



# Human Resources Benefits

Leave Administration Module 12



# *Leave References*

- Technician Personnel Regulation (TPR 630)  
Absence and Leave Program

<http://hr.ong.ohio.gov>

- Ohio Technician Handbook  
Chapter 6

<http://hr.ong.ohio.gov>





# Participation Guide





# Types Of Leave

- Annual Leave
- Restoration Leave
- Absent-US (AUS)
- Military Leave
- Sick Leave
- Family Friendly Leave Act (FFLA)
- Family Medical Leave Act (FMLA)
- LWOP-Personal (NTE)
- Funeral Leave
- VLTP ( Donated)
- Excused Leave



# Annual Leave

***Accrual rates category:*** For Permanent, Full-time, Indefinite and Temporary

- 1-3 years..... 4hrs/pay period
- 3-15 years.... 6 hrs/pay period
- 15+ years..... 8 hrs/pay
- Part-time accrual rate is different
- If initial appointment is **less than 90** days, no leave earned.





# Annual Leave



Absolute “**Right**” of employee; subject to supervisor approval

- Leave Service Computation Date (SCD) determines leave category
- Maximum annual carryover – 240 hrs
- May request for “Advanced Leave”  
The max number of hours **is limited to that earned** up to the end of the current leave year



## More...Annual Leave

- May be taken in the pay period earned
- Can **be Denied** based on mission
- Separated employees are eligible for lump sum pay for unused annual leave
- Public Law 93-181 provides for restoration of forfeited annual leave



# Restoration of Annual Leave

- Restoration is for **scheduled leave** that is cancelled due to one of the following:
  - Exigencies of public business
  - Sickness of the employee or
  - Administrative errors
- Assistant AG (ATAG-respectively) is **approving authority** —delegated to HRO
- Restored leave must be used within 2 yrs from date approved



# Absent- US (AUS)

- Unpaid absence for military duty  
**Submit and RPA (SF-52) the first day the technician is going AUS**
- Paid leave may be used intermittently but is discouraged - (\*Mil Dep)
- Pay actions and personnel actions are different
- Leave & SCDs may be affected due to absence
- Leave is prorated
- **\*\*Report any change in orders**



# Absent- US (AUS)

Leave Matrix for Technician & Military Status Before, During & After Uniformed Service									
Start	Control	Technician Work, Drill & AT Cycle			Mobilization Cycle				
		Technician Workweek	Drill Weekend	Drill or Annual Training During the Technician Workweek	Mobilization	Demobilization-PDMRA	Demobilization-Terminal Leave	Return To Technician Duty During Terminal Leave	Return To Technician Duty At End of Military Orders
	Status Element	↓	↓	↓	↓	↓	↓	↓	↓
Military Status	Military Pay/Leave	N/A	Drill Pay	Drill Pay or Basic Pay + Entitlements	Basic Pay + Entitlements	PDMRA	Term Leave	Term Leave	N/A
	Military Personnel	Traditional	Traditional	Traditional	Active Duty	Active Duty	Active Duty	Active Duty	Traditional
	Workcenter (Military Chain of Command)	Off Duty	Military Duties	Military Duties	Military Full Time	Off-Duty	Off-Duty	Off-Duty	Off Duty
Technician Status	Technician Pay/Leave	Normal paid & unpaid statuses apply	N/A	Unpaid or LA, LS*, LM, CT, TO	Unpaid or LA, LS*, LM, CT, TO	Cannot be in any paid status due to PDMRA rules	Unpaid or LA, LS*, LM, CT, TO	Pres Leave (excused absence), then normal paid & unpaid statuses apply	Pres Leave (excused absence), then normal paid & unpaid statuses apply
	Civilian Personnel (HRO)	On duty	Off duty	Varies if Res Diff	AUS	AUS	AUS	RTD-Technician	RTD-Technician
	Workcenter (Supervision)	Technician Duties	Off-Duty	Released to Military Unit	Released to Military Unit	Released to Military Unit	Released to Military Unit	Technician Duties	Technician Duties

\* LS (Sick Leave) during uniformed service is only authorized when properly documented by medical authorities

Step 1) Identify the "Control" along the top of chart.

Step 2) Follow the column down through the duty status elements to see the applicability and actions allowed within each duty status and by which department.



# Absent- US (AUS)

## Reservist Differential

- Pays the difference between civilian pay and military pay and allowances
- Must be called to active duty in a title 10 status under specific authorities in support of a contingency
- Must be entitled to reemployment rights under USERRA
- Must provide:
  - copies of all military and civilian LES's
  - Time cards showing “KG” status
  - All orders and DD 214



# Military Leave

## (15 days)

- **15 days – 120 hours - Temp NTE- not eligible**
- Paid leave during AD, IDT or ADT
- 120 hours (15 days) each FY – appointments **for more than 1** year
- Pro-rated for part-time employees
- Annual Carryover 120 hrs – NTE 240 hrs yearly
- Charged **in hourly** increments
- No same-day dual scheduling on Title 32 orders and as technicians



# Military Leave

## (22 days)

- **22 days – 176 hours - Temp NTE- not eligible**
- Paid leave for emergency aid in support of civil authorities in the protection of life & property, or military duty in support of contingency operations
- 176 hours (22 days) per calendar year
- Charged **in hourly** increments
- Non-Workdays and Holidays aren't charged



# Military Leave

## (44 days)

- **44 days – 352 hours - Temp NTE- not eligible**
- Must be on active duty without pay
- Must be outside the U.S., territories and possessions
- Orders must identify the period of leave
- Will receive technician pay for weekdays and military pay for weekends
- 352 hours (44 days) per calendar year
- Charged **in hourly** increments
- Non-Workdays and Holidays aren't charged



# Sick Leave

## *Accrual rates*

- All full-time: **4 hrs** per pay period
- Part-time: 1 hr/every 20 hrs in pay status

*Note: Both categories above include temporary employees*



# Sick Leave

## ***Applicable Usage:***

- Medical dental, optical exams/treatments
- Personal incapacitation (pregnancy)
- Health risk
- Family Care
  - FMLA - Family Medical Leave Act (Self and family)
  - SLTCFFM - Sick Leave to Care for Family Member
- Bereavement / Family funeral (Limited)
- Adoption (Limited)



# Sick Leave

## ***Criteria / rules:***

- **Unlimited** carryover balance
- May use while on Annual Leave
- May request “Advanced Sick” leave
  - Supported by medical certification
  - Maximum up 30 days (12 mos )



# FMLA

## Family Medical Leave Act

- Job Protection
- Employed for minimum 12 **mos** (No TEMP svc)
- Eligible for absence up to 12 **weeks**
- May use with paid leave intermittently
- Employee entitled to maintain FEHB
- Absence for Self or family members



# Leave Without Pay (LWOP-NTE / Personal)

- Temporary non-paid status by OPM
- Personal absence is **Not** a “Right”
- 80 hrs *accumulated* LWOP may affect Annual and Sick Leave accrual within the leave year
- Service Computation Date (SCD) – must be recalculated if the employee returns to duty from an *aggregate* LWOP of **more than six months** in a calendar year



# Excused Absence

- Also referred to as Administrative Leave
- Supervisor may authorize absence of one hour or less ( 59 min rule)
- Base or Facility Commanders may grant up to 2 workdays.
- TAG may grant up to 3-days per CY
- Agency sponsored events



# Other “Excused Absence”

- Community activities - if in the interest of the agency
- Conferences and Conventions - if in the interest of the agency
- Blood donation
- Registration and Voting
- Tardiness and Brief periods of absence - if justified



# Other “Excused Absence”

- Required Medical Examinations
- Continuation of Pay - Workers Compensation
- Bone marrow donor – up to 7 days per calendar year
- Organ donor - up to 30 days
- Honor Guard for Military Funerals



# Other “Excused Absence”

## Presidential Leave

- 5 Day Excused Absence
  - Must spend at least 42 consecutive days on active duty in support of contingency operations
  - only 5/ Work week days authorized and must be used all at once (based on a normal 40 hour schedule)
  - Can be used only once in a 12 month period



# Other “Excused Absence”

## Court Leave

5 USC 6322(a)

***Covers an employee who is summoned due to a judicial proceeding as a...***

- Juror or,
- Witness on behalf of a state or local government



## Enforced Leave

*Temporary status to document absence for an employee*

- Who is not ready, willing or able to perform
- Whose continued presence is **undesirable** or poses a threat



# Voluntary Leave Transfer Program (VLTP)

- Request on OPM 630A and 630B
- To use donated leave, must have **zero balance in both** Annual and Sick leaves
- Used for Medical emergencies
- May be used in conjunction with Advanced Sick and Annual leave, also FMLA



# Record Keeping Requirements

***Time Cards:*** Leave recorded sequentially

***Leave and LWOP:*** OPM Form 71

***Military Leave:*** OPM 71 with a copy of orders/certificate of performance

***Court Duty:*** Letter from court

***Compensatory Time:*** NGB 46-14 (Supv File)

***FMLA:*** OPM 71 with medical certification



# Timekeeper's Responsibilities

- Record leave/absences
- Prepare input for Pay Office
- Submit schedule changes
- Submit time cards to Pay office (with supporting docs)



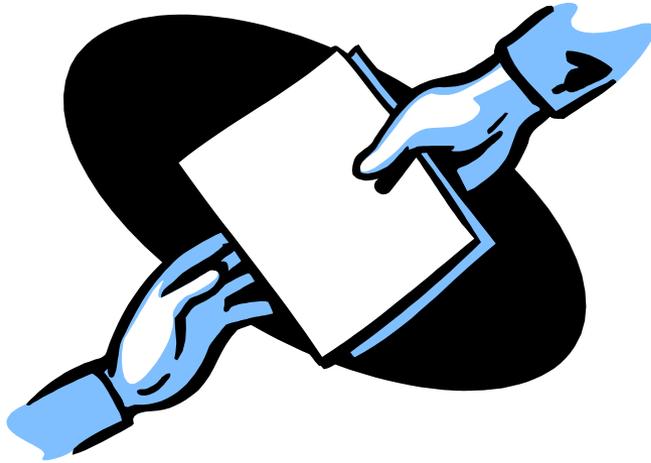


# Supervisor's Responsibilities

- Approve leave
- Certify time cards, if not the official timekeeper
- Certify changes/corrections



# Review Exercise





# Where to find information:

<http://hr.ong.ohio.gov>





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# ***Human Resources Benefits***

