



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

IN REPLY REFER TO
BUMEDINST 12000.1G
BUMED-M82
18 Dec 2012

BUMED INSTRUCTION 12000.1G

From: Chief, Bureau of Medicine and Surgery

Subj: TIMEKEEPING, LEAVE, AND PAY FOR CIVILIAN PERSONNEL

Ref: (a) through (cc) see enclosure (1)

Encl: (1) References
(2) Budget Submitting Office (BSO) 18, Timekeeping, Leave, and Pay Procedures Manual
(3) Standard Labor Data Collection and Distribution Application (SLDCADA) Type Hour Codes
(4) Quick Reference Guide for Earning and Using Time by Time Category
(5) Civilian Payroll Acronyms

1. Purpose. To establish policy and procedures for electronic timecard submission and correction; to assign electronic timecard certification responsibilities; and to standardize procedures for requesting and approving leave, overtime, and compensatory time.
2. Cancellation. BUMEDINST 12000.1F.
3. Scope and Applicability. The procedures outlined in enclosure (1) apply to all Budget Submitting Office (BSO) 18 United States (U.S.) civilian personnel. The list of acronyms used throughout this manual is included in enclosure (4).
4. Background. References (a) through (cc) establish detailed requirements and guidance governing civilian payroll, personnel management, employee entitlements, and record keeping thereby reducing the potential for fraud, abuse, and mismanagement of resources.
5. Responsibilities. Responsibilities of the commanders, commanding officers, officers in charge, heads of activities, Director for Resource Management/Comptroller, Fiscal Officers, Human Resources Officers, time and attendance personnel, supervisory personnel, and individual employees are outlined in enclosure (1).
6. Action. Commanders, commanding officers, officers in charge, and heads of activities shall ensure supervisory personnel and employees read and comply with policies and procedures stated in this instruction. All civilian employees shall familiarize themselves with enclosure (1).

Computer Based Training on the Standard Labor Data Collection and Distribution Application (SLDCADA), to include the SLDCADA Basic User Guide – Supervisor Edition and the SLDCADA Basic User Guide, are available at <https://www.sldcada.disa.mil/>.

7. Forms and Reports

a. The following U.S. Department of Labor (DOL), Office of Workers' Compensation Program (OWCP) forms are available electronically at: <http://webapps.dol.gov/libraryforms/>

(1) Form CA-1 (Rev. APR 1999), Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation

(2) CA-17 (Rev. 05-11), Duty Status Report

b. Standard Form (SF) 52 (Rev. 7/1991), Request for Personnel Action is available electronically at: <http://www.gsa.gov/portal/forms/type/SF>

c. OPM Form 71 (Rev. September 2009), Request for Leave or Approved Absence is available electronically at: http://www.opm.gov/forms/pdf_fill/opm71.pdf

d. The following Department of Defense (DoD) forms are available electronically at: <http://www.dtic.mil/whs/directives/infomgt/forms/>

(1) DD Form 577 (FEB 2011), Appointment/Termination Record – Authorized Signature

(2) DD Form 1131 (DEC 2003), Cash Collection Voucher

e. The following forms are available electronically at: <https://navalforms.documentservices.dla.mil/web/public/home>

(1) NAVMED 12600/1 (09-2010), Daily Time and Attendance Sheet

(2) NAVMED 12600/2 (09-2010), Work Schedule

(3) OPNAV 5239/14 (Rev 9/2011), System Authorization Access Request Navy (SAAR-N)

f. The payroll and management audit reports required by this instruction are exempt from reports control by paragraph 7n of SECNAV M-5214.1 of December 2005.



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REFERENCES

- (a) OASN (M&RA) memo of 15 May 2000
- (b) OASN (FM&C) memo 1200 Ser ASN(FM&C)/U013 of 1 June 2010
- (c) BUMED Non-Daily Accounting Standard Operating Procedure (SOP) ver. 5.0 of 29 June 2012
- (d) SECNAV M-5210.1 of Jan 2012
- (e) OASN (FM&C) ltr 7000 FMO20120106 of 15 March 2012
- (f) DoD 7000.14R Vol. 8
- (g) DoD 7000.14R Vol. 5
- (h) 31 U.S.C. §3528
- (i) 10 U.S.C. §2773(a)
- (j) Public Law 93-579
- (k) 5 U.S.C. §6101
- (l) Office of Personnel Management—Lunch or Other Meal Periods
- (m) Office of Personnel Management—Fact Sheets on Leave Programs
- (n) 5 U.S.C. §6304
- (o) 5 CFR 630.302
- (p) 5 U.S.C. §6307
- (q) 5 U.S.C. §6381-§6387
- (r) 5 U.S.C. §6305
- (s) 5 CFR 630.601-607
- (t) DoDI 1400.25
- (u) 5 CFR 610.301-306
- (v) 5 U.S.C. §5550b
- (w) Office of Personnel Management—Pay and Hours of Work Fact Sheets
- (x) 5 U.S.C. §5550a
- (y) 5 CFR 550.1002
- (z) 5 U.S.C. §6126
- (aa) 5 U.S.C. §6322
- (bb) BUMED Memorandum 12000 Ser M1/08UM1129 of 18 Apr 2008
- (cc) 5 U.S.C. §5542

Budget Submitting Office (BSO) 18

Timekeeping, Leave, and Pay Procedures Manual

TIMEKEEPING, LEAVE, AND PAY PROCEDURES MANUAL

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SECTION 1

RESPONSIBILITIES

1. Objectives

a. To ensure the time and attendance (i.e., presence or absence) of civilian employees is accurately recorded and reported in order to compute pay and allowances.

b. To facilitate internal and external reporting requirements.

2. Time and Attendance Processing Structure

a. As directed in reference (a), the Standard Labor Data Collection and Distribution Application (SLDCADA) system is the single Navy Standard Time and Attendance Source Data Automation (T&A SDA) System. As such, SLDCADA is the official timekeeping system within the Bureau of Medicine and Surgery (BUMED).

b. Commands shall apply and operate a fully decentralized structure within SLDCADA. A fully decentralized SLDCADA structure means the individual employee must enter their own time and attendance into SLDCADA and verify their time and attendance as complete and accurate by the end of every pay period. The employee verifies their time and attendance by checking the 'Employee Verify Time' (EVT) box located in the 'Time and Attendance' section of SLDCADA. Each civilian employee shall ensure both Week 1 and Week 2 EVT boxes are checked before the end of the pay period. Civilian employees are also responsible for entering any current or prior pay corrections on their timecard and re-verifying their timecard by re-checking the Week 1 and Week 2 EVT boxes. This fully decentralized SLDCADA structure fulfills the requirement in reference (b) that civilian employees attest to the accuracy of their time and attendance, including any exceptions such as the use of leave. For more specific employee responsibilities see paragraphs 5h(1) – (4) below.

c. To ensure proper cost accounting for civilian labor and enhance audit readiness of the civilian pay process, BUMED activities shall do the following:

(1) Decentralize SLDCADA, as described in paragraph 2b above.

(2) Set up individual employee profiles in SLDCADA so that each employee has access to all job order numbers (JONs) (and only those JONs) against which that employee's time and attendance will be charged.

(3) Establish processes to ensure employees allocate their time and attendance accurately to JONs based on actual hours worked. *Example: An employee performs work on two reimbursable work orders. The plan/budget called for that employee to spend 75% of his time on Project A and 25% on Project B. The employee actually worked 80% of hours during the pay*

period on Project A and 20% on Project B. The correct procedure would be for the employee to charge 64 hours (80% x 80 hours) against the Project A JON and 16 hours (20% x 80 hours) to the Project B JON in SLDCADA.

(4) Follow the guidance in Section 4.5 of reference (c) to document any JON changes to employee timecards that occur after timecard certification. These changes will be considered journal vouchers (JVs) and must be thoroughly documented for audit purposes. Use of the JV process is not required for SLDCADA prior pay period corrections that change Type Hour Codes (THCs) or Environmental Hazard Codes (EHZs).

d. In very rare and limited circumstances, the Deputy Chief, Resource Management/ Comptroller (BUMED-M8) may approve a centralized SLDCADA structure after certain conditions have been met. A centralized SLDCADA structure means a timekeeper regularly inputs time and attendance data on an employee's behalf. To operate a centralized structure, the command must obtain an annual Centralized T&A Waiver from BUMED-M8. The command must submit a waiver request letter, with regional endorsement, as applicable, detailing unusual mission requirements that would preclude employees from inputting their own time and attendance in a decentralized SLDCADA structure. Additionally, the command must include flow charts, risk analysis, and detailed risk mitigation activities delineating all internal control objectives listed below. The control objectives include:

- (1) Payroll transactions are properly authorized.
- (2) Internal controls exist to prevent fraud, waste, and abuse.
- (3) Documentation is retained and available for audit, per the guidelines given in references (d) and (e).
- (4) Certifying officers have a reasonable basis for relying on systems of internal control to ensure accuracy and legal compliance.
- (5) The employee has attested to the accuracy of their time and attendance data.
- (6) Overtime and compensatory time is requested, submitted, and approved in accordance with Section 10 of this manual.
- (7) BUMED-M8 will approve or disapprove all such requests. Commands shall not operate a centralized SLDCADA structure without proper approval from BUMED-M8.

3. Time and Attendance System Access. Per reference (b), a System Authorization Access Request Navy (SAAR-N) form, OPNAV 5239/14, is necessary to grant access to SLDCADA and the Defense Civilian Pay System (DCPS) for employees that require access to employee

master file data in these systems. Typically, these employees are the SLDCADA Site Administrator (SA) and/or Payroll Customer Service Representative (CSR). The appropriate data owner is responsible for reviewing and approving the SAAR-N form.

4. Time and Attendance Certification

a. Certifying Officers. Consistent with reference (f), chapter 2, paragraph 020401, the certification of time and attendance is an authorization for the expenditure of government funds. At the end of each pay period, each employee's time and attendance shall be certified correct by the employee's supervisor, acting supervisor, or other designated representative authorized to act as an alternate certifier. Certification ordinarily shall not be made earlier than the last workday of a pay period. In some circumstances, such as when a legal holiday falls on a Friday or Monday, an early cutoff date may be established. Controls shall be in place to ensure that any change in attendance or absence certified by the supervisor that occurs after the cutoff date is transmitted to DCPS with the current pay period data or with the next pay period's data.

b. Departmental Accountable Officials (DAOs). As defined in reference (g), chapter 33, section 3305, DAOs provide information, data, or services to certifying officers upon which certifying officers rely to certify vouchers for payment. When certifying their employee's electronic timecards, certifying officers rely on time and attendance data provided by SLDCADA SAs; Payroll CSRs; approvers of advanced annual leave, advanced sick leave, Leave Without Pay (LWOP), and leave taken under the Family and Medical Leave Act (FMLA); and approvers of overtime and compensatory time. This relationship means SLDCADA SAs; Payroll CSRs; approvers of advanced annual leave, advanced sick leave, LWOP, and leave taken under FMLA; and approvers of overtime and compensatory time are DAOs. (Refer to Sections 4 – 6 for guidance on who shall approve advanced annual leave, advanced sick leave, LWOP, and leave taken under FMLA. Refer to Section 10 for guidance on who shall be appointed to approve overtime and compensatory time.)

c. Pecuniary Liability. Under reference (h), a certifying officer has pecuniary liability for payments resulting from improper certifications. Under reference (i), a DAO has pecuniary liability for an illegal, improper, or incorrect payment resulting from information, data, or services they negligently provide to a certifying officer and upon which the certifying officer relies when certifying a payment voucher.

d. Appointment. In accordance with reference (g), chapter 33, section 3306, the DD Form 577, Appointment/Termination Record – Authorized Signature, shall be used to designate all electronic timecard certifying officers and DAOs. The Head of Activity (HA), or their designee, shall designate these positions in writing, via the DD Form 577.

(1) On the DD Form 577, supervisors, acting supervisors, or other designated representatives authorized to act as an alternate certifier shall be appointed as "certifying officers." The DD Form 577 shall include a written designation that apprises the certifying officer of pecuniary liability for all illegal, improper, or incorrect payments that result from negligent performance of duties.

(2) On the DD Form 577, SLDCADA SAs; Payroll CSRs; approvers of advanced annual leave, advanced sick leave, LWOP, and leave taken under FMLA; and approvers of overtime and compensatory time shall be appointed as “departmental accountable officials.” The DD Form 577 shall include a written designation that apprises the DAO of pecuniary liability for all illegal, improper, or incorrect payments that result from negligent performance of duties.

(3) In addition to the position designation, the DD Form 577 shall also include a description of the individual’s time and attendance responsibilities.

(4) The HA shall note the separation of duties between the certifying officer (supervisor or their alternate who attests to and/or approves the time) and the SLDCADA SA (who relies upon the information attested to by the certifier) when preparing file transfer for DCPS. Therefore, the DD Form 577 must specifically detail the duties and accountability for each person in the chain of events that lead to final transmission and disbursement of funds.

e. Procedures. Per reference (f), chapter 2, section 020402, all time and attendance reports and other supporting documents shall be reviewed and approved by a designated approving official. This official, the certifying officer or DAO as identified in paragraphs 4a and 4b above, shall be aware of his or her responsibilities for ensuring accuracy of the reports and shall have knowledge of the time worked and absence of employees for whom approval is given. Certification of time and attendance documents shall be based on:

- (1) Knowledge from personal observation, work output, or designated representative,
- (2) Checking data against other independent sources (such as validating starting and ending times of work using sign-in and sign-out sheets or time clock entries),
- (3) Reliance on other internal controls, or
- (4) A combination of controls.

f. Reporting. Per reference (f), chapter 2, paragraph 020501, civilian employee time and attendance data shall be transmitted to DCPS by using positive (100 percent) reporting.
Exception reporting is not authorized for BSO 18.

5. Time and Attendance Roles and Responsibilities

a. The Commander or Commanding Officer shall:

(1) Enforce a decentralized SLDCADA processing structure throughout the command. A command may only operate a centralized SLDCADA processing structure with a properly approved waiver, from BUMED M8, as outlined in paragraph 2d above.

(2) Approve overtime and compensatory time requests, or delegate approval authority in writing to at least one organizational level above the level ordering the use of overtime or compensatory time, per reference (b). The civilian employee's immediate supervisor is responsible for ordering the use of overtime or compensatory time. Requests for overtime and compensatory time shall be submitted and approved by the appropriate individuals as outlined in Section 10.

(3) Approve advanced annual leave, advanced sick leave, LWOP, and leave taken under FMLA. The Commander or Commanding Officer may delegate this approval authority to at least two organizational levels above the employee. Refer to Sections 4 – 6 for additional guidance on these topics.

b. The HA shall ensure that supervisors follow a verification process to provide reasonable assurance to meet the control objective that civilian employees' time and attendance is complete and accurate. Such verification processes may include use of the NAVMED 12600/1 Daily Time and Attendance Sheet, paper timesheets, electronic time clock, direct supervisor observation, etc. To satisfy this control objective, it is recommended as a best practice that employees record their sign-in and sign-out times on their timecard in SLDCADA on a daily basis.

c. Human Resource Officers shall:

(1) Ensure personnel data supporting payment is updated accurately and timely.

(2) Coordinate all issues that relate to personnel management and civilian employee entitlements as outlined in references (a) through (cc) or other governing manpower directives identified by the Human Resource Office.

d. The Director for Resource Management (DRM)/Comptroller shall:

(1) Implement timekeeping and pay procedures in compliance with references (a) through (cc).

(2) Preserve all payroll records in a centralized location, as required, and prevent their loss and/or destruction. Records shall be maintained in accordance with references (d) and (e) to support financial statement audits.

(3) Ensure all payroll records are handled per the Privacy Act, reference (j).

(4) Ensure an internal process is in place to check funds availability for all overtime and compensatory time. Per reference (b), overtime budget estimates are required and must be developed on a realistic basis to assure the amounts approved as part of the budget will be considered a firm target and excessive overtime costs are not incurred.

(5) Monitor and manage compensatory time balances to ensure compensatory time is used within 26 pay periods or prior to an employee's transfer to another command and to prevent paying the time out as overtime.

(6) Ensure a biweekly (on pay period ending cycle) reconciliation occurs between a certified listing of employees (provided by the Human Resource Management (HRM) department) and the actual pay records. The DRM/Comptroller will ensure appropriate investigation and resolution of all exceptions (e.g., timecards submitted for transferred/deceased employees). The reconciliation and any subsequent corrective actions will be maintained on file for evidence of performance.

(7) Ensure a biweekly (on pay period ending cycle) reconciliation occurs between amounts DCPS paid in labor and the official accounting system General Ledgers (in this case the Standardized Accounting & Reporting System – Field Level (STARS FL)) and the disbursement records reported to Treasury (Defense Cash Accountability System (DCAS) information available through CHOOSE). Month end reconciliation is difficult to accomplish since the accounting system prorates civilian payroll based on the number of calendar days in the split pay period and there are no official DCPS or DCAS reports for these events.

e. Resource managers and fund holders, per reference (g), chapter 33, paragraph 330306, in addition to other responsibilities, are responsible for designating the proper accounting classification on an obligation document before the obligation is incurred. Additionally, they are responsible for maintaining a system of positive funds control.

f. Depending on the size of the command and the workload, the command shall designate a SLDCADA SA, a Payroll CSR, and/or Payroll Technicians, as appropriate. These individuals are responsible for implementing and overseeing the payroll and time and attendance program. In designating one or all of these positions, the command must ensure the responsibilities outlined below are covered.

(1) SLDCADA Site Administrator. The SLDCADA SA will have full visibility of their area of responsibility (AOR). They shall:

- (a) Provide the first line of defense for questions/problems.
- (b) Prepare and ensure 100 percent of files for transfer to DCPS.
- (c) Maintain user accounts.
- (d) Provide training.
- (e) Maintain system tables.
- (f) Resolve exception reports.

(g) Coordinate with the SLDCADA Helpdesk when system issues arise.

(2) The Payroll CSR shall:

(a) Maintain employee data (e.g., shop and supervisor assignment).

(b) Coordinate with SLDCADA SA to grant user access.

(c) Maintain work schedule codes.

(d) Maintain SLDCADA validation tables.

(e) Monitor input of time and attendance.

(f) Record work schedule, shift, and predetermined JON changes.

(g) Maintain primary/alternate supervisors/certifiers.

(h) Publish a schedule for submission of civilian employees' electronic timecards at the beginning of the calendar year.

(i) Conduct management audit reviews, on at least a quarterly basis, of departmental timekeeping procedures to ensure timekeeping controls are adequate and comply with prescribed procedures. A report of the general findings of these reviews will be made to the HA via the DRM. Findings from these reviews will be considered for inclusion in the command's annual Statement of Assurance.

(j) Verify, at least annually, civilian employees' work schedules, as submitted on the NAVMED 12600/2 Work Schedule form. If necessary, request that employees update their schedule. See Section 2 for further guidance on work schedules.

(k) Serve as the DCPS CSR, validate new DCPS user accounts, maintain payroll tables, resolve DCPS exception reports, and provide selected payroll reports to the Comptroller, as requested.

(l) Generate and review the appropriate SLDCADA and DCPS reports and resolve any discrepancies to ensure payroll files are complete and accurate. The SLDCADA reports may include, but are not limited to: EVT Discover Report, Incorrect Hours Report, Invalid Time & Attendance Report, Overtime Authorization Report, Pending Prior Pay Report, and Uncertified Employee Report. The DCPS reports may include, but are not limited to: Conversion of Hours Report, Invalid Transaction Report, and Missing Time Report.

(3) Payroll Technicians shall:

(a) Maintain a file of DD Forms 577 for all timecard certifying officers and DAOs as identified in paragraphs 4a – 4b above. None of these individuals shall be granted civilian payroll privileges without a DD Form 577 on file. If a user is found to have certification access in SLDCADA without a DD Form 577 on file, the user's account shall be immediately locked until a valid DD Form 577 is obtained. A supervisor will conduct an audit of all transactions to be reviewed and approved by the Comptroller prior to DD Form 577 issuance and reinstatement of duties.

(b) Verify that the appropriate leave, overtime, and compensatory time code(s) have been used and the requests are approved in SLDCADA.

(c) Inform timecard certifiers of any discrepancies on timecards, and reject timecards for corrective action.

(d) Keep timecard certifiers abreast of any changes in timekeeping procedures.

(e) Provide clarifications regarding timekeeping and pay procedures, when unusual situations arise.

(f) Provide over-the-shoulder training before granting access to SLDCADA.

g. Supervisors hold ultimate responsibility for ensuring their civilian employees' time and attendance is accurately recorded and reported. Per reference (f), chapter 2, paragraph 020102B1, when approving time and attendance reports, supervisors, other equivalent officials, or higher level managers are representing that, to the best of their knowledge, the actual work schedules recorded are true, correct, and accurate. Review and approval shall be made by the official, normally the immediate supervisor, most knowledgeable of the time worked and absence of the civilian employees involved. Immediate supervisors of civilian personnel, equivalent officials, or higher level managers shall:

(1) Become familiar with all the pay and entitlements described in this manual.

(2) Ensure an alternate certifier is in place and properly trained for instances, such as leave, where the supervisor is unable to certify their employees' timecards.

(3) Ensure each civilian employee is trained on the proper use of SLDCADA and understands their responsibilities as outlined in this manual.

(4) Review and approve each civilian employee's work schedule, as submitted on the NAVMED 12600/2 Work Schedule form. Any changes to the employee's work schedule must be submitted on the NAVMED 12600/2. Supervisors or the Payroll CSR are responsible for inputting all initial work schedules and changes into SLDCADA and for maintaining a file of the NAVMED 12600/2 forms. See Section 2 for further guidance on work schedules.

(5) Ensure each civilian employee's time and attendance, including the use of leave, overtime, and compensatory time, is accurately recorded and reported in SLDCADA. Ensure the leave or compensatory time hours taken on the employee's timecard are supported by and do not exceed the number of hours authorized by the approved leave and/or compensatory time request. The employee's supervisor is responsible for following a process to validate, with reasonable assurance, that their employees' time and attendance is complete and accurate. The process may include use of the NAVMED 12600/1 Daily Time and Attendance Sheet, paper timesheets, electronic time clock, direct observation, etc.

(a) Refer to the employee for correction of their current pay period timecard, if any time and attendance recorded is incorrect. Ensure the employee verifies their corrected time by checking the EVT box. Review and certify the corrected time and attendance, as appropriate.

(b) For any prior pay corrections, ensure the employee corrects their timecard and re-verifies their timecard by re-checking the EVT boxes. Review and certify the prior pay corrections, as appropriate.

(6) Ensure all civilian employees' time and attendance is submitted by the due date and time.

(7) Ensure all civilian employees verify their time and attendance for both weeks of the pay period by checking each week's EVT box on their timecard in SLDCADA.

(8) Ensure civilian employees work all scheduled hours and all overtime hours. Ensure civilian employees leave the work center at the end of their regular work schedule.

(9) Review, and approve as appropriate, all requests for leave submitted by civilian employees prior to the start of the leave period. Leave requests are submitted and certified electronically via SLDCADA. Refer to Sections 4 – 6, 8 – 9, and 11 for guidance regarding the specific types of leave.

(10) Submit all requests for their employees' overtime and compensatory time to the properly delegated authority, as outlined in paragraph 5a(1) above and in Section 10. Requests will normally be submitted prior to the employee working the overtime or compensatory time or as soon as practicable thereafter. As provided in Section 10 of this manual, requests will be submitted and approved via the electronic Overtime Request module in SLDCADA.

(11) Monitor and manage compensatory time balances to ensure compensatory time is used within 26 pay periods or prior to an employee's transfer to another command and to prevent paying the time out as overtime.

(12) Maintain supporting documentation for their employees' requests related to sick leave, leave taken under FMLA, LWOP, compensatory time off for travel, compensatory time for religious observances, and court leave. Specific supporting documentation requirements are

outlined in the following sections: Section 5 for sick leave and leave taken under FMLA, Section 6 for LWOP, Section 10 for compensatory time off for travel and compensatory time for religious observances, and Section 11 for court leave.

(13) Review appropriate SLDCADA reports and resolve any discrepancies. Reports may include, but are not limited to: Electronically Certified Employees Report, Incorrect Hours Report, and EVT Discover Report.

h. Civilian Employees shall:

(1) Check-in with the Payroll office during the on-boarding process to ensure they receive and fill out the proper paperwork and are granted appropriate access in SLDCADA. Upon departing the command, civilian employees must check-out with the Payroll office to ensure their final paycheck is accurate and their SLDCADA access is removed timely and properly.

(2) Submit a work schedule request to their immediate supervisor on the NAVMED 12600/2 Work Schedule form within two work days of reporting onboard. The NAVMED 12600/2 must be used for all subsequent work schedule changes. See Section 2 for further guidance on work schedules.

(3) Maintain his or her own electronic timecard in SLDCADA. Specifically, they shall:

(a) Ensure their electronic timecard reflects their exact time of arrival and departure for each day of work; otherwise, the appropriate leave is recorded. The employee's arrival and departure times shall be in accordance with the verification process used by the employee's supervisor. To satisfy the control objective that the employee's time and attendance is complete and accurate, it is recommended as a best practice that employees record their sign-in and sign-out times on their timecard in SLDCADA on a daily basis.

(b) Account for any overtime or compensatory time worked, as ordered by their immediate supervisor and approved by the properly delegated authority, as outlined in paragraphs 5a(1) and 5g(10) above and Section 10.

(c) Verify and electronically sign their timecard by using the EVT box located in the Time and Attendance section of SLDCADA. Civilian employees shall ensure both Week 1 and Week 2 EVT boxes are checked before the end of the pay period.

(d) Correct any current pay period time and attendance errors at the request of their supervisor. The employee shall verify their timecard corrections by checking the EVT box. The employee shall notify their supervisor of the corrections to ensure their supervisor reviews the corrections and certifies the timecard, as appropriate.

(e) Enter any prior pay corrections and re-verify their timecard by re-checking the EVT box. The employee shall notify their supervisor of the prior pay corrections to ensure their supervisor reviews the corrections and re-certifies the timecard, as appropriate.

(f) Notify their supervisor when their timecard is available for certification. Notification can be sent through the email functionality in SLDCADA.

(4) Submit leave requests to the appropriate approving authority via SLDCADA, according to the procedures outlined in Sections 4 – 6, 8 – 9, and 11.

6. Time and Attendance Quick Reference Guide. See enclosure (3) for a quick reference guide that outlines, by time category, the types of time that a civilian employee can accrue or earn. The guide provides information on how requests to earn or use the time are submitted and approved. Information is also included on what supporting documentation may be required and the timeframe for submitting the request. This guide should be referenced as a supplement to this manual.

SECTION 2

WORK SCHEDULES

1. Basic Work Requirement. Per reference (f), chapter 2, paragraph 020206A, the basic work requirement is defined as the number of hours, excluding overtime hours, an employee is required to work or to account for by charging leave. The Office of Personnel Management (OPM) Handbook on Alternative Work Schedules, available at <http://www.opm.gov/oca/aws/INDEX.asp>, provides guidance on work schedules. The information contained herein is a summary of the work schedules authorized within BSO 18.
2. Work Schedule Form. All employees are required to work the same schedule as approved by their supervisor. Newly reporting employees shall submit a work schedule request, NAVMED 12600/2 Work Schedule form, within two work days of reporting onboard. Any changes to the employee's work schedule must also be approved via the NAVMED 12600/2. The supervisor or Payroll CSR is responsible for inputting the employee's initial work schedule and subsequent changes in SLDCADA. The employee's work schedule must be input or updated in SLDCADA prior to the employee entering time and attendance in SLDCADA. Employees will not be able to save time and attendance if the schedule in SLDCADA is not correct. The supervisor or Payroll CSR is also responsible for maintaining a file of the NAVMED 12600/2 forms. Work schedules shall be verified and updated at least annually by the Payroll CSR.
3. Permissible Schedules. Employees may request to work an alternative work schedule, per OPM and DoD Guidance. This request must be approved on the NAVMED 12600/2 by the employee's supervisor and prove to be advantageous to the mission of BUMED. The following are the types of work schedules and alternate work schedules (AWS) approved for use within BSO 18:
 - a. Regular Work Schedule (AWS 0). Monday through Friday with set hours of 8 hours a day within the core hours set by the Command. A basic workweek consists of 40 hours, for an 80-hour pay period. Employees will be charged leave according to their regular work schedule.
 - b. Flexitour (AWS 1) is a fixed work schedule. The full time employee adheres to the same start/stop times each day (8 hours per day and 40 hours per week). For a part-time employee, the basic work requirement is the number of hours the employee is scheduled to work in the administrative workweek and the number of hours the employee is scheduled to work in the biweekly pay period.
 - c. Gliding (AWS 2) is a flexible work schedule where start times may vary daily, without notification, within the established flexible hours (8 hours per day and 40 hours per week). For a part-time employee, the basic work requirement is the number of hours the employee is scheduled to work in the administrative workweek and the number of hours the employee is scheduled to work in the biweekly pay period.

d. Variable Day (AWS 3) is a flexible work schedule whereby a full time employee may vary arrival and departure times, and length of day, with prior approval. A full-time employee has a basic workweek requirement of 40 hours each week. For a part-time employee, the basic work requirement is the number of hours the employee is scheduled to work in the administrative workweek and the number of hours the employee is scheduled to work in the biweekly pay period.

e. Variable Week (AWS 4) is a flexible work schedule whereby a full time employee may vary arrival and departure times, the length of the day, and number of hours worked each week. A full time employee has a 10 day, 80 hour biweekly schedule requirement. For a part-time employee, the basic work requirement is the number of hours the employee is scheduled to work in the biweekly pay period.

f. Maxiflex (AWS 5) is a flexible work schedule that contains core hours on fewer than 10 workdays, whereby a full time employee may vary arrival and departure times, the length of the day, and has a basic work requirement of 80 hours for the biweekly pay period.

g. Compressed Work Schedule (AWS 6) is a fixed work schedule, which enables full-time employees to complete the basic work requirement of 80 hours, in fewer than 10 full workdays in each biweekly pay period, by increasing the number of hours in the workday. There are no flexible times in a compressed schedule. Employee times of arrival and departure from work are set, as are the days on which the employee is to complete the basic work requirement. Employees working a compressed work schedule will be charged leave in accordance with their basic work schedule. The two most common compressed schedules are:

(1) Employees are permitted to work 4-10 hour days with one regular day off (RDO) each week.

(2) Employees are permitted to work 8-9 hour days and 1-8 hour day with one RDO each pay period.

4. Alternative Work Schedules

a. The AWS program shall not result in the establishment of additional supervisory positions, or require any supervisor to extend their workday beyond the scheduled hours of work. In situations where the presence of a supervisor is required, management will coordinate schedules of supervisory and nonsupervisory personnel to ensure office coverage.

b. Participation in AWS 2 through AWS 6 is on a voluntary basis; no individual shall be required to participate. However, all requests to participate will be consistent with the mission requirements and workload demands. In some cases, a supervisor may find it necessary to require certain individuals or organizational components to remain on the same work schedule or to adjust employees' work hours (arrival and departure times) to accommodate the needs of the

organization. Further, a supervisor may temporarily suspend or change the day off, or permanently terminate participation in AWS 2 through AWS 6 within their organizational components for operational reasons.

c. A supervisor who denies or terminates participation in AWS 2 through AWS 6 must notify the employee in writing at least one full pay period in advance and submit a change in work schedule using the NAVMED 12600/2.

5. Work Hours

a. Per the OPM Handbook on Alternative Work Schedules, regular daytime working hours are defined as 0600 to 1800. When setting a compressed work schedule (AWS 6), the employee's regularly scheduled tour of duty must be set between 0600 and 1800. Otherwise, if the employee works outside regular daytime working hours (i.e. 1800 to 0600), the employee is entitled to night differential pay.

b. Each Command may establish core working hours for their Command. If the Command decides to establish core working hours, the Command must determine what the core hours are and to what weekdays the core hours apply. If an employee works on a day on which the Command has established core hours, the employee must work the entirety of those core hours, or be on approved leave.

6. Lunch Period. During each shift, employees must be allowed a specific period of time off to eat lunch. Per reference (k), a break in working hours of more than one hour may not be scheduled in a basic workday. Per reference (l), this limitation applies to the lunch period. The lunch period cannot be scheduled at the beginning or end of the shift. The lunch period is noncompensable time, for which neither basic or overtime compensation is payable. The length of the shift or workday will be extended by the length of the lunch period. An employee cannot forego their lunch period in order to shorten the length of the shift or workday. Employees on regular work schedules must work 8 hours per day, excluding the lunch period; employees on alternative work schedules must work 80 hours every two weeks, excluding lunch periods. Supervisors and employees must understand that a scheduled lunch period is free from all duty obligations, except in emergency situations.

SECTION 3

PAYROLL RECORDS

1. Time and Attendance Records. Official time and attendance shall be recorded in SLDCADA for all employees. In accordance with a decentralized SLDCADA structure, each civilian employee is responsible for entering their own time and attendance into SLDCADA and EVTing their timecard. Each immediate supervisor or their designated alternate is responsible for verifying and certifying each timecard for their civilian personnel. Supervisors are also responsible for verifying their civilian employees' time and attendance is complete and accurate. As determined by the HA, verification processes may include use of the NAVMED 12600/1 Daily Time and Attendance Sheet, paper timesheets, electronic time clock, etc.

2. Electronic Timecard Entries

a. Employee Electronic Timecards in SLDCADA

(1) Civilian employees will complete their timecards in SLDCADA per the instructions in the SLDCADA Basic User Guide, available on the SLDCADA website at: <https://www.sldcada.disa.mil>. Civilian employees must be familiar with the Type Hour Codes (THCs), provided in enclosure (2), to enter in SLDCADA.

(2) Civilian employees shall electronically sign their timecards by checking the EVT indicator box on each weekly timecard prior to their supervisor certifying their timecard.

(3) Civilian employees shall submit all requests for leave electronically via SLDCADA. The official leave records for all civilian employees are maintained in SLDCADA. See Sections 4 – 6, 8 – 9, and 11 for additional guidance on leave.

(4) As provided in Section 10, overtime and compensatory time shall be submitted via the electronic Overtime Request module in SLDCADA. See Section 10 for specific guidance on overtime and compensatory time.

b. Changes after Timecard Submission. If a civilian employee needs to change a previously submitted entry (i.e., leave was taken after timecard was submitted, and therefore was not recorded), the civilian employee must record the appropriate prior pay period correction in SLDCADA, EVT the prior pay correction, and notify their supervisor of the corrected timecard. The supervisor will then certify the correction in SLDCADA, as appropriate.

3. Certification of Electronic Timecards. Certification of time and attendance records is required. Under most circumstances, this will be accomplished by the civilian employee's immediate supervisor. When this is not feasible due to the supervisor's absence, someone functioning in a supervisory capacity that is aware of the civilian employee's attendance and is properly designated as an alternate certifier (as discussed in Section 1) must complete the

properly designated as an alternate certifier (as discussed in Section 1) must complete the certification. As discussed in Section 1, all individuals who certify timecards must have their signature card, DD Form 577, on file.

- a. Certification must be accomplished prior to submission of the timecard.
 - b. In no instance will an employee certify his or her own timecard.
 - c. The Payroll CSR or Payroll Technician will ensure a file of DD Forms 577 for each person authorized to certify time and attendance records for employees is maintained.
4. Submission of Electronic Timecards. Immediate supervisors will ensure the timely certification of timecards via SLDCADA. As discussed in Section 1, the Payroll CSR will publish a schedule of timecard submission dates.
5. Pay, Absence, and Leave. The Human Resources Officer, as well as references (a) through (cc), may be consulted for detailed guidance on pay, absence, and leave for civilian employees.
6. SLDCADA Type Hour Codes. Enclosure (2) lists the commonly used THCs for use by civilian employees. This is not a complete list. Questions regarding availability and use of THCs may be addressed to the SLDCADA SA or Payroll CSR.

SECTION 4

EMPLOYEE ANNUAL LEAVE

1. Annual Leave Accumulation

a. Full-time Employees. The rate at which annual leave is earned depends upon the employee's length of service. An employee whose appointment is for 90 days or longer earns annual leave beginning with the first full biweekly pay period in a duty status. If an appointment is for less than 90 days, the employee is not entitled to annual leave until after being employed for a continuous 90 days under successive appointments, i.e., without a break in service. Per reference (m), available at: <http://www.opm.gov/oca/leave/html/annual.asp>, the following accumulation rates apply:

(1) Four hours for each full biweekly pay period for an employee with less than 3 years of service.

(2) Six hours for each full biweekly pay period for an employee with 3, but less than 15 years of service, except that the accrual for the last full biweekly pay period in the year is 10 hours.

(3) Eight hours for each full biweekly pay period for an employee with 15 or more years of service.

b. Part-time Employees. Part-time employees, for whom a regularly scheduled tour of duty on one or more workdays during each administrative workweek has been established, earn annual leave on a pro rata basis. As described for full-time employees, 90 days continuous employment is a requirement to earn annual leave. Per reference (m), the following accumulation rates apply:

(1) One hour for each 20 hours in a pay status for an employee with less than 3 years of service.

(2) One hour for each 13 hours in a pay status for an employee with 3, but less than 15 years of service.

(3) One hour for each 10 hours in a pay status for an employee with 15 or more years of service.

c. Temporary Employees. Temporary employees are not eligible to accrue annual leave.

d. Maximum Accumulation and Restoration

(1) References (m) through (o) provide guidance related to the maximum accumulation of annual leave. The maximum amount of annual leave that can be carried forward from one

leave year to the next varies depending on whether the civilian employee is stationed within the U.S., stationed outside the U.S., or is a member of the Senior Executive Service (SES). Civilian employees should consult the Human Resource Department (HRD), OPM guidance, and/or DoD guidance for additional information regarding maximum annual leave accumulation limits.

(2) Reference (n) provides statutory authority for the restoration of annual leave in certain circumstances. To understand these circumstances and the requirements that must be met for annual leave to be restored, civilian employees and/or their immediate supervisor should consult the HRD, OPM guidance, and/or DoD guidance. If a civilian employee has restored annual leave, the employee should consult the SLDCADA SA, Payroll CSR, and/or Payroll Technician to understand how the restored annual leave is accounted for in SLDCADA.

2. Scheduling Annual Leave. Management is responsible for the planning and effective scheduling of annual leave throughout the year. Positive action should be taken by supervisors to ensure annual leave is scheduled for use during the year so as to avoid situations where employees approach the end of the leave year with a significant amount of annual leave that must be used or forfeited. While employees have an obligation to request annual leave in a timely manner, failure on their part to do so does not relieve management of its responsibility to ensure employees manage their leave. When an employee chooses not to request to use annual leave to avoid forfeiture, the employee is not entitled to have the forfeited leave restored for later use.

3. Granting and Approving Annual Leave

a. Per reference (m), annual leave is provided so that employees may have time off for recreation, vacation, etc., or for personal and emergency purposes. The accrual of annual leave is the right of the employee, subject to the right of management to fix the time at which leave may be taken.

b. Annual leave must be taken in quarter hour increments.

c. Civilian employees must submit an electronic leave request in SLDCADA and must notify their supervisor that a leave request is pending their approval. Consecutive days may be submitted on one leave request, provided it is the same kind of leave. The employee must enter the correct THC, provided in enclosure (2), section b, for the leave being requested.

d. The immediate supervisor must review all leave requests and indicate approval or disapproval, prior to the employee commencing leave. As discussed in Section 1, the immediate supervisor must have an authorized signature card, DD Form 577, on file with the Payroll CSR or Payroll Technician.

e. Annual leave should normally be requested at least 3 work days in advance. It is incumbent upon the employee to determine whether or not annual leave has been approved prior

to commencing leave. Absence which could not be planned and approved in advance, due to unforeseen circumstances, must be reported to the employee's supervisor as soon as reasonably possible prior to the start of the employee's designated workday.

f. Annual leave requests for grade General Schedule (GS)-10 and above equivalent personnel will first be charged against any accrued compensatory time prior to annual leave being charged. Per reference (f), chapter 3, paragraph 030302E7, if the employee's annual leave will be forfeited by the use of compensatory time, annual leave may be charged first. It is strongly recommended that supervisors verify accrued compensatory time status prior to granting annual leave. Further, plan well enough in advance for employees to use accrued annual leave. As a steward of the taxpayer's funds, an employee's supervisor should work with the employee to ensure available compensatory time is used before annual leave.

g. Supervisors should verify that employees have enough annual leave to be able to take the number of leave hours requested. SLDCADA provides the leave balances in the Employee/Edit screen, BiMER Leave Balances tab.

h. When an employee has exhausted all accrued annual leave, Leave Without Pay (LWOP) will be charged. In extenuating circumstances, when LWOP is requested with an accrued annual leave balance, it must be approved by the Commander or Commanding Officer or by the appropriately delegated authority at least two organizational levels above the employee. See Section 6 for additional guidance on LWOP.

i. Leave and work schedules, as well as mission completion assignments, must be considered so there is minimized restored annual leave while completing the assigned mission.

4. Recording Annual Leave. The employee shall record the annual leave hours taken on the appropriate days on their timecard in SLDCADA. Leave requests must be submitted and approved for each absence denoted on each timecard. The total leave hours recorded on the timecard cannot exceed the number authorized on the approved annual leave request. Employees shall use the appropriate THCs and EhZ/HAZ/OTH codes given in enclosure (2), sections b, e, and f. Employees should see their SLDCADA SA, Payroll CSR, or Payroll Technician for further guidance on applying the correct codes.

5. Advanced Annual Leave. Per reference (m), at management's discretion, a civilian employee may be granted annual leave in advance of its accrual with the following being considered:

a. The amount that is advanced must not be greater than the amount that the employee will accrue during the remainder of the leave year.

b. Personnel actions that would interrupt normal accrual must not be pending.

c. The balance of the employee's retirement fund should be sufficient to cover the advanced leave in the event of unexpected separation. When an employee is terminated, the employee is required to refund any outstanding advanced annual leave balance; this will be deducted from the employee's paycheck, cash collection, or retirement fund.

d. The employee shall submit a request for advanced annual leave in SLDCADA, using the appropriate THC given in enclosure (2), section b. The employee shall submit the request at least 2 weeks in advance. The Commander or Commanding Officer shall approve advanced annual leave or must delegate approval authority to the organizational level at least two levels above the employee.

e. The employee shall document advanced annual leave hours taken on the appropriate days on their timecard in SLDCADA. The hours taken cannot exceed the number authorized by the approved leave request.

6. Delayed Receipt of Leave Balances from Another Activity. If the official personnel folder containing the SF 1150, Record of Leave Data, with the employee's actual leave balance is delayed in reaching the gaining activity, and the employee must take leave, the gaining activity is responsible for determining the amount of leave an employee has to their credit. If necessary, the leave balance will be requested by telephone call to the releasing activity or obtained from the employee's most current Leave and Earning Statement (LES). The gaining activity is authorized to use the leave balance shown on the employee's last LES, subject to verification with the Human Resource Office.

SECTION 5

EMPLOYEE SICK LEAVE

1. Sick Leave Accumulation. Sick leave includes that taken and charged to sick leave for active employees, and for those scheduled to be retired for disability. Per reference (m), available at: <http://www.opm.gov/oca/leave/html/sicklv.asp>, full-time employees accrue sick leave at the rate of 4 hours for each biweekly pay period. Part-time employees accrue sick leave at the rate of 1 hour for each 20 hours in a pay status. There is no maximum limitation.

2. Granting Sick Leave

a. Per reference (m), sick leave is provided for the following circumstances:

- (1) Personal medical needs
- (2) Care of a family member
- (3) Care of a family member with a serious health condition
- (4) Adoption-related purposes
- (5) Bereavement

b. Advanced Sick Leave. Reference (p) provides statutory authority for civilian employees to request advanced sick leave. Per reference (f), chapter 5, paragraph 050304, advanced sick leave may be granted to an employee except as provided below:

(1) It shall not be advanced to an employee holding a limited appointment, e.g., one expiring on a specific date, in excess of the amount to accrue during the remainder of the appointment.

(2) It shall not be advanced to an employee where it is known that the employee is contemplating retirement or resignation or, in other cases, where there is not reasonable assurance the employee will return to duty.

(3) It shall not be advanced to an employee who is required to furnish a medical certificate for each absence claimed as sick leave, or where such a requirement existed during the year preceding the request.

c. Depending on the circumstances, an employee may request accrued sick leave, advanced sick leave, leave without pay (LWOP) or may invoke their rights under the Family Friendly Leave Act (FFLA) or the Family and Medical Leave Act (FMLA). For policies and guidance related to these types of leave and provisions, the employee and/or their immediate supervisor should consult the Human Resource Department (HRD), OPM guidance, and/or DoD guidance.

d. Sick leave must be taken in multiples of quarter hour increments.

e. When an employee has exhausted all accrued sick leave, LWOP will be charged. In extenuating circumstances, when LWOP is requested with an accrued sick leave balance, the Commander or Commanding Officer shall approve the LWOP or may delegate approval authority to the organizational level at least two levels above the employee.

f. Use of sick leave for anything other than its intended purpose (i.e., where use of annual leave or earned compensatory time is more appropriate) is strictly prohibited, except in the sole exception noted in paragraph 2g below.

g. An employee who becomes ill during a period of annual leave or earned compensatory time may have the period of illness charged to sick leave and the charge against annual leave or earned compensatory time reduced accordingly. Application for substitution of sick leave for annual leave will be made to the supervisor via SLDCADA after return to duty and will be substantiated in the same manner as any other request for sick leave.

h. Temporary employees are not eligible to accrue sick leave.

3. Requesting Sick Leave

a. Where an employee is aware of the need to use sick leave, they should submit a leave request in SLDCADA in advance of taking the sick leave. Such instances where an advanced sick leave request would be necessary may include, but are not limited to: a personal or a family member's medical, dental, or optical examination; care for a family member with a serious health condition; bereavement; or adoption-related proceedings.

b. When the need to take sick leave in advance is not known, the employee must notify their supervisor as soon as reasonably possible prior to the start of their designated workday. These instances may include, but are not limited to: personal illness or incapacitation; or illness or incapacitation of a family member. Upon returning to duty, the employee must submit a sick leave request in SLDCADA.

c. When an employee wishes to request advanced sick leave, they shall submit the request in SLDCADA at least 2 weeks in advance. Requests for advanced sick leave must include a statement from the employee's doctor indicating the nature of the illness or disability and the probable return to duty date.

d. For their leave requests, employees shall use the SLDCADA THC's and/or EhZ/HAZ/OTH codes outlined in enclosure (2), sections b, e, and f. Employees should see their SLDCADA SA, Payroll CSR, or Payroll Technician for further guidance on applying the correct codes.

4. Approving Sick Leave. The approval level for sick leave requests depends upon the type of sick leave requested, no matter what statutory authority provides for the sick leave (i.e. FFLA and FMLA).

a. Accrued Sick Leave. The employee's immediate supervisor will approve requests for accrued sick leave.

b. Advanced Sick Leave and LWOP. The Commander or Commanding Officer shall approve advanced sick leave and LWOP (i.e. unpaid leave) or may delegate approval authority to the organizational level at least two levels above the employee.

c. Supporting Documentation

(1) For periods of absence of more than 3 workdays, a medical certificate or other administratively acceptable evidence in support of the use of sick leave is required. For periods of absence of 3 working days or less, evidence in support of such absence is normally not required. However, in individual cases, if the supervisor has reason to believe an employee may be abusing sick leave, evidence may be required to support all subsequent applications for sick leave. The employee will first be advised verbally of this concern. If this does not bring about the desired change in the employee's use of sick leave, the employee will be notified in writing that all future absences must be supported by a medical certificate or other administratively acceptable evidence. This written notice will also explain fully why the employee is suspected of abusing sick leave privileges, and a copy will be forwarded to the HRD. In the event the employee subsequently fails to submit the required supporting documentation, this may be considered an offense justifying disciplinary action.

(2) FMLA. When invoking their FMLA rights, per reference (m), the employee's supervisor and/or appropriate leave approving authority has a right to 30 days advance notice from the employee, where practicable. In addition, the supervisor and/or appropriate leave approving authority may require an employee to submit certification from a health care provider to substantiate that the leave is due to the serious health condition of the employee or the employee's immediate family member. Failure to comply with these requirements may result in a delay in the start of FMLA leave. Supervisors may require employees to present certification of fitness to return to work when the absence was caused by the employee's serious health condition. The employee's return to work may be delayed without proper certification.

5. Recording Sick Leave. Upon returning to duty, employees will record the sick leave hours taken on the appropriate days on their timecard in SLDCADA. The total leave hours recorded on the timecard cannot exceed the number authorized by the approved sick leave request. Employees shall use the appropriate THCs and Ehz/HAZ/OTH codes given in enclosure (2), sections b, e, and f. Employees should see their SLDCADA SA, Payroll CSR, or Payroll Technician for further guidance on applying the correct codes.

6. The Federal Employees' Compensation Act (FECA). FECA is administered by the Office of Workers' Compensation Programs (OWCP) of the U.S. Department of Labor (DOL). All civilian employees are covered under the Act. Employees are provided compensation benefits for disability due to personal injury sustained while in the performance of duty or due to employment-related disease. FECA also provides for the payment of benefits to dependents if the injury or disease causes the employee's death.

a. The Human Resources Office processes OWCP claims and maintains file copies. BUMED does not have authority to approve or deny any employee's claim for compensation benefits. This authority lies solely within DOL.

b. Employees should report every job-related injury to their supervisor as soon as possible; **MEDICAL DOCUMENTATION IS REQUIRED FOR ALL INJURY-RELATED ABSENCES.**

c. For Continuation of Regular Pay (COP), applicable SLDCADA codes of "LU" and "LT" will be utilized; "LU" for day of injury and "LT" for days thereafter. Employees and/or their immediate supervisor should see their SLDCADA SA, Payroll CSR, or Payroll Technician for further guidance on applying the correct THCs.

d. Employees and/or their immediate supervisor should consult the HRD for policy and guidance related to benefit information, instructions, applicable and required forms, and important deadlines regarding FECA. Additional information is also available on the DOL website at: <http://www.dol.gov/owcp/dfec/regs/compliance/ca-11.htm>

7. Voluntary Leave Transfer Program. The OPM website provides detailed information, forms, and instructions at: <http://www.opm.gov/oca/leave/> (Voluntary Leave Transfer Program Regulations).

SECTION 6

EMPLOYEE LEAVE WITHOUT PAY

1. Leave Without Pay (LWOP). Per reference (f), chapter 5, section 0526 and reference (m), LWOP is a temporary nonpay status and absence from duty, granted in response to an employee's request. Approval is a matter of administrative discretion. The Commander or Commanding Officer shall approve LWOP or may delegate approval authority to the organizational level at least two levels above the employee. An employee cannot demand LWOP as a matter of right, except in the cases of disabled veterans under Executive Order 5396 and Reservists or National Guardsmen who are entitled to LWOP when they are required to perform military training duties. Annual and/or sick leave should be exhausted prior to taking LWOP. The effects of LWOP need to be carefully researched regarding benefits, career tenure, and within grade increases.
2. Granting LWOP. LWOP will be granted to an injured employee for at least the first year the employee is receiving injury compensation under 5 U.S.C. §8101. In all other cases, LWOP will be granted only when the services of the employee can be spared, and when it is clear that at least one of the following circumstances exists:
 - a. Increased job ability will result.
 - b. Protection or improvement of the employee's health will result.
 - c. Retention of a desirable employee who would otherwise leave the organization.
 - d. A bona fide emergency exists.
3. Applications for LWOP. LWOP for 30 calendar days or less shall be requested via SLDCADA, using the appropriate THC given in enclosure (2), section c. The employee's time and attendance reports will show the exact dates of LWOP. For LWOP in excess of 30 calendar days or requests for extensions of LWOP, which in total would exceed 30 calendar days, the supervisor must provide the Human Resource Office (HRO) a Standard Form (SF) 52, Request for Personnel Action. If the LWOP request is made for health reasons, the employee may be requested to furnish a statement from their physician or other licensed health care practitioner, indicating the need for the absence and the prognosis of the employee's ability to return to work at the end of the period of LWOP. An employee's absence on extended LWOP and subsequent return to duty must be recorded in their Official Personnel Folder. The employing office must process a personnel action (SF 52) for each instance of extended LWOP.
4. LWOP for Employees Who Have Permanent Change of Station (PCS) to the Continental United States (CONUS). All locally hired dependent employees who have completed 12 months of overseas Federal service within a 10 year period, and have a favorable performance rating, are authorized to take a total of 6 months of LWOP. The employee may request two 3-month

extensions by submitting an OPM Form 71 to the Director for Resources at least 30 days prior to the expiration of the LWOP period. At the expiration of the LWOP authorization(s), the Civilian Liaison to HRO will process a termination action.

5. Unauthorized Absence

a. When an employee is absent from duty without authorization and does not give notification to their supervisor, the employee should be carried in a pending or nonpay status until their supervisor determines the cause of the absence. If the supervisor subsequently approves and authorizes sick leave or annual leave, upon returning to work, the employee must submit the appropriate leave request in SLDCADA. Upon the supervisor's approval of the leave request, the employee must make the appropriate entry on their timecard in SLDCADA. The hours recorded on the timecard cannot exceed the number authorized by the approved leave request. If the absence is disapproved, it will be charged as Absence Without Leave (AWOL). If AWOL is charged for a period of less than a full workday, the time in SLDCADA should be charged in exact hours and minutes.

b. If unauthorized absence continues for a period of 5 workdays, and if it appears the employee has no intention of returning to duty, removal action most likely should be initiated. Whenever it appears an employee will remain absent for an extended timeframe, the Human Resource Department and HRO should be contacted immediately.

c. If an employee notifies their supervisor they are ill and unable to report to work, and if the application for sick leave is subsequently disapproved, such absence would normally be charged as AWOL.

SECTION 7

EMPLOYEES ON TEMPORARY ADDITIONAL DUTY STATUS

1. Temporary Additional Duty (TAD). When a civilian employee is absent from duty en route to attending temporary duty or training classes, and not on location within the normal working area, normal daily schedules will be credited for work hours, Monday through Friday. Civilian employees may be entitled to compensatory time off for travel for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable. Specific guidance on compensatory time off for travel is provided in Section 10.

a. To avoid overtime or compensatory time, a supervisor may direct an employee on an alternate work schedule to revert to a regular work schedule (8 hours a day, 40 hours a week) for the entire pay period(s) the TAD occurs.

b. When extended sessions or weekend sessions require more than 40 hours a week, the excess hours may be credited as overtime or compensatory time. The request for overtime or compensatory time must be submitted and approved in accordance with the guidance provided in Section 10.

c. All annual leave planned before or after TAD will be submitted and approved via SLDCADA, prior to commencing TAD. See Section 4 for additional guidance on annual leave.

2. TAD for Permanent Part-time Employees. Permanent part-time employees on TAD will be paid their basic work scheduled hours for the actual hours in class, at straight pay up to 40 hours per week, Sunday through Saturday.

SECTION 8

EMPLOYEE HOME LEAVE

1. Home Leave Accumulation. Per reference (r), home leave is specially authorized leave earned by service abroad for use in the United States (U.S.), in the Commonwealth of Puerto Rico, or U.S. territories or possessions by employees serving under a transportation agreement. Home leave is accrued at a rate from 5 days to 15 days every 12 months, as prescribed in reference (s). Follow the guidelines in reference (s) to determine the employee's accrual rate. Home leave is credited to an employee's leave accounts separately from their normally accrued annual leave.
2. Requesting and Recording Home Leave. In advance of taking home leave, the employee must submit a leave request for home leave in SLDCADA, using the appropriate THC given in enclosure (2), section b. The employee's immediate supervisor is responsible for reviewing and approving the request. The employee shall account for the leave hours taken on the appropriate timecard(s) in SLDCADA. The leave hours taken cannot exceed the number authorized by the approved leave request.
3. Granting Home Leave
 - a. Accumulated home leave may be granted only after an employee has established an entitlement by completing 24 months of continuous service overseas, provided the employee will be returning to service overseas following the home leave. Generally, an employee will choose home leave in conjunction with Renewal Agreement travel. However, employees may choose to take home leave to and from the U.S., Puerto Rico, or other U.S. territories or possessions at their own expense. It may also be taken in conjunction with TAD performed in those places.
 - b. Per reference (s), the minimum charge for home leave is one day and additional charges are in multiples thereof.
4. Additional References. For additional information regarding home leave, see reference (f) chapter 5, section 0521 and reference (t), volume 1260.

SECTION 9

EMPLOYEE ADMINISTRATIVE LEAVE AND EXCUSED ABSENCE

1. Administrative Leave During Suspended Operations. Per reference (f) chapter 5, paragraph 051603, administrative leave may be granted when employees are prevented from working due to extreme weather conditions or other severe disruptions. Volume 610 of reference (t) and reference (u) govern the administrative dismissal of employees in situations where the HA uses their authority to close all or part of an activity and, consistent with that closure, administratively excuses the non-mission essential civilian workforce. This includes unanticipated curtailment of operations based on extreme weather, natural disasters (fires, floods, earthquakes), emergency rescue work, unforeseen interruptions of transportation or building services (maintenance work projects, breakdown of machines, power failures, and safety risks), or Force Protection Condition Delta (FPCON Delta). This authority is not intended to cover extended periods of interrupted or suspended operations that can be anticipated sufficiently in advance to permit arranging for assignment to other work or scheduling of annual leave, use of compensatory time off, or LWOP. The HA will establish and publish emergency dismissal and closure procedures that are appropriate for the activity's location. In addition to the guidance referenced here, the HA should consult the Human Resource Department (HRD) when developing emergency dismissal and closure procedures. Per reference (t), volume 610, the following criteria apply to the administrative dismissal of employees:

a. Group dismissal should be rare and authorized only when conditions are severe or normal operations would be significantly disrupted. This authority may not be used to create the effect of a holiday (to include activity down time and training days).

b. Group dismissal authority may be used to the extent warranted by good administration for short periods. Group dismissals will normally not exceed 3 consecutive workdays in a single period.

c. Before group dismissal authority may exceed 3 consecutive workdays, the local HA must consider using options such as details to other activities, use of unscheduled leave, or the use of furlough authority. In rare cases, when group dismissal is approved beyond 3 consecutive workdays, the administrative order must document why other alternatives could not be used and the reason(s) for the length of the anticipated dismissal.

d. When all or part of an activity is closed for short periods because of planned management action and arrangements cannot be made to perform other work, employees shall be notified as far in advance as possible, but no less than 3 full workdays when circumstances permit, and shall be required to take annual leave or compensatory time off, unless LWOP is requested.

2. Excused Absence. Per reference (f), chapter 5, section 0516, excused absence is an absence from duty, administratively authorized, without loss of pay and without charge to leave. The HA has the authority to grant excused absence in limited circumstances for the benefit of the

activity's mission or a government-wide recognized and sanctioned purpose. See reference (f), chapter 5, section 0516 and reference (t), volume 630 for common situations in which agencies generally excuse absence without charge to leave. In addition to the guidance referenced here, the HA should consult the HRD when determining if circumstances meet excused absence criteria.

3. Documentation. When administrative leave or excused absence is authorized under these conditions, the command will direct civilian employees to generate the appropriate leave request and document the hours accordingly on their electronic timecard in SLDCADA.

SECTION 10

EMPLOYEE OVERTIME, COMPENSATORY TIME, AND CREDIT HOURS

1. Overtime and Compensatory Time

a. Overtime and compensatory time are for emergent circumstances only. (Note: Per reference (t), volume 543, federal civilian physicians and dentists under the Physicians and Dentists Pay Plan (PDPP) are not authorized for overtime or compensatory time.) Examples of conditions that warrant overtime or compensatory time include:

- (1) Unannounced requirements for nonrecurring reports or responses to higher authority.
- (2) Unforeseen loss of manpower for which no replacement or substitute can be used.
- (3) Unforeseen loss of equipment for which no replacement or substitute can be used.

b. Per reference (f), chapter 2, section 020208, compensatory time earned may be granted for irregular or occasional overtime work only. It is not authorized for regularly scheduled overtime work. All requests for compensatory time will include a statement indicating the employee agrees to receive compensatory time in lieu of overtime.

c. Per reference (b), the approval of overtime and compensatory time shall be vested in the commander or commanding officer or, as delegated in writing, to at least one organizational level above the level ordering the use of overtime or compensatory time. The civilian employee's immediate supervisor is responsible for ordering the use of overtime or compensatory time.

d. As a rule, overtime and compensatory time must be approved by the properly delegated authority in advance of the performance of the work. The only exception will be truly emergent situations that the supervisor could not anticipate.

2. Overtime and Compensatory Time Requests. Reference (b) specifies the NAVCOMPT 2282 or a similar form is available for the approval of overtime and compensatory time. BUMED will process overtime and compensatory time requests in SLDCADA through the Overtime Request module. This electronic form satisfies the requirement that overtime and compensatory time is properly authorized and approved. Additionally, this electronic form vice the NAVCOMPT 2282 provides stronger internal controls, process efficiency, and process standardization.

a. Electronic Request in SLDCADA. The employee's supervisor is responsible for ordering the use of overtime or compensatory time and must fill out and submit the request in SLDCADA on the employee's behalf. The supervisor shall use the appropriate overtime and compensatory time type hour codes (THCs) listed in enclosure (2), sections a and d. The employee's

supervisor should also provide a justification in the appropriate field, certifying that the work is essential, cannot be accomplished during normal working hours, and no coworker has the experience or ability to complete the requirement.

(1) The employee's supervisor shall submit the overtime or compensatory time request in SLDCADA for review and approval to the properly delegated authority as outlined in paragraph 1c above. The approver may provide additional remarks in the appropriate field on the overtime or compensatory time request.

(2) The electronic request for overtime or compensatory time must be routed and approved in SLDCADA before the overtime or compensatory time can be earned.

(3) During the overtime or compensatory time request and approval process, an internal process for ensuring funds availability must be followed.

b. Upon approval of the overtime or compensatory time request, the employee shall account for the hours earned on their electronic timecard in SLDCADA, using the appropriate THC listed in enclosure (2), sections a and d. The employee will not be able to record the hours earned on their timecard until the overtime or compensatory time request has been properly entered and approved in SLDCADA. The overtime or compensatory time hours earned cannot exceed the number authorized by the approved overtime or compensatory time request.

c. To use compensatory time earned, the employee shall submit a leave request in SLDCADA, using the appropriate THC in enclosure (2), section d. The employee's immediate supervisor is responsible for reviewing and approving the request for compensatory time taken. The employee shall record the hours taken on the appropriate days on their timecard. The hours taken cannot exceed the number authorized by the approved leave request.

3. Compensatory Time Off For Travel. Per reference (v), compensatory time off for travel is earned by an employee for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable. To be entitled for compensatory time off for travel, the employee's temporary additional duty (TAD) (funded or no-cost) must be for work-related purposes only. Employees on TAD orders as non-medical attendants or for any other non-work related purposes are not entitled to earn compensatory time off for travel. If entitled to it, compensatory time off for travel cannot be denied by management or waived by the employee. If management does not wish to grant compensatory time off for travel, management can choose not to send civilian employees on TAD.

a. Compensable Time. Per reference (w), "compensable" refers to periods of time creditable as hours of work for the purpose of determining a specific pay entitlement.

b. Creditable Travel. Per reference (w), to be creditable under this provision, travel must be officially authorized. In other words, travel must be for work purposes and must be approved by official travel orders. For the purpose of compensatory time off for travel, time in a travel status includes:

(1) Time spent traveling between the official duty station and a temporary duty station.

(2) Time spent traveling between two temporary duty stations.

(3) The "usual waiting time" preceding or interrupting such travel (e.g., waiting at an airport or train station prior to departure). Each Command has the sole and exclusive discretion to determine what is creditable as "usual waiting time."

(4) An "extended" waiting period, i.e., an unusually long wait during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes, is not considered time in a travel status.

c. Commuting Time. Per reference (w), commuting time is handled according to the following scenarios:

(1) Travel outside of regular working hours between an employee's home and a temporary duty station or transportation terminal outside the limits of his or her official duty station is considered creditable travel time. However, the employee's normal home-to-work/work-to-home commuting time must be deducted from the creditable travel time.

(2) Travel outside of regular working hours between a worksite and a transportation terminal is creditable travel time, and no commuting time offset applies.

(3) Travel outside of regular working hours to or from a transportation terminal within the limits of the employee's official duty station is considered equivalent to commuting time and is not creditable travel time.

d. Calculating Compensatory Time Off For Travel. OPM provides examples for calculating creditable travel time, available at: <http://www.opm.gov/oca/compmemo/2005/2005-03-att2.asp>.

e. Crediting, Use, and Approval. Compensatory time off for travel is credited and used in quarter hour increments.

(1) As with other overtime and compensatory time request procedures, the employee's supervisor shall submit the request for the employee to earn compensatory time off for travel prior to the employee commencing travel. The request shall include: the electronic Overtime Request in SLDCADA, a copy of the employee's TAD orders, a copy of the complete flight itinerary with any changes indicated on the itinerary, and a detailed explanation of Travel Compensatory Time being requested. The request will be submitted via the electronic Overtime Request module in SLDCADA, as discussed in paragraphs 2a(1) – (3) above. The request will be approved by the properly delegated authority as outlined in paragraph 1c above. The employee's supervisor or the Payroll CSR is responsible for maintaining the documents in support of the employee's compensatory time off for travel.

(2) Upon approval of the compensatory time off for travel, the employee will post the compensatory time off for travel earned on the corresponding current or prior period timecard(s) in SLDCADA. Compensatory time off for travel earned cannot exceed the number of hours authorized by the approved compensatory time off for travel request. The employee shall use the appropriate THC given in enclosure (2), section d. The employee must EVT their current or amended timecard, and the employee's supervisor shall certify the timecard(s) for the current or prior pay periods.

(3) To use compensatory time off for travel, the employee shall submit a leave request in SLDCADA, using the appropriate THC in enclosure (2), section d. The employee's immediate supervisor is responsible for reviewing and approving the request for compensatory time off for travel taken. The employee shall record the hours taken on the appropriate days on their timecard in SLDCADA. The hours taken cannot exceed the number authorized on the approved leave request.

f. Forfeiture. Per reference (w), compensatory time off for travel is forfeited:

(1) If not used by the end of the 26th pay period after the pay period during which it was earned.

(2) Upon voluntary transfer to another Agency.

(3) Upon movement to a noncovered position.

(4) Upon separation from the Federal Government.

g. Under no circumstances may an employee receive payment for unused compensatory time off for travel.

4. Compensatory Time for Religious Observances. Per reference (b), all employees, including Senior Executive Service (SES), General Schedule (GS), and Federal Wage System (FWS), may be granted compensatory time off for religious observances as provided for in reference (x). Per reference (f), chapter 5, section 0511, compensatory time for religious observances may be granted to employees whose personal religious beliefs require not working during certain times of the workday or workweek.

a. Per reference (b), employees are required to submit a written request for an adjusted work schedule in advance for religious compensatory time. The request for time off should not be granted without simultaneously scheduling the hours during which the employee will work to make up the time. Only the number of hours of work needed to make up for previous or anticipated absences from work for religious observances may be scheduled. The adjusted work schedule shall be documented on the NAVMED 12600/2 Work Schedule form and approved by the employee's supervisor.

b. As provided in paragraphs 2a(1) – (3) above, religious compensatory time hours shall be requested and approved via the electronic Overtime Request module in SLCADA. The request shall be approved by the properly delegated authority as outlined in paragraph 1c above. The request should be supported by the employee's adjusted work schedule and plan for making up the previous or anticipated absences.

c. To use any previously earned religious compensatory time balance, the employee shall submit a leave request in SLDCADA, using the appropriate THC in enclosure (2), section d. The employee's immediate supervisor is responsible for reviewing and approving the request.

d. The employee must document religious compensatory time earned and taken on their timecard in SLDCADA, using the appropriate THC in enclosure (2), section d. In either case, the time documented shall not exceed the hours authorized on the approved religious compensatory time request and/or leave request.

e. Per reference (y), premium pay provisions for overtime work do not apply to compensatory time worked for religious observances.

f. For additional guidance on the handling of compensatory time for religious observances, refer to the Human Resource Department (HRD), OPM guidance, reference (b), and/or reference (f), chapter 5, section 0511.

5. Credit Hours. Per reference (f), chapter 5, section 0514, credit hours are any hours, within a flexible schedule, which are in excess of an employee's basic work requirement and which the employee voluntarily elects to work so as to vary the length of a workday or workweek. These hours are performed at the employee's option, with supervisor concurrence in advance of working the hours. Credit hours are distinguished from overtime and compensatory time hours in that they do not constitute overtime work, which is officially ordered and approved in advance by the properly delegated authority as discussed in paragraph 1c above. NOTE: Not all employees are eligible to earn credit hours, see the Payroll CSR to determine if the command is eligible.

a. Full-time or part-time employees under flexible work schedules may earn credit hours if agency policies for flexible work schedules or union agreements permit. Agencies may permit GP and GS employees, wage employees, and DoD nonappropriated fund employees under flexible work schedules to earn credit hours. Further guidance regarding credit hours is available at: http://www.opm.gov/oca/worksch/html/Cred_hrs.asp.

b. Credit hours shall be earned and used in the same increments as other leave. Employees may not earn and use credit hours in the same day.

c. Credit hours may not be earned during lunch breaks.

d. Credit hours must be earned before use and documented on the employee's timecard in SLDCADA, using the appropriate THC as provided in enclosure (2), section d.

e. To use credit hours, an employee must submit a leave request in SLDCADA to their immediate supervisor for approval. The employee shall record the credit hours taken on the appropriate days on their timecard. The hours cannot exceed the number authorized on the approved leave request. See enclosure (2), section d for the appropriate THC.

f. Per reference (z), full time employees may not accumulate more than 24 credit hours to be carried forward for credit against a later pay period. The 24 credit hours carried forward must be accounted for the same as other types of leave. Credit hours in excess of the maximum allowed for accumulation will be forfeited. Refer to the Payroll CSR or HRO for further guidance on part time employee accumulation ceiling and pay period usage ceiling.

g. Employees receive no additional pay for credit hours when these hours are credited to their account. Credit hours must be exhausted prior to separation (transfer, resignation, retirement, etc.). Credit hours not taken shall be paid at the employee's current hourly rate when an employee is no longer subject to a flexible work schedule program or upon separation. For full time employees, not more than 24 accumulated credit hours can be paid. Refer to the Payroll CSR or HRO for guidance on part time employee maximum payout.

h. Employees shall not use credit hours to increase the entitlement to overtime pay. An employee shall not be paid Sunday pay or holiday pay for credit hours.

i. Members of the SES are excluded from participation in credit hours regardless of the schedule worked; see 5 U.S.C. §6121(2) and 5 CFR 610.408.

j. Credit hours cannot be earned by employees on Alternate Work Schedule (AWS) 6. See Section 2 for additional information on authorized work schedules for BSO 18.

SECTION 11

EMPLOYEE COURT LEAVE

1. General. Leave for jury or witness service is authorized per reference (aa). Per reference (f), chapter 5, section 0517, civilian employees are authorized court leave with pay when summoned in connection to serve as a juror or as a witness in a nonofficial capacity on behalf of any party in connection with any judicial proceeding to which the U.S., the District of Columbia, or a state or local government is a party.

a. Official Capacity. Civilian employees who perform witness service in an official capacity on behalf of the U.S. or District of Columbia government, a state or local government, or a private party shall not be paid witness fees nor shall the time served as a witness be charged to court leave or annual leave. The time shall be recorded as official duty. If any fees are paid, then they must be turned in to the employing activity.

b. Nonofficial Capacity. Civilian employees who testify in a nonofficial capacity on behalf of a private party to which the U.S., the District of Columbia, a state, or local government is not a party are not entitled to court leave. The employee must take annual leave or LWOP. He or she is entitled to the fees and expenses related to such witness service.

c. Intermittent Employees. Intermittent civilian employees are not eligible for court leave.

2. Requirements. An employee who is under proper summons from a court to serve on a jury should be granted court leave for the entire period, regardless of the number of hours per day or days per week the employee actually serves on the jury during the period. Jury service for which an employee is entitled to court leave does not include periods when the employee is excused or discharged by the court, either for an indefinite period, subject to call by the court or for a definite period in excess of 1 day. Therefore, an employee may be required to return to duty or be charged annual leave if excused from jury service for 1 day or even a substantial part of a day. The employee may not, however, be required to return to duty if it would cause a hardship.

3. Annual Leave. If an employee is on annual leave when called for jury duty or witness service, then court leave shall be substituted. No charge shall be made to annual leave for the court service.

4. Requests for and Use of Court Leave

a. Employees shall submit a leave request in SLDCADA for court leave, using the applicable THC in enclosure (2), section b. The employee's immediate supervisor shall approve the court leave request in advance of the employee taking the court leave. The request must be supported by the court order, subpoena, or summons, if one was issued. The employee's immediate supervisor or the Payroll CSR is responsible for retaining the supporting documentation.

b. The employee shall record court leave taken on their electronic timecard in SLDCADA, using the applicable THC in enclosure (2), section b. The employee's certificate of attendance should support the court leave being taken. The employee's immediate supervisor or the Payroll CSR is responsible for retaining the supporting documentation. The hours recorded cannot exceed the number authorized by the approved leave request.

5. Service Payment and Retention of Fees

a. Jury Duty Service

(1) Civilian employees who perform jury duty service on behalf of a state or local court is paid jury duty fees. An employee cannot retain these fees and must return these fees to the employing activity by money order or personal check. A certificate of attendance from the clerk of the court must also be submitted. The certificate shows the inclusive dates of jury duty and the amount of fees the court paid to the employee. The certificate of attendance separately should identify fees and allowances. Fees received by the employee are collected while allowances are not collected. If the certificate of attendance does not identify allowances separately, then all moneys are considered fees and shall be collected. The employee may keep reimbursements for expenses received from the court, authority, or party that caused the employee to be summoned and may keep fees that exceed the employee's compensation for the days of service. An employee serving on a jury in a state or local court who waives or refuses to accept jury fees is still liable to the U.S. Government for the fees he or she would have received.

(2) Civilian employees who perform jury duty service on behalf of the U.S. or District of Columbia government are not paid jury duty fees.

b. Witness Service

(1) Civilian employees who perform witness service on behalf of a state or local government in a nonofficial capacity is paid witness fees. An employee cannot retain these fees and must return these fees to the employing activity by money order or personal check. A certificate of attendance from the clerk of the court must also be submitted. The certificate shows the inclusive dates of witness service and the amount of fees the court paid to the employee. The certificate of attendance separately should identify fees and allowances. Fees received by the employee are collected while allowances are not collected. If the certificate of attendance does not identify allowances separately, then all moneys are considered fees and shall be collected. The employee may keep reimbursements for expenses received from the court, authority, or party that caused the employee to be summoned and may keep fees that exceed the employee's compensation for the days of service.

(2) Civilian employees who perform witness service on behalf of a private party in a nonofficial capacity to which the U.S., District of Columbia, or a state or local government is a party is not paid witness fees. If fees are paid to an employee while serving in a nonofficial capacity, then the employee cannot retain those paid fees. Such fees must be turned in to the

customer service representative (CSR) at the employing activity. An employee may keep reimbursements for expenses received from the court, authority, or party that caused the employee to be summoned.

c. Holiday. When a holiday occurs during the time an employee is on jury duty or witness service, the employee can keep the jury duty or witness service fee paid for the holiday.

d. Nonworkday. If an employee is called to jury duty on a nonworkday, then the employee may keep the fees paid.

e. Submission of Fees. When required as outlined above, civilian employees shall submit their money order or personal check to the Payroll CSR. DD Form 1131, Cash Collection Voucher shall be used to account for the returned fees.

f. Payroll Deduction. Fees not submitted in a timely manner are subject to payroll deduction. Payroll deductions to collect the fees will be made in the next regular pay period.

SECTION 12

EMPLOYEE OTHER COMPENSATION
INCLUDING PAY UNDER TITLE 38

1. Title 5 Night Differential Pay. Night differential, at the rate of 10 percent of the hourly basic rate, is payable to employees for work between 1800 and 0600, if the regular tour of duty includes work during such hours. The day that an employee's shift begins is designated as the day of work for night differential purposes. Accordingly, the hourly basic rate is multiplied by 10 percent, with the result adjusted to the nearest cent, counting one-half cent and over as a whole cent. The hours worked must be part of the regular tour. An employee is entitled to a night differential for a period of paid leave only when the total amount of that leave in a pay period, including both night and day hours, is less than 8 hours. Exceptions to this rule are employees on court leave, military leave, including leave for law enforcement and encampment purposes, time off with pay for a holiday, official travel status, administrative leave, compensatory time used, credit hours used, Continuation of Regular Pay (COP), and time off awards. Employees receive night differential when temporarily assigned during the administrative workweek to a daily tour of duty that includes night work. Night differential is payable for overtime work between the hours of 1800 and 0600, if the overtime is regularly scheduled in advance of the administrative workweek.

2. Title 5 Sunday Premium Pay. This premium applies only to employees, graded and ungraded, whose basic workweek includes Sunday. Employees are entitled to Sunday premium, not to exceed 8 hours, and overtime for any work performed on Sunday, outside of their basic workweek schedule. Sunday premium is not payable for overtime work.

3. Title 38 Premium Pay. Per volume 540 of reference (t), and the delegated agreement between OPM, the Veterans' Affairs (VA), and DoD, BUMED implemented Title 38 Premium Pay authorities for Navy Medicine activities under reference (bb).

a. Background. DoD has authorized the use of Title 38 premium pay in lieu of Title 5 premium pay to recruit and retain certain critical and/or hard-to-fill health care positions. Although similar to Title 5, the Title 38 premium pay rules are more generous regarding the hours worked in which premium pay is authorized. The most significant difference under Title 38 is the weekend premium, which includes Saturday hours, and official On-Call Duty Pay, which does not exist under Title 5.

b. Eligibility

(1) The following permanent, temporary-full time or part-time employees performing direct patient care are covered under this memorandum and are eligible for Title 38 premium pay.

(2) Under volume 540 of reference (t), intermittent employees, unless on a regular tour of duty, are not eligible for Title 38 Additional (premium) pay.

(3) Nurses on the Baylor Plan are not eligible for additional pay under this section.

(4) Physicians and dentists under Physicians and Dentists Pay Plan (PDPP) are not eligible for additional pay under this section.

Series	Description
0180	Clinical Psychologist
0185	Social Worker
0603	Physician Assistant
0610	Registered Nurse
0620	Licensed Practical Nurse
0630	Dietician
0631	Occupational Therapist
0633	Physical Therapist
0636	Rehabilitation Therapy Assistants (Physical Therapy Assistant), (Occupational Therapy Assistant)
0642	Nuclear Medicine Technician
0644	Medical Technologist
0647	Diagnostic Radiologic Technologist
0648	Therapeutic Radiologic Technologist
0649	Medical Instrument Technician
0651	Respiratory Therapist
0660	Pharmacist
0661	Pharmacy Technician
0665	Audiologist/Speech Pathologist
0667	Prosthetist/Orthotist
0669	Medical Records Administration
0675	Medical Records Technician
0681	Dental Assistant
0682	Dental Hygienist
0683	Dental Laboratory Technician
0858	Biomedical Engineers

c. General Title 38 Premium Pay Rules

(1) Title 38 premium pay is based on an hourly rate of basic pay derived by dividing the employee's annual basic pay by 2,087 hours and rounding to the nearest whole cent, counting one-half cent and over as a whole cent.

(2) The biweekly and annual limitation on premium pay under Title 5 does not apply to employees covered by this Title 38 authority.

(3) Title 38 premium pay is not considered basic pay for benefits purposes, such as health insurance, life insurance, and retired pay.

(4) An eligible employee may request in writing and be granted compensatory time off in lieu of overtime pay, but they may not be required to accept compensatory time.

(5) Eligible employees can receive more than one type of premium pay for the same period of service. Under those circumstances, the amounts are calculated separately. For example, an employee who works weekend duty but also includes night differential will be paid the weekend period as additional pay, calculated separately on the hourly rate of pay, as well as, the night differential additive, calculated separately against the basic hourly rate of pay.

(6) An employee may not receive overtime pay in addition to Holiday Pay for the same period. An employee who works in excess of 8 hours in a day on a holiday receives holiday pay for each hour of work on that day.

(7) Deputy Chief, Total Force (BUMED-M1) must be consulted prior to a Commander or Commanding Officer making a determination to terminate Title 38 premium pay for an employee or employees.

(8) Work units in which shift work is performed shall ensure schedules are developed and monitored for the most effective use of the Title 38 premium pay rules to ensure a consistent application of the rules and scheduling. Schedules must provide payroll time and attendance with all the necessary information required to ensure accurate documentation of hours worked.

d. Description and Use of Title 38 Premium Pay

(1) On-Call Pay

(a) An employee officially scheduled to be On-Call outside normal duty hours shall be paid an additional hourly premium of 15 percent of their hourly rate of basic pay for each hour in which the employee is officially in an On-Call status outside the facility.

(b) An employee on official Title 38 On-Call status must remain within the designated commuting distance, must remain fit for duty, and must be prepared to return to the place of work immediately upon notification to do so.

(c) The Commander/Commanding Officer, without further delegation, must designate in writing which work units may use On-Call procedures for the civilian workforce. Within that work unit, the supervisor or department head may determine which employees may

be scheduled for On-Call duty. An employee should not be scheduled to be On-Call unless it is essential for such employee to be immediately available to return to duty.

(d) If called back to work, the employee's On-Call status ends and regular or overtime pay starts. Once the work is finished, the employee returns to On-Call status. Regardless of the duration of work, the time spent at work is deemed to be at least 2 hours for pay purposes. A part-time employee is eligible if they are regularly scheduled to be in an On-Call status.

(e) If an On-Call employee becomes unfit or unavailable to return to work, the employee is required to report the situation immediately to his or her supervisor, or acting supervisor, and is immediately removed from the On-Call duty status and the entitlement to the special pay ends.

(f) Title 38 On-Call duty is not to be confused with traditional "beeper/telephone" duty. For example, a clinician may carry a beeper or cell phone at all times for the purposes of providing telephone consultation. An employee in this situation is not restricted in their activity and is not considered to be in an official "On-Call" duty status for purposes of obtaining additional compensation (premium pay) for those off-duty hours. There is no provision under current law, Title 5 or Title 38, to provide compensation for this type of telephone duty. It is incumbent upon management to understand that physicians and dentists are ineligible for official Title 38 On-Call pay.

(2) Weekend Duty Pay

(a) Weekend duty pay is an additional 25 percent of the civilian employee's hourly rate of base pay for all hours of a tour of duty, if any part of the tour of duty falls between midnight Friday and midnight Sunday.

(b) A civilian employee can receive weekend premium pay for two separate tours of duty. For example, if a nurse works from 2200 Friday to 0600 Saturday, and then from 2200 Sunday to 0600 Monday, all 16 hours must be paid at the weekend premium rate.

(3) Tour (Night) Differential Pay

(a) An eligible employee may receive an additional 10 percent of their hourly rate of base pay for each hour in a tour of duty in which a minimum of 4 hours of that tour of duty fall between 1800 and 0600.

(b) If the employee works less than 4 hours between 1800 and 0600, then the employee shall be paid additional pay for each hour of work performed between 1800 and 0600.

(4) Holiday Pay

(a) A full-time Title 38 eligible employee on a 40-hour basic workweek who works on a holiday shall receive for each hour of work on the holiday basic pay plus the Holiday premium for each hour of work on the holiday. When the basic workweek of an eligible employee includes portions of two tours of duty on a holiday, the holiday benefit shall apply to the shift that begins on the holiday. When a full time eligible employee performs work on a holiday, such duty is deemed to be at least 2 hours in duration for purposes of Holiday Pay.

(b) A part-time or intermittent eligible employee shall be paid Holiday Pay only for work performed on the actual calendar holiday, no in lieu of day will be designated.

(c) Holiday pay is 100 percent of the employee's hourly rate of basic pay for any hour(s) of work performed on the holiday (0001 to 2400).

(d) A nurse on the Baylor Plan (two 12-hour tours of duty on a weekend) may not receive holiday pay for work that is performed during the employee's regularly-scheduled tour of duty. For example, if a nurse on the Baylor Plan is scheduled to work a weekend in which either Saturday or Sunday is a Federal or National Holiday, he or she will not receive the Holiday premium for work performed on that day.

(e) If an employee works overtime on a holiday, they shall be paid the Holiday rate and not the overtime rate of pay.

(5) Overtime Pay

(a) An eligible employee (except for nurses under the Baylor Plan) who performs work that is officially ordered and approved in excess of 40 hours in an administrative workweek, or in excess of 8 hours in a day, shall receive overtime pay at a rate of 1.5 times his or her hourly rate of basic pay. An eligible employee covered by a compressed work schedule shall receive overtime pay for hours officially ordered and approved work in excess of the compressed work schedule.

(b) Except as otherwise provided, irregular or occasional overtime work of less than 1 hour will be calculated in increments of 15 minutes. An eligible employee must perform at least 15 minutes of such overtime work to receive additional pay for such work.

(c) Overtime work performed by an eligible employee on a day when work was not scheduled, or for which he or she is required to return to the work place, is deemed to be at least 2 hours in duration for the purposes of overtime pay. When an employee is called from on-call duty to perform overtime work, these provisions apply and the On-Call Duty is suspended.

(d) Overtime pay under Title 38 authority is not limited by the provisions of reference (cc), i.e. overtime pay is paid at the rate of 1.5 times the hourly rate of basic pay and is not capped at the GS-10 level.

(6) Compensatory Time Off

(a) An eligible employee may request in writing and be granted compensatory time off in lieu of overtime pay for regularly-scheduled or irregular and occasional overtime work. The amount of the compensatory time off will equal the amount of time spent in overtime work. An intermittent employee may not request and be granted compensatory time off in lieu of payment for overtime work.

(b) An employee may not be required to accept compensatory time off in lieu of payment for overtime work.

(c) Compensatory time off should be used as soon as possible after it is earned but not later than the end of the 26th pay period following the pay period in which it is earned. Any unused compensatory time off shall be paid at the overtime rate at which it was earned.

(d) A nurse who is on the Baylor Plan may not be granted compensatory time off in lieu of overtime pay.

(7) Payments During Periods of Leave and Authorized Absence

(a) An eligible employee may not be charged leave during periods of regularly-scheduled on-call duty, nor receive additional pay for regularly-scheduled on-call duty when, because of leave or other authorized absence, the employee is not expected to be able to return to work immediately.

(b) When on court leave or military leave, an eligible employee is entitled to such additional pay as he or she otherwise would have received based on his or her established schedule.

(c) When on annual or sick leave or on compensatory time off, an eligible employee is entitled to tour differential pay for a period of paid leave only when the total amount of leave in a pay period is less than 8 hours.

(d) When excused from work because of a holiday or in lieu of holiday, an eligible employee is entitled to any otherwise appropriate tour differential pay.

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Title 38 / Title 5 Quick Reference Comparison Chart			
Premium Pay	Hourly Rate of Base Pay Additive	Title 38 Rules	Title 5 Rules
On-Call Pay	15%	Premium for all hours On-Call	No equivalent
Weekend Duty Pay	25%	Premium pay for all hours in a tour of duty if any part of the tour is between 2400 Friday and 2400 Sunday	Premium only for actual hours worked on Sunday
Tour (Night) Differential Pay	10%	Premium pay for each hour in a tour of duty between 1800 - 0600 if at least 4 hours of tour between 1800-0600, otherwise same as Title 5	Only actual hours worked between 1800-0600
Holiday Pay	100%	Premium pay for hours worked on Holiday. Overtime at Holiday rate.	Same as Title 38 except holiday overtime at overtime rate
Overtime Pay	50%	Overtime rate based on actual rate of base pay (no cap)	Overtime rate capped at GS-10 Step 1

**STANDARD LABOR DATA COLLECTION AND DISTRIBUTION APPLICATION
(SLDCADA) TYPE HOUR CODES**

The following table lists commonly used Type Hour Codes (THCs) for use by civilian employees. This is not a complete list. Questions regarding availability and use of THCs should be addressed to the Standard Labor Data Collection and Distribution Application (SLDCADA) Site Administrator.

a. Regular Work and Overtime Type Hour Codes

Code	Description
CH	Holiday Compensatory Time Earned (Title 38 Only) This code is used for compensatory time worked on a holiday.
CS	Sunday Compensatory Time Earned (Title 38 Only) This code is used for compensatory time worked on a Sunday. It is also valid on Saturday if the Saturday time continues into Sunday.
HA	Holiday Saturday (Title 38 Only) This code is used for working on a holiday that is on a Saturday. It is also valid on a Friday shift that falls into a Saturday.
HC	Holiday Work, Callback – Holiday work callback during regularly scheduled work hours. The actual time worked must be entered to ensure correct calculation of pay. The system will determine the difference between the actual times worked on callback and the two-hour minimum entitlement under Title 5 and will pay accordingly. The system will default to the shift code assigned unless a temporary shift override is input. Note: If an employee is scheduled to work on a Sunday, which is also the employee's holiday, the holiday pay type code (H) is input in lieu of the Sunday pay type code (S). The system will pay both the Sunday and the Holiday.
HG	Holiday Work (Graded) – Holiday pay for graded employees who work on the holiday.
HU	Holiday Sunday (Title 38 Only) This code is used for working on a holiday that is on a Sunday. It is also valid on a Saturday or Monday if the employee's shift falls into those days from the Sunday.
OB	On-Call – This is a premium pay for employees who are considered 'on call.' It is paid for hours outside of the regular schedule when the employee is on call and available to come back to work if needed. This is valid for all employees except those who have a Title 38 indicator equal to 'K' or 'L' and occ series of 0602 or 0680. This eliminates Title 38 doctors and dentists who have the 'ZN' entitlement in lieu of this premium pay. All other employees are eligible.
OC	Overtime, Callback – Unscheduled – Additional hours of work not scheduled in advance, on a day when work was not scheduled. This code is also used to report additional hours of work for an employee required to return to his or her place of work. The actual time worked must be entered. The system will determine the difference between the actual times worked on callback and the two-hour minimum entitlement under Title 5 and will pay accordingly. The system will determine

Code	Description
	which shift is payable to ungraded employees who work overtime callback. Hour minimum entitlement is specified under Title 5 and pay will be determined based on Title 5 rules. The system will determine which shift is payable to ungraded employees who work overtime callback.
OD	Sunday Overtime (Title 38 Only) This code is used for Overtime that is worked on a Sunday. It is also valid on Saturday if the Saturday time continues into Sunday.
OH	Holiday Overtime (Title 38 Only) This code is used for Overtime that is worked on a Holiday. If this code is used on a Saturday, Saturday Premium will also be paid.
OS	Overtime, Scheduled – Additional work hours scheduled in advance. Graded employees’ night differential, when appropriate, is payable on scheduled overtime. Ungraded employees’ shift differential entitlement is determined and set by the system.
OU	Overtime Unscheduled – Additional hours of work not scheduled in advance. Night differential for graded employees is not payable on unscheduled overtime. Shift differential entitlement for ungraded employees is determined and set by the system. This code may not be used on a nonscheduled workday unless the employee is a firefighter or fire chief, or a foreign national fire-fighter or fire chief. If an employee’s Alternate Work Schedule (AWS) code is 3, 4, or 5, this code is not permitted unless valid regular hours are also reported for the same day.
OX	Overtime, Unscheduled Exception. This code can be used on a nonscheduled workday.
RG	Regular (Graded) – Straight time pay for graded employees regardless of scheduled hours worked.
SG	Sunday Work (Graded) – Sunday pay for full-time graded employees when Sunday is a regularly scheduled workday during the administrative workweek. Time and Attendance (T&A) will edit to ensure that Sunday premium is payable to the employee.
SW	Saturday Pay (Title 38 Only) This code is used for regular time that is worked on a Saturday. The employee receives additional pay for working on a Saturday. It is also valid on Friday if the Friday time continues into Saturday.

b. Leave Hours – Paid Type Hour Codes

Code	Description
LA	Annual Leave. If the organization has blanket leave authorized, a “3” is set in the blanket leave advance indicator of the organization record or if an employee has a preauthorized advance leave amount, a “2” is set in the blanket leave advance indicator. This code, when used with an injury number, will be counted as one (1) day of continuation of regular pay (COP). Note: For employees on donated leave for “Family,” this code must be inputted and the system will convert to donated.
LB	Advanced Annual Leave. This code is used if an activity has approved advanced annual leave coming in on the timecard. A “1” is set in the blanket leave advance indicator of the organization record.

Code	Description
LC	Court Leave. This code is used when an employee is absent from work for the reason of jury duty or for attending judicial proceedings in a nonofficial capacity as a witness on behalf of a State or local Government.
LF	Forced Annual Leave. The use of this code is the same as for regular annual leave (Code LA). This code gives management the option of distinguishing between annual leave directed to be taken and annual leave used at the employee's request.
LG	Advanced Sick Leave. This code is used if an activity has approved advanced sick leave coming in on the timecard.
LH	Holiday Leave.
LK	Home Leave.
LM	Military Leave.
LN	Administrative Leave. Paid excused leave given by management.
LP	Restored Annual Leave Account #3. If the employee's annual leave balance is insufficient to cover annual leave and restored annual leave account #1 and #2 are insufficient, the system will default to this code. At the end of the leave year, any remaining balance will be moved to leave code LQ.
LQ	Restored Annual Leave Account #2. If the employee's annual leave balance is insufficient to cover reported annual leave and restored annual leave account #1 is insufficient, the system will default to this code. At the end of the leave year, any remaining balance will be moved to leave code LR.
LR	Restored Annual Leave Account #1. This is the oldest account in the employee's leave record and is the account that will be defaulted to when the annual leave balance is insufficient to cover annual leave reported via time and attendance. At the end of the leave year of forfeiture, any balance remaining in this account will be forfeited and cannot be restored again.
LS	Sick Leave. This code can also be used to advance sick leave if employee has preauthorized amount set in master employee record and no sick leave is available. This code, when used with an injury number, will be counted as one (1) day of COP. Note: For employees on donated leave for "self," this code must be inputted and the system will convert to donated.
LT	Absence because of a traumatic injury covered under the provisions of COP. Requires injury number (MMDD). Do not use on date of injury. (See LU).
LU	Date of injury. Hours of nonwork due to traumatic injury, chargeable to administrative leave. Do not use after date of injury. (See LT) Do not use injury number. May be reported without hours, if applicable.
LV	Excused absence on a regularly scheduled workday, such as excused absence due to tardiness. Employee may be excused for tardiness under Title 5, but the period excused is not includable under the Fair Labor Standards Act (FLSA).
LX	Periods of nonwork which are payable under Title 5, such as date of death, date of traumatic injury, or sabbatical. If employee status code equals "V" for sabbatical leave, T&A will generate this code. If generated, this code may not be overridden.
LY	Time Off Award (leave) given in lieu of cash award (up to 80 hours per year). Unused hours will be automatically dropped off one year from the date it was

	approved. Note: A Time Off Award does not convert to cash under any circumstances such as transfer, separation, or retirement. A Time Off Award MUST be used within one year after its approval. Any unused time off is forfeited and may not be restored.
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c. Leave Hours – Nonpaid Type Hour Codes

Code	Description
KA	Leave Without Pay. If the employee status code equals “L” for extended leave without pay (LWOP), T&A will generate this code; it may not be overridden.
KB	Suspension.
KC	Absent Without Leave (AWOL). This code is used for unauthorized absences.
KD	Office of Worker’s Compensation Program (OWCP). Employee is in a nonpay status, receiving compensation from OWCP. If employee status code equals “W” for extended OWCP, T&A will generate this code. If generated, this code may not be overridden. These nonpay hours are not included in the nonpay hours used for leave accrual reduction or counted in the hours of nonpay used for within grade increases.
KG	Military Furlough. If employee status code equals “M” for military furlough, T&A will generate this code. If generated, this code may not be overridden. Leave is accrued/prorated per the Federal Personnel Manual (FPM). These nonpay hours are not included in the nonpay hours used for leave accrual reduction or counted in hours of nonpay used for within grade increases.

d. Compensatory Time Type Hour Codes

Code	Description
CA	Religious Compensatory Time Taken. This code will reduce any available earned religious time balance. If no balance of earned hours is available, up to 40 hours will be advanced.
CB	Travel Compensatory Time Earned. Determined after employee returns from official TAD and submits Travel Compensatory Time Control Sheet, copy of TAD orders, and copy of flight itinerary. This compensatory time is earned for travel done outside the employee’s tour of duty when the employee is in a Travel Status.
CC	Compensatory Time Callback. Input the actual time worked. If less than the 2 hour minimum, the system will calculate the difference between actual time and 2 hours for pay purposes, as applicable, and will record 2 hours to the compensatory time balance.
CD	Credit Hours Earned. Employee must have an alternate work schedule of 1 – 5, 'D&E' (D=Variable Work Schedule & E=Maxiflex Work Schedule) and be approved at Activity level. Maximum of 24 hours upon activity approval. These hours are in excess of the basic work requirement but within the biweekly tour of duty. Any separation payment will be at straight time.

CE	Compensatory Time Earned. This is the actual number of hours worked as irregular or occasional overtime that are entered in the employee's compensatory earned account to be used at a later time as compensatory time off.
CF	Travel Compensatory Time Taken. This compensatory time code will reduce any available Travel Compensatory Time balance by the used amount.
CN	Credit Hours Taken. This code will reduce any available credit hours earned balance by the used amount.
CR	Religious Compensatory Time Earned. This is time worked at the request of the employee to offset time off for religious reasons. If the religious comp balance is a credit amount, the time worked will reduce that credit. If the employee separates with an unused balance, the balance is paid as part of lump sum at the straight line rate.
CT	Compensatory Time Taken (includes Callback). This is compensatory time off in lieu of payment for an equal number of hours worked.

e. Family Medical Codes

Code	Description
	Note: The following Family Medical Leave codes, DA, DB, DC, DD, will be reported in the Ehz/HAZ/OTH field as an exception. These codes will be reported with the applicable leave codes: LS, LA, LB, LG, KA, LQ, LR, CT and CN.
DA	Birth of son/daughter or care of newborn.
DB	Adoption or foster care.
DC	Care for spouse, son, daughter, or parent with a serious health condition.
DD	Serious health condition of employee.

f. Family Friendly Codes

Code	Description
	Note: The following Family Friendly Leave codes, DE and DF, will be reported in the Ehz/HAZ/OTH field as an exception. These codes will be reported with the applicable leave codes: LS and LG. Contact supervisor and/or the Human Resources Branch Office to obtain additional information about entitlements and responsibilities under the Family and Medical Leave Act of 1993.
DE	Family Friendly Leave (FFL) Family Care/Bereavement – Sick Leave taken to 1) provide care for a family member, 2) make arrangement necessitated by the death of a family member or attend the funeral of a family member.
DF	Sick Leave for Adoption Purposes – Sick leave taken for purposes relating to the adoption of a child.

g. Telework Codes

Code	Description
	Note: Telework time will be reported in the Ehz/HAZ/OTH field as an exception.
TW	Telework Regular – where an approved work schedule for eligible employees regularly work at least one day per biweekly pay period at an alternative worksite (as defined for DoD).
TS	Ad hoc/Situational – approved telework performed on an occasional, one-time, or irregular basis. (Telework of less than one day per pay period is considered ad hoc).
TM	Telework Medical – telework that has been approved for a particular employee as deemed necessary by the command for medical reasons.

REQUEST TO EARN TIME BY TIME CATEGORY							
Time Category	Section Reference	Request to Earn	Requestor	Approver	Supporting Documentation	Timeframe to Submit Request	Recording Hours Earned in SLDCADA
Overtime	10	Electronic Overtime Request in SLDCADA	Employee's immediate supervisor	Individual at least one organizational level above the employee's immediate supervisor	N/A	In advance of employee working the hours	Record hours worked on appropriate days; hours cannot be recorded until the overtime request is properly submitted and approved in SLDCADA; hours earned cannot exceed the number authorized by the approved overtime request
Compensatory Time	10	Electronic Overtime Request in SLDCADA	Employee's immediate supervisor	Individual at least one organizational level above the employee's immediate supervisor	N/A	In advance of employee working the hours	Record hours earned on appropriate days; hours cannot be recorded until the compensatory time request is properly submitted and approved in SLDCADA; hours earned cannot exceed the number authorized by the approved compensatory time request
Compensatory Time Off for Travel	10	Electronic Overtime Request in SLDCADA	Employee's immediate supervisor	Individual at least one organizational level above the employee's immediate supervisor	Copy of employee's TAD orders, copy of complete flight itinerary with changes indicated, detailed explanation of time being earned	In advance of employee commencing TAD	Record hours earned on appropriate days; hours cannot be recorded until the compensatory time off for travel request is properly submitted and approved in SLDCADA; hours earned cannot exceed the number authorized by the approved compensatory time off for travel request
Religious Compensatory Time	10	Electronic Overtime Request in SLDCADA	Employee's immediate supervisor	Individual at least one organizational level above the employee's immediate supervisor	Employee's adjusted work schedule and plan for making up the previous or anticipated absences	In advance	Record hours worked on appropriate days to make up for previous or anticipated absence; hours worked cannot exceed the approved religious compensatory time request
Credit Hours	10	N/A; hours earned are documented on employee's timecard	Employee elects to work	Immediate supervisor concurrence	N/A	In advance of employee working the hours	Record hours earned on appropriate days

Quick Reference Guide for Earning and Using Time by Time Category

BUMEDINST 12000.1G

18 Dec 2012

REQUEST TO USE EARNED OR ACCRUED TIME BY TIME CATEGORY							
Time Category	Section Reference	Request to Use	Requestor	Approver	Supporting Documentation	Timeframe to Submit Request	Recording Hours Used in SLDCADA
Accrued Annual Leave	4	Leave Request in SLDCADA	Employee	Employee's immediate supervisor	None	3 work days in advance of taking leave, when practicable; otherwise, notify supervisor as soon as reasonably possible prior to the start of the employee's designated workday and submit leave request in SLDCADA upon returning to work	Record hours taken on appropriate days; hours cannot exceed the number authorized by the approved leave request
Advanced Annual Leave	4	Leave Request in SLDCADA	Employee	Individual at least 2 organizational levels above employee	None	2 weeks in advance	Record hours taken on appropriate days; hours cannot exceed the number authorized by the approved leave request
Accrued Sick Leave	5	Leave Request in SLDCADA	Employee	Employee's immediate supervisor	Absence of 3 workdays or more or when requested by supervisor: medical certificate or other administratively acceptable evidence	In advance when practicable, otherwise, notify supervisor as soon as reasonably possible prior to the start of the employee's designated workday and submit leave request in SLDCADA upon returning to work	Record hours taken on appropriate days; hours cannot exceed the number authorized by the approved leave request
Advanced Sick Leave	5	Leave Request in SLDCADA	Employee	Individual at least 2 organizational levels above employee	<ul style="list-style-type: none"> • Serious health condition of employee: supervisor may require certification from health care provider to substantiate the condition and certification of fitness to return to work • Serious health condition of employee's immediate family member: supervisor may require certification from health care provider to substantiate the condition 	<ul style="list-style-type: none"> • 2 weeks in advance • When requested under FMLA: 30 days in advance when practicable 	Record hours taken on appropriate days; hours cannot exceed the number authorized by the approved leave request
Leave Without Pay (LWOP)	6	<ul style="list-style-type: none"> • 30 calendar days or less: leave request in SLDCADA • Greater than 30 calendar days: SF-52 	Employee	Individual at least 2 organizational levels above employee	For health related absence: physician's statement indicating need for absence and prognosis of employee's ability to return to work	In advance	Record hours taken on appropriate days; hours cannot exceed the number authorized by the approved leave request
Home Leave	8	Leave Request in SLDCADA	Employee	Employee's immediate supervisor	None	In advance of taking the leave	Record hours taken on appropriate days; hours cannot exceed the number authorized by the approved leave request
Court Leave	11	Leave Request in SLDCADA	Employee	Employee's immediate supervisor	Court order, subpoena, or summons	In advance of taking the leave	Record hours taken on appropriate days; hours cannot exceed the number authorized by the approved leave request; hours taken must be supported by employee's certificate of attendance
Compensatory Time	10	Leave Request in SLDCADA	Employee	Employee's immediate supervisor	None	In advance of taking the time previously earned	Record hours taken on appropriate days; hours cannot exceed the number authorized by the approved leave request
Compensatory Time Off for Travel	10	Leave Request in SLDCADA	Employee	Employee's immediate supervisor	None	In advance of taking the time previously earned	Record hours taken on appropriate days; hours cannot exceed the number authorized by the approved leave request
Religious Compensatory Time	10	Leave Request in SLDCADA to use any available earned religious time balance	Employee	Employee's immediate supervisor	None	In advance of taking the time previously earned	Record hours taken on appropriate days; hours cannot exceed the number authorized by the approved leave request
Credit Hours	10	Leave Request in SLDCADA	Employee	Employee's immediate supervisor	None	In advance of taking the time previously earned	Record hours taken on appropriate days; hours cannot exceed the number authorized by the approved leave request

CIVILIAN PAYROLL ACRONYMS

<u>Acronym</u>	<u>Definition</u>
AOR	Area of Responsibility
AWS	Alternate Work Schedule
AWOL	Absence Without Leave
BSO	Budget Submitting Office
BUMED	Bureau of Medicine and Surgery
CONUS	Continental United States
COP	Continuation of Regular Pay
CSR	Customer Service Representative
DAO	Departmental Accountable Official
DCAS	Defense Cash Accountability System
DCPS	Defense Civilian Pay System
DoD	Department of Defense
DOL	United States Department of Labor
DON	Department of Navy
DRM	Director for Resource Management
EHZ	Environmental Hazard Code
EVT	Employee Verify Time
FECA	Federal Employees' Compensation Act
FFLA	Family Friendly Leave Act
FMLA	Family and Medical Leave Act
FPCON Delta	Force Protection Condition Delta
FPM	Federal Personnel Manual
FLSA	Fair Labor Standards Act
FWS	Federal Wage System
GP	Pay Plan designator for PDPP employees
GS	General Schedule
HA	Head of Activity
HRD	Human Resource Department
HRM	Human Resource Management
HRO	Human Resource Office
JON	Job Order Number
JV	Journal Voucher
LES	Leave and Earning Statement
LWOP	Leave Without Pay
OPM	Office of Personnel Management
OWCP	Office of Workers' Compensation Program
PCS	Permanent Change-of-Station
PDPP	Physicians and Dentists Pay Plan
RDO	Regular Day Off
SA	Site Administrator
SAAR-N	System Authorization Access Request-Navy
SDA	Source Data Automation
SES	Senior Executive Service
SF	Standard Form
SLDCADA	Standard Labor Data Collection and Distribution Application
STARS FL	Standardized Accounting and Reporting System – Field Level

<u>Acronym</u>	<u>Definition</u>
T&A	Time and Attendance
TAD	Temporary Additional Duty
THC	Type Hour Code
U.S.	United States
VA	Veterans' Affairs