



## NATIONAL GUARD BUREAU

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NGB-J1-TN

7 July 2010

MEMORANDUM FOR THE HUMAN RESOURCE OFFICERS OF ALL STATES, THE COMMONWEALTH OF PUERTO RICO, THE U. S. VIRGIN ISLANDS, AND THE DISTRICT OF COLUMBIA

SUBJECT: Use of Sick Leave during Uniformed Service (TN-10-16)

1. The purpose of this memorandum is to clarify the granting of sick leave while on military orders.
2. In accordance with Title 5, Code of Federal Regulations (5 CFR), Section 353.208 (Use of paid time-off during uniformed service), an employee performing service with the uniformed services is allowed to use any accrued annual leave, military leave, compensatory time off for travel, or sick leave (if appropriate).
3. Sick leave "if appropriate" means the approval of the leave must be consistent with the statutory and regulatory criteria for using sick leave. For clarification, the leave must be as a result of a personal or family medical or health condition which would justify the use of sick leave. Situations that would normally warrant the use of sick leave include:
  - a. Medical, dental, or optical appointments
  - b. Incapacitation for the performance of duties by physical or mental illness, injury, pregnancy, or childbirth
  - c. Care for a family member due to physical or mental illness
  - d. Bereavement purpose to include reading of the will
  - e. To prevent spreading of a communicable disease
  - f. Adoption related purposes
4. As a reminder, technicians must request sick leave within time limits as specified by their state and when necessary, supported by evidence administratively acceptable by management.
5. Request you establish procedures to ensure the proper usage of sick leave. Additional reference: 5 CFR, 630.401 – 630.404. My point of contact for this issue is Mr. John Christie, at 703.607.1458 (DSN: 327).

  
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Colonel, USAF  
Chief, Office of Technician Personnel  
National Guard Bureau