



Human Resources Benefits

Leave Administration Module 12



Human Resources Development

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

<http://ong.ohio.gov/HRO/ONG%20Web%20Page/tpr630.pdf>

- Ohio Technician Handbook
Chapter 6

http://ong.ohio.gov/HRO/Tech%20Handbook_Final_090925.pdf





Participation Guide



Group Exercise and Notes



TYPES OF LEAVE

- Annual Leave
- Restoration Leave
- Absent-US (AUS)
- Military Leaves
- LWOP-Personal (NTE)
- Sick Leave
- Family Friendly
- FMLA
- Excused Leave
- VLTP (Donated)
- Compensatory Time



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

- **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 is eligible for lump sum pay for unused annual leave
- Public Law 93-181 provides for restoration of forfeited annual leave



RESTORATION 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** – May be delegated to HRO
- Restored leave must be used within 2 yrs from date approved



Absent- US

- Unpaid absence for military duty
 - **Less** than 30 – time card
 - Over 30 days – **RPA (SF-52)**
- Paid leave may be used intermittently - (*Mil Dep)
- Leave & SCDs may be affected due to absence.
- Leave is prorated.



Military Leave

- **15 days – 120 hours**
- Temp NTE- not eligible
- **22 days – 176 hours**
(Differential Pay)
- **44 days – 352 hours**
Oconus duty



MILITARY LEAVE

(15 days)

- 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



MILITARY LEAVE

- Charged **in hourly** increments
- No same-day dual scheduling on Title 32 orders and as technicians
- Military leave is not charged on intervening non-workdays (e.g. holidays, weekends, scheduled days off)





MILITARY LEAVE

22 days

- Paid leave for aid in support of civil authorities in protection of life & property, or military duty in support of contingency operations.
- Permanent and indefinite employees only
- 22 days (176 hours) per calendar year; charged in hours
- Non-workdays / holidays not charged
- No excused absences
- *Differential Pay* - eligibility



Military Leave

44 days

- Operations outside the U.S.
- Must be on active duty without pay
- Orders must identify period of leave
- 44 days (352 hrs) per calendar year charged in hours





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



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



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

- 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



EXCUSED ABSENCE

- Also referred to as Administrative Leave
- Supervisor Authorized absence for a variety of personal and other non-Technician duty reasons **with or without paid leave**
- or can excuse absence of one hour or less (59 min rule)
- TAG may grant up to 3-days per CY



OTHER “EXCUSED ABSENCE”

- 5 Day Excused Absence
 - return from Contingency Operations
 - Authorized regardless of location
 - only 5/ Work week days authorized and must be used all at once
- Bone marrow / Organ donor



COURT LEAVE

TPR 630

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

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



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



COMPENSATORY TIME

- Time off with pay, in lieu of overtime pay
- Earned at a rate of 1 hour for 1 hour and used in increments determined by local policy
- **Advanced** approval is required
- Use within 26 pay periods from date earned or forfeit



COMP TIME TRAVEL

- WS employees - when travel is required only the “hours in travel” are comp time
- GS employees earn comp time for travel during regular and non-duty hours as per policy
- Technicians are **not entitled** to payment for compensatory leave.
- Upon separation, Comp time is forfeited.



RECORDKEEPING 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)



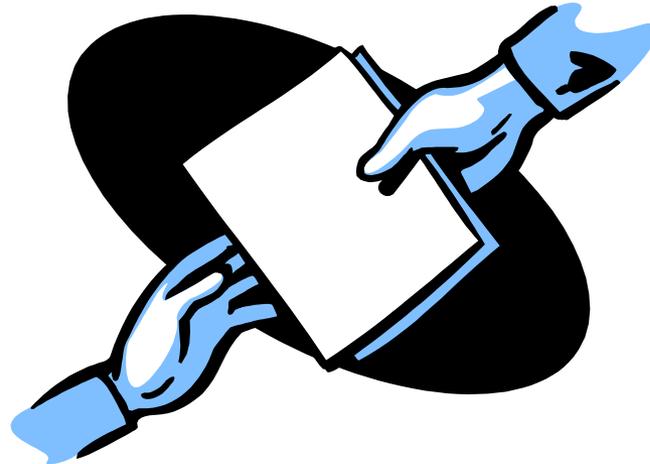


SUPERVISOR'S RESPONSIBILITIES

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



HANDOUT



Individual Exercises



Human Resources Benefits

Where to find information:

http://www.ong.ohio.gov/human_resources/HRO_index.html





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