public business that resulted in the forfeiture of annual leave; or

(c) The date the employee is determined to be recovered and able to return to duty if the leave was forfeited because of sickness.

d. Approval

Normally, annual leave must be requested and approved at least two workdays in advance of an absence. When it is not possible to obtain prior approval, the authorizing official may grant the leave request after the fact when the circumstances warrant. In all cases, the time and amount of annual leave granted is subject to the approval of the supervisor. The minimum amount of time that may be charged for annual leave is 15 minutes.

e. Advanced Annual Leave

(1) When circumstances warrant the use of annual leave in excess of the amount accrued, an employee may request, in writing, in advance of his/her absence(s), from his/her first level supervisor, the advance of annual leave up to the amount he/she would accumulate by the end of the current leave year. The supervisor must have reasonable assurance that the employee will be in duty status long enough to earn the advanced leave before the end of the year. Payment for advanced annual leave which has not been repaid by the end of the leave year will be deducted from the employee's paycheck for the last pay period of the leave year.

(2) Requests for the approval of advanced annual leave must include:

(a) The reason;

(b) The required number of hours to be advanced;

(c) The expected return date;

(d) The statement "I

understand that this request for advanced leave constitutes a debt to the Federal government and that I am liable for any unpaid balance in the event I separate from the federal government;"

(e) An address and telephone number (in case additional information is required); and

(f) The employee's signature.

(3) Supervisors, with the concurrence of the Chair/Activity Head, shall forward the request and their recommendations for approval to the EMR, CHR for approval or disapproval.

(4) In no case will annual leave be advanced in an amount that exceeds the amount of leave that the employee would have accrued by the end of the leave year or would accrue during the tenure of his/her appointment, if less than one year.

f. Transfers

Annual leave to an employee's credit in one Federal agency will be transferred with the employee should the employee transfer to a new agency.

g. Lump-Sum Payment

An employee upon separation from the Federal service is paid a lump-sum for unused accumulated annual leave. This includes the regular carry-over balance from the previous leave year, if any; plus accrued and unused annual leave during the current leave year, if any; plus any unused restored annual leave maintained in a separate account.

2. Sick Leave

a. Accruals

(1) Full-time employees with a 40 hour basic work-week, regardless of their length of service, earn sick leave at the rate of 4 hours per pay period.

(2) Employees with a regularly scheduled tour of duty of less than 40 hours per week earn 1 hour of sick leave for each 20 hours in a pay status.

b. Credits

(1) There is no limitation to the amount of sick leave which may be carried forward from one leave year to another. Sick leave not used remains to the employee's credit and is available for use any time before separation.

(2) Sick leave to an employee's credit, who retires under the Civil Service Retirement System (CSRS), will be transferred to the Office of Personnel Management (OPM) for credit toward total service for retirement. Sick leave to an employee's credit, who retires under the Federal Employees Retirement System (FERS), will be recredited, if the employee returns to Federal employment.

(3) Sick leave to an employee's credit upon separation will be recredited, if the employee returns to Federal employment on or after December 2, 1994, unless the sick leave was forfeited as a result of reemployment in the Federal Government before December 2, 1994.

(4) Upon transfer to another Federal agency, sick leave to an employee's credit will be transferred with the employee to the new agency.

c. Use

(1) Sick leave becomes available for use at the beginning of the pay period in which it is earned.

(2) An employee may use sick leave when the employee:

(a) Receives medical, dental, or optical examination, or treatment;

(b) Is incapacitated for the performance of duties by physical or mental illness, injury, pregnancy or childbirth;

(c) Provides care for a family member as a result of physical or mental illness, injury, pregnancy, childbirth or who receives medical, dental, or optical examination or treatment;

(d) Makes arrangements necessitated by the death of a family member or attends the funeral of a family member;

(e) Because of exposure to a communicable disease, as determined by the health authorities or a health care provider; or

(f) For purposes relating to the adoption of a child, including appointments with adoption agencies, social workers, and attorneys; court proceedings; required travel; and any other activities necessary to allow the adoption to proceed.

(3) The maximum amount of sick leave that an employee can use during any leave year for the purposes of family care and bereavement is 104 hours (or in the case of a part-time employee or an employee with an uncommon tour of duty, the number of hours of sick leave normally accrued by the employee during a leave year). An employee may use up to 40 hours of sick leave per leave year for family care or bereavement purposes (or, in

case of a part-time employee or an employee with an uncommon tour of duty, the average number of hours of work in the employee's scheduled tour of duty each week). Up to 64 additional hours of sick leave may be used by an employee during the leave year for family care or bereavement purposes, if the employee maintains a balance of at least 80 hours in their sick leave account (or, in the case of a part-time employee or an employee with an uncommon tour of duty, an amount equal to twice the average number of hours of work in the employee's scheduled tour of duty each week).

d. Approval

(1) Sick leave for the purposes of receiving medical, dental, or optical examination or treatment, and, to the extent possible, for the purposes of family care, bereavement, and adoption must be requested and approved at least two workdays in advance, using an SF-71. Absences because of illness, injury, or other circumstances of incapacity which could not be anticipated, must be requested from the supervisor as soon as possible after the beginning of the illness or situation, or within two hours after the start of the employee's workday. The supervisor may determine what is acceptable evidence of incapacity. Where such evidence does not justify the approval of sick leave, the absence may be charged to annual leave with the employee's consent, or it may be charged as absence without leave (AWOL). The minimum amount of time that may be charged for sick leave is 15 minutes.

(2) Sick leave in excess of three consecutive work days must be supported by a medical certificate unless the

employee was not attended by a physician. However, a supervisor may require an employee to provide a medical certificate or other administratively acceptable evidence to support sick leave absences in excess of three consecutive workdays or for a lesser period when determined necessary by the supervisor. The medical certificate must state and include:

- (a) The nature of the ailment;
- (b) The date(s) incapacitated for duty;
- (c) The date on which the employee is/was fit to return to duty; and
- (d) Any physical or mental restriction; and
- (e) The treating physician's signature, address, and telephone number. The certificate must cover all absences and show that the employee was incapacitated for duty for the entire period. In cases of extended illness, medical certificates may be required periodically if necessary to establish the employee's continued incapacity. If the employee was not attended by a physician, the employee's certificate showing satisfactory evidence of incapacity on the SF-71, approved by the appropriate supervisor, may be accepted in lieu of a medical certificate.

(3) When determined necessary, supervisors may require evidence to support the use of sick leave for family care, bereavement, and adoption purposes. Such evidence must be administratively acceptable to the supervisor.

e. Abuse of Sick Leave

When there is reason to believe an employee is abusing the use of sick leave, a medical certificate may be required for absences of less than three days. However,

this requirement is limited to individual cases of suspected abuse. When appropriate, disciplinary action may be taken. If the absence is charged to annual leave, it may not be made the basis for later disciplinary action.

f. Extended Sick Leave

Employees on extended sick leave who receive advance notice of separation, reduction in force, or displacement may continue on sick leave for the duration of the illness, but not beyond the end of the notice period. Sick leave may not be substituted for annual leave after the employee's last day in actual duty status.

g. Illness During Annual Leave

If illness occurs during annual leave, sick leave that is supported by a medical certificate and an SF-71 may be substituted for annual leave. Sick leave immediately following a period of approved annual leave is not a substitution for annual leave and may be granted under the general standards for granting sick leave.

h. Advanced Sick Leave

(1) Employees may request advanced sick leave in cases of illness, injury, pregnancy or childbirth, or for family care or bereavement purposes when they have exhausted all accumulated sick leave and annual leave. No more than 240 hours of advanced sick leave will be approved during any leave year. Temporary employees may not be advanced sick leave in excess of the amount of leave they will earn during the time remaining in their appointments. For purposes of family care or bereavement, no more than 40 hours (or, in case of a part-time employee or an employee with an uncommon tour of duty, the average number of hours of work in the employee's

scheduled tour of duty each week) of advanced sick leave will be approved during any leave year. However, no requests for advanced sick leave may be approved for family care or bereavement purposes if the employee has already used his/her leave year maximum (104 hours).

(2) Requests for the approval of advanced sick leave must be made by the employee, in writing, in advance of the employee's absence(s), to the employee's first level supervisor, and must include:

- (a) The reason;
- (b) The number of hours requesting to be advanced;
- (c) The expected return date;
- (d) The statement "I understand that this request constitutes a debt to the federal government and that I am liable for any unpaid balance in the event I separate from the federal government;"
- (e) An address and telephone number (in case additional information is required);
- (f) The employee's signature; and
- (g) Supporting medical or administratively acceptable evidence.

(3) Supervisors, with the concurrence of the Department Head, shall forward the request and their recommendations for approval to the EMR, CHR for approval or disapproval.

3. Leave Without Pay (LWOP)

LWOP is an absence from duty in a non-pay status which may be granted upon the employee's request. Except in unusual circumstances, it will not be authorized initially for any period in excess of 52 calendar weeks.

a. Granting LWOP

(1) Authorizing LWOP is a matter of administrative discretion and not a right of the employee.

(2) Requests for LWOP will be examined closely to assure that the value to the Government or serious needs of the employee are sufficient to offset the costs and administrative inconveniences resulting from such action.

(3) As a basis for approval of LWOP (periods exceeding 30 days), there should be reasonable expectations that the employee will return at the end of the approved period and that at least one of the following benefits will result:

- (a) Increased job ability;
- (b) Protection or improvement of the employee's health;
- (c) Retention of a desirable employee; or
- (d) Furtherance of a program of interest to the Government.

b. Responsibilities

(1) Requests for LWOP of less than 30 days shall be requested at least two workdays in advance of the absence by the employee via a memorandum, fully explaining the circumstances, to his/her first level supervisor. The supervisor shall forward the employee's request and his/her recommendation to the Chair/Activity Head for approval or disapproval.

(2) Requests for LWOP in excess of 30 days must be made by the employee, in writing, at least two workdays in advance of the employee's absence(s), to the employee's first level supervisor. The request must include:

- (a) The reason;
- (b) The effective date;
- (c) The expected return date;
- (d) An address and telephone number (in case additional information is required); and
- (e) The employee's signature.

Supervisors, with the concurrence of the Chair/Activity Head, are to forward the request and their recommendations for approval to the EMR, CHR for approval or disapproval. An SF-52, "Request for Personnel Action," must accompany a request for LWOP in excess of 30 days.

B. Administratively Determined (AD) Employees

This includes faculty and staff members, postdoctoral fellows, visiting scientists, research associates and senior research associates.

1. Annual Leave

a. Accruals

(1) Annual leave accrues at the rate of 8 hours each bi-weekly pay period (26 days per calendar year), for AD employees (with the exception of postdoctoral fellows). Annual leave may be used with the approval of the appropriate Chair/Activity Head. Requests for annual leave shall be made on the SF-71.

(2) Annual leave for postdoctoral fellows is accrued at the rate of 6 hours each bi-weekly pay period (19.5 days per calendar year).

b. Maximum Amount of Creditable Leave

(1) The maximum amount of annual leave that AD employees (except postdoctoral fellows) may accumulate and carry forward from one leave year to the next is 240 hours. Any leave to the employee's credit at the end of the leave year which exceeds the maximum accumulation is forfeited.

(2) Postdoctoral fellows may not carry over any annual leave from one leave year to the next. Any unused annual leave to a postdoctoral fellow's credit at the end of the leave year will be forfeited.

(3) Upon separation from the USUHS or the Federal service, AD employees will not be paid for unused accumulated annual leave.

c. Approval

The procedure for approval of annual leave is set forth in Part A.1.d., "Approval."

d. Advanced Annual Leave

Leave may be advanced in accordance with Part A.1.e., "Advanced Annual Leave."

e. Transfer of Annual Leave

(1) Upon transfer to another Federal agency, no annual leave to an AD employee's credit will be transferred to the new agency.

(2) When an employee covered by a pay plan other than the USUHS AD pay plan is appointed to an AD position with the USUHS, without a break in service, annual leave to the employee's credit will not be transferred. The agency from which the employee leaves shall pay the employee his/her share of unused annual leave.

2. Sick Leave

a. Accruals

Sick leave with pay may not exceed 90 calendar days for AD employees. Sick leave will be considered continuous unless interrupted by a return to full duty for a period greater than five days. Sick leave for part-time employees will be prorated.

b. Transfer of Sick Leave

(1) Upon transfer to another Federal agency, no sick leave to an AD employee's credit will be transferred to the new agency.

(2) When an employee covered by a pay plan other than the USUHS AD pay plan is appointed to an AD position with the USUHS, sick leave to the employee's credit will not be transferred. The employee's unused sick leave will be recredited if the employee returns to the leave system under which it was earned on or after December 2, 1994.

c. Use

The use of sick leave is set forth in Part A.2.c., "Use."

d. Approval

The approval of sick leave is set forth in Part A.2.d., "Approval."

e. Abuse of Sick Leave

The procedure for suspected abuse of sick leave is set forth in Part A.2.e., "Abuses of Sick Leave."

f. Extended Sick Leave

The procedure for the separation of employees on extended sick leave is set forth in Part A.2.f., "Extended Sick Leave."

g. Illness During Annual Leave

The procedure for the use of sick leave during annual leave is set forth in Part A.2.g., "Illness During Annual Leave."

h. Advanced Sick Leave

Sick Leave may be advanced in accordance with Part A.2.h., "Advanced Sick Leave."

i. LWOP

The procedure for leave without pay is set forth in Part A.3., "Leave Without Pay."

3. Sabbatical Leave

Faculty members may be granted sabbatical leave for scholarly and educational purposes which will benefit them and the USUHS. Applications from the faculty are encouraged for sabbatical leave when appropriate. Sabbatical leave must be arranged without unduly burdening the remaining members of the department concerned. A sabbatical leave, while not a faculty right, is regarded as an investment for the future and affords an opportunity to the faculty member to increase his/her professional standing and worth to the USUHS.

a. Eligibility

(1) To be eligible for sabbatical leave a faculty member must:

(a) Have attained a tenured rank or have the assurance that tenure will be granted prior to the initiation of the sabbatical leave; and

(b) Have been on active, full-time service with the USUHS for at least six years (during the sixth year, application may be made for sabbatical leave in the seventh year). This includes uniformed service time at the USUHS for retired military who are subsequently hired as civilians.

(2) Upon the completion of a sabbatical, a faculty member is ineligible to reapply for six years. Faculty members, to exclude departmental chairs, whose

primary duties are administrative are not eligible for sabbatical leave.

b. Application

(1) At least six months prior to the beginning of the proposed sabbatical, the faculty member should submit a written request to his/her Supervisor. The request must describe the nature of the proposed sabbatical project, and clearly indicate the faculty member's reason(s) for believing that the proposed project will be mutually beneficial to him/her and the USUHS. The application must also be accompanied by a written statement from the faculty member agreeing to return promptly to the USUHS at the end of the sabbatical period and to continue to serve on the faculty for at least one full academic year. If approved by the Chair, the request will be forwarded to the Dean, School of Medicine (DEN) or the Dean, Graduate School of Nursing (GSN) with an endorsement that the faculty member's duties can be managed by others in the department during his/her absence without making additional appointments to accomplish the applicant's duties.

(2) The Committee on Appointments, Promotions, and Tenure (CAPT) will review all applications for sabbatical leave and make final recommendations to the appropriate Dean as to whether or not the proposed project is likely to meet scholarly and educational objectives.

c. Period of Leave And Compensation

(1) The sabbatical leave will be granted for not more than six months with full pay. During this period, the employee's benefits will continue with the USUHS and the employee contributing their normal shares.

(2) Should more than six months be required to fulfill the objective of the sabbatical, LWOP up to an additional six months may be granted. In a LWOP status an employee shall not accrue leave. Life insurance coverage will continue for up to one year in a LWOP status. Health benefits coverage may continue for up to one year in a LWOP status; however, the employee must agree to pay their share of the premium or incur a debt or terminate the coverage. Disability insurance coverage may continue in a LWOP status; however, the employee is responsible for paying their share of the premium. For more complete information on employee benefits in a LWOP status and making premium payments contact the Employee Relations Division, CHR.

(3) A faculty member will receive full credit for time in service while on sabbatical leave. A sabbatical will not affect his/her performance or efficiency rating.

(4) A faculty member who receives pay from another source during a sabbatical may not receive a salary from the USUHS for the same period. It is incumbent upon the faculty member to notify CHR of any salary received from other sources.

d. Annual And/Or Sick Leave

Any annual leave or sick leave used during the period of the sabbatical will not extend the time frame of the assignment, but will be considered to be part of the sabbatical period. Annual leave may not be taken immediately after a sabbatical (normally within 30 days after a sabbatical).

e. Completion Of Sabbatical

(1) It is expected that work accomplished during the sabbatical leave will result in the publication of a scholarly work such as a book or journal article.

(2) Upon completion of the sabbatical, a thorough written report will be made to the department chair, the CAPT, and the appropriate Dean, describing accomplishments, potential worth, and benefit to the individual and the USUHS.

C. All USUHS Civilian Employees

1. Funeral Leave

An employee will be granted a leave of absence from duty, not to exceed 3 workdays, without charge of leave or loss of pay, to arrange for or to attend the funeral or memorial service for, an immediate relative who has died as a result of wounds, disease, or injury incurred as a member of the Armed Forces while serving in a combat zone.

2. Court Leave

Court leave is the authorized absence without charge of leave or loss of pay of an employee from work status for jury duty or for attending judicial proceedings in a non-official capacity as a witness on behalf of a state or local government. Court leave for jury or witness service will be granted to all full or part-time employees, except for those employed on a when-actually-employed or an intermittent basis. Employees must submit a copy of the summons or other documents when requesting court leave. A copy of these documents must be submitted with the timecard/sheet.

a. Jury Duty

(1) Requests will not be made to excuse employees from jury duty except in cases of real necessity.

(2) If an employee is on annual leave when called for jury service, court leave will be substituted.

(3) Employees serving on jury duty will receive no fees or allowances from the District of Columbia. Those serving in most Maryland counties will receive payment only for travel and meals. Those serving on jury duty in Virginia will turn over the entire fee, minus fee for mileage, to the USUHS Financial Management and Manpower Directorate (FMG), unless there is a breakdown showing an allowance for travel and meals. If the fee is not forwarded to the FMG, the amount will be deducted from the employee's paycheck. In all cases, a copy of the summons to jury duty and the verification of attendance must be submitted with the timecard/sheet to the FMG, for forwarding to Payroll.

b. Witness Service

A judicial proceeding includes any action, suit, or other proceeding of a judicial nature, but does not include an administrative proceeding. The employee need not be subpoenaed but must have been officially summoned by a request, invitation, or call by an official from the court or authority responsible for the conduct of the proceeding. Strictly voluntary appearances are excluded from court leave coverage.

3. Military Leave (Reserve Training)

a. Permanent and temporary-indefinite employees, who are members of the Reserves or National Guard, will be granted military leave, not to exceed 15 days in a calendar year, without loss of pay, time, or performance or efficiency rating for active duty or to engage in field or defense training. The employee must present competent orders to be granted military leave.

b. Non-work days that fall within a period of absence for military training are charged against the 15 days of military leave allotted per calendar year. Non-work days that fall on the beginning or end of the military training period are not charged against the 15 days of military leave allotted per calendar year.

4. Bone Marrow or Organ Donations

An employee may be granted 7 days of paid leave each calendar year, (in addition to annual and sick leave) in order to serve as a bone marrow or organ donor.

5. Research Projects

Employees who volunteer as subjects in research experiments must request annual leave, compensatory time, or LWOP, if the experiments are conducted during their scheduled tours of duty.

6. Excused Absences

An excused absence is an absence from duty, administratively authorized without loss of pay and without charge to leave. Excused absences are normally authorized on an individual basis. However, groups of employees may be excused under certain conditions. Excused absences may be authorized for the following reasons:

a. Registration and Voting

Employees may be excused for a reasonable time, when practical to do so without seriously interfering with operations, to vote or register in any elections or on referenda concerning a civic matter in their community. Generally, an employee may be granted an amount of excused leave which will permit him/her to report for work three hours after the polls open or to leave work three hours before the polls close, whichever requires the least amount of time off. For example, if the polls are open from 6:30 a.m. to 6:30 p.m., an employee with duty hours of 9:00 a.m. to 5:30 p.m., may report to work at 9:30 a.m. The 30 minutes of excused absence would permit the employee to report to work 3 hours after the polls open. Under unusual circumstances, an employee may be excused up to a full day;

b. Blood Donation

Employees may be excused from work for a period necessary to donate blood, for recuperation following blood donation, and for time spent traveling to and from the donation site. Up to 4 hours of excused time may be granted for blood donation, except in unusual cases. When an employee must travel a long distance, or when unusual need for recuperation occurs, up to an additional 4 hours may be granted;

c. Military Funerals

Employees who are veterans may be excused up to four hours in a day to participate in funeral services as pallbearers, members of firing squads, or honor guards;

d. Informational Meeting, Speech or Presentation

An employee may be excused to attend a scientific/medical meeting, seminar, symposia, governmental committees, etc., or make a speech or presentation when it is determined that attendance will serve the best interest of the Federal Service; or

e. Employment Interview

Employees under a notice of separation or change to lower grade for any reason, except for personal cause, may be granted excused absence for job searches and interviews. Employees competing for positions within the Department of Defense may be granted excused absence for merit placement interviews. This provision does not cover travel time to job searches and interviews outside of the commuting area.