



DEPARTMENT OF THE NAVY

NAVY MEDICINE EAST
620 JOHN PAUL JONES CIRCLE
PORTSMOUTH, VIRGINIA 23708-2106

NAVMEDEASTINST 7400.1
M8

20 FEB 2007

NAVY MEDICINE EAST INSTRUCTION 7400.1

Subj: POLICIES AND PROCEDURES FOR CIVILIAN TIMEKEEPING AND LABOR DISTRIBUTION

Ref: (a) DoD Financial Management Regulation, Vol. 8 Chapter 2
(b) Standard Labor Data Collection and Distribution Application (SLDCADA)
(c) Title Five CFR 551
(d) HRO Personnel Manual
(e) DoD Financial Management Regulation, Vol. 8 Chapter 5

Encl: (1) Timekeeping Manual
(2) Leave and Absence Manual
(3) Daily Sign In/Sign Out Sheet (NME 7400/3)

1. Purpose. To publish civilian timekeeping policies and procedures and assign management responsibility, as prescribed by references (a) through (c).

2. Cancellation. HLTHCARESUPPONORINST 7400.1E

3. General. Attendance timekeeping is the first step in the payment of civilian personnel from appropriated funds. Accurate recording of employees' time and attendance, proper certification and verification, and timely processing are essential to ensure that only prompt, legal payments are made.

4. Background. References (a) through (c) establish policies and procedures for civilian timekeeping. Reference (e) establishes policies and procedures for leave administration. Enclosures (1) and (2) provides procedures and codes used for preparing time sheets. The Defense Finance and Accounting Service (DFAS), Defense Accounting Office-Cleveland Center (DAO-CL), Charleston, South Carolina is the payroll office for Navy Medicine East (NME).

5. Definitions

a. Supervisors include deputies, department heads, or any other person directly responsible for the supervision of civilian personnel.

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b. Employees are all civilian personnel employed by NME.

c. Time and attendance records refer to the Time and Attendance Report.

6. Policy and Responsibilities

a. The Chief of Staff (through the Comptroller) is responsible for the administration of timekeeping.

b. Supervisors are responsible for:

(1) Administering the timekeeping function within their directorate/department in accordance with this instruction and submitting approved signature authorization cards (NME 7400/2) to the Payroll Customer Service Representative (PCSR), in the Resource Management Directorate.

(2) Appointing a primary and alternate Time and Attendance Clerk in writing signed by the Chief of Staff.

(3) Certifying time and attendance documents based on (1) knowledge from personal observation, work output, timekeeper verification, (2) data checked against other independent sources (such as validated starting and ending times of work using sign-in and sign-out sheets or time clock entries), (3) other internal controls, or (4) a combination of controls. Note: The Daily Sign In/Sign Out Sheet, enclosure (3), is the only NME authorized method of recording time and attendance.

(4) Approving/disapproving OPM Form 71, Application for Leave.

(5) Ensuring Overtime/Compensatory Time Requests (OT/CT) (NAVCOMPT Form 2282) are submitted to the responsible Deputy Chief of Staff (DCOS). Requests for overtime must receive funding approval by the DCOS for Resource Management prior to the employee working overtime. OT/CT justification must comply with reference (a).

(6) Ensuring an employee does not take annual leave, sick leave, or compensatory time within the same pay period as working OT/CT, except for emergency situations or due to uncontrollable circumstances.

(7) Certifying each time sheet with the OPM Form 71's for the pay period. Ensuring employees initial where exception codes are annotated or an OPM Form 71 must be turned in to payroll with

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the payroll time sheet and initialing all corrections. Enclosure (2) provides specific guidance for preparing and certifying time sheets.

c. The Primary Time and Attendance Clerk is the department/division liaison between the supervisor and PCSR. The Primary Time and Attendance Clerk is responsible for:

(1) Collecting the Time and Attendance Reports (NME 7400/1).

(2) Accurately recording employees' time and attendance and leave to the time sheets using the Sign In/Sign Out Sheet (NME 7400/3). Enclosures (1) and (2) provide specific guidance and examples to prepare time sheets.

(3) Providing the PCSR with the original approved NAVCOMPT Form 2282).

(4) Submitting Time and Sign In/Sign Out Sheets for signature to supervisors authorized by NME 7400/2 (signature card) to certify time sheets.

(5) Submitting original time sheets and leave slips to the PCSR by 1000 on the last Thursday of each pay period. For pay periods with a holiday on the last Friday of the pay period, submit time sheets by 1000 on the last Wednesday of each pay period.

(6) Submitting corrected time sheets to the PCSR no later than 6 working days following the end of the pay period to which the corrections apply. (See enclosure (1) for specific guidance.)

~~(7) Providing the PCSR with an Administrative Alternate Work Schedule (AWS) Revision memo whenever an employee's work schedule has a temporary change and an approved Work Schedule Change Request whenever employee's permanent work schedule is changed.~~

d. The Alternate Time and Attendance Clerk is responsible for:

(1) Performing all duties normally assigned to the Primary Time and Attendance Clerk.

(2) Verifying the time and attendance of the Primary Time and Attendance Clerk.

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e. The PCSR will be responsible for:

(1) Distributing pre-printed biweekly time sheets and Daily Sign In/Sign Out Sheets for use by civilian employees.

(2) Auditing time sheets to ensure there is a certified time sheet for every civilian currently employed, noting obvious discrepancies and informing the appropriate department of required corrections or supporting documentation.

(3) Entering time and attendance data into SLDCADA by 1000 the Monday following the end of the pay period.

(4) Providing allotment applications and cancellation forms, tax forms, and other applicable forms to employees upon request.

(5) Processing and maintaining non-SF 50 employee data (address, bonds, union, allotments, charity, taxes, insurance, accounting classification), utilizing on-line inquiries, and performing limited reference table updates (activity, organization, default work schedules, standard leave job orders, command address, and local holiday).

(6) Acting as point of contact and liaison between NME and DFAS, DAO-CL Charleston.

(7) Providing resolution of discrepancies in all matters concerning timekeeping, accuracy of leave records, and pay.

(8) Maintaining original approved OPM Form 71's and NAVCOMPT Form 2282 for 6 years for audit purposes.

(9) Performing an annual verification of individuals authorized to certify time sheets, as required by reference (a).

(10) Performing an annual review of civilian timekeeping practices and procedures, as required by reference (a).

(11) Distributing biweekly overtime and compensatory time reports, biweekly leave balance listings, and biweekly-applied listings to each department head.

f. The employee is responsible for:

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(1) Signing in and out on the Daily Sign In/Sign out Sheet (NME 7400/3) at actual arrival and departure from the work center.

(2) Initialing or signing for indicated absences and submitting an approved application for leave. Note: Supervisors may require medical certificates or other evidence of illness from employees when granting sick leave.

(3) Confirming of each leave charge, except for administrative leave, AWOL charges, suspension or holiday absences.

(4) Submitting schedule change if on a compressed work schedule and are required to travel and/or attend training/conferences that require attendance the full work-week on a normal 8-hour schedule including travel time for that pay period.

(5) Notifying supervisor and timekeeper of any changes to regular work schedule due to tardiness, annual and sick leave, etc. This is to ensure that appropriate documentation is maintained for timekeeping records. Note: Employees must obtain approval from supervisor before changing schedule.

7. Requesting and Authorizing Overtime and Compensatory Time.
The following policies are established to control overtime and compensatory time usage and minimize personnel costs.

a. Overtime and compensatory time shall be limited to cases of true necessity such as:

(1) Urgent fleet readiness.

(2) Emergencies.

(3) Safeguarding life and property.

(4) Individual incidences where savings can be clearly demonstrated.

b. Based upon circumstances or situations in meeting operational commitments/demands and when resulting in overall savings, consideration will be given to the following in lieu of overtime or compensatory time.

(1) Use of part-time and intermittent employees and full-time employees in temporary positions provided current ceiling and work year levels, if applicable, are not exceeded.

(2) Contract work, if not in conflict with generally accepted practices of government employment.

(3) Maximum use of shift work.

(4) Use of military personnel.

c. Listed below are conditions that may be contrary to proper management of overtime or compensatory time. Such conditions must be avoided, to the extent possible, as they tend to indicate improper use of personnel resources.

(1) Employee paid overtime or credited compensatory time and used annual leave during the same pay period.

(2) Employee used annual leave during the same pay period a compensatory time balance was available.

(3) Employee with 30 or more cumulative paid hours of overtime or compensatory time during the last three pay periods.

(4) Employee exempt from the Fair Labor Standards Act (FLSA) with paid overtime during the last pay period.

(5) Employee with aged compensatory time paid at the overtime rate. Employees can accumulate unlimited hours of compensatory time. The compensatory time will be paid as overtime automatically in the payroll system 26 pay periods after it was earned.

(6) Employee with paid overtime or credited compensatory time that was reduced because of the biweekly earnings limitation.

d. The use of compensatory time is preferable to overtime. However, GS employees who are non-exempt cannot be required to work compensatory time in lieu of overtime. Compensatory time may be granted to an employee who elects to earn compensatory time in lieu of overtime, provided it does not conflict with the FLSA. Non-exempt employees may request compensatory time by annotating on the NAVCOMPT 2282 that he/she elects to receive compensatory time in lieu of overtime.

e. Compensatory time earned must be used before annual leave unless the employee has "use or lose" annual leave.

f. An employee may work and earn compensatory time for the purpose of taking time off without charge to leave for the purpose of religious holidays. It is management's option to

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grant such requests, but every effort must be made to comply.

g. Authorization of overtime or compensatory time work shall be in writing in advance of the performance of the work, except when the emergent nature of the situation prevents prior approval. In such instances, written approval will be accomplished no later than the first normal working day after the overtime work was performed. NAVCOMPT Form 2282 will be used to request overtime or compensatory time.

i. Requested overtime/compensatory time must be adequately justified. General statements such as **"to meet workload requirements" are not sufficient documentation.** A well-documented request includes specifying the work required, why it cannot be completed during normal working hours and the impact if the request is denied.

j. All supervisors signing the NAVCOMPT Form 2282 must have a signature authorization sheet on file.

k. Overtime or compensatory time will be posted on an employee's time sheet **only** after it is actually worked. Pre-certification of overtime is not authorized. Payroll time sheets for this activity are due before the pay period ending date, thus, any overtime or compensatory time worked after the payroll time sheet has been turned in must be posted on a corrected timesheet.

8. Requesting and Authorizing Travel Compensatory Time. See current travel instruction.

9. Night, Sunday or Holiday Work. Hours of night, Sunday, or holiday work are included in determining pay for overtime pay purposes, ~~if the total number of hours of work in an administrative workweek is in excess of 40 hours.~~

10. Time in travel status. Time in travel status away from the official duty-station of an employee is deemed employment only when: (1) It is within his regularly scheduled administrative workweek, including regular overtime work; or (2) The travel-- (i) Involves the performance of actual work while traveling; (ii) Is incident to travel that involves the performance of work while traveling; (iii) Is carried out under such arduous and unusual conditions that the travel is inseparable from work; or (iv) Results from an event which could not be scheduled or controlled [5 CFR551.422] administratively, including travel by an employee

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to such an event and the return of the employee to his or her official-duty station.

11. Official payday. The official payday is the first Friday following the end of the pay period. Salary is disbursed by direct deposit electronic funds transfer.

12. Questions. Questions concerning timekeeping procedures or payroll problems may be directed to the PCSR.

13. Actions. Supervisors will review and implement the provisions of this instruction.

14. Forms. Time sheets and Signature Authorization Cards (NME 7400/2) are available from the PCSR.


P. H. NETZER
Chief of Staff

Distribution: (NAVMEDEASTINST 5215.1A)
List A

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Timekeeping Manual

ENCLOSURE (1)

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1. Daily Sign In/Sign Out

a. Enclosure (3), the Daily Sign in/Sign Out Sheet (NME 7400/3), will be used by all civilian employees in the command to record their daily time worked. A blank NME 7400/3 will be posted in a central area within each work center prior to each workday. All signatures on the Daily Sign In /Sign out Sheet must be in black or blue ink. Employees must sign (not print) and record their actual time of arrival and departure. Time of arrival and departure must be in sequential order. Employees will not leave blank lines between signatures.

b. It is impractical that all employees can sign in or out at exactly their work shift start and ending times. To preclude employees from standing in line to sign in or out, employees are authorized to sign up to 5 minutes before their work shift begins and 5 minutes after their work shift ends. This is referred to as preliminary and postliminary activity. Time spent in this activity will not be compensable. It is each employee's responsibility to ensure that he/she signs in and out within the prescribed window.

c. If an employee fails to sign in or out, the supervisor must have the employee annotate their time of arrival and or departure on the Daily Sign In/Sign out Sheet. The supervisor must then initial the sheet. By initialing the Daily Sign In /Sign out Sheet, the supervisor certifies that the employee was present at the time indicated.

d. Employees who begin or end their workday away from the command will call their supervisor to have their time recorded on the Sign In/Sign out Sheet at the beginning or the end of the workday, fully noting the reason for not signing in or out.

e. Supervisors/timekeepers will use the Daily Sign In/Sign out Sheet in completing payroll timesheets and retain them for record purposes. Supervisors/timekeepers will annotate leave, if any, taken by employees in the LS, LA and Other blocks on the Daily Sign In/Sign out Sheet and sign and date the bottom verifying the accuracy. After completing the payroll timesheets, timekeepers will make a copy of the payroll time sheet and retain it with the original Daily Sign In/Sign out Sheet, copies of the overtime request forms, copy of OPM Form 71, and other pertinent documentation. These files will be retained for official audit purposes for 6 complete calendar years.

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2. Recording Time and Attendance. Preprinted timesheets are provided for all civilian employees. The following general rules apply:

a. Regular Work Schedule. For employees with the same scheduled hours everyday, enter the schedule in the space allotted for hours of work. The "in" and "out" times are not required if employee worked their scheduled hours or if annual leave is taken for a full workday. The "in" and "out" times are required when employees have changes to the regularly scheduled time and approved schedule.

b. Irregular-Work Schedule. Employees with varied scheduled hours and/or who begin before 0600 or end after 1800 must enter the time "in" and "out" every day they work.

c. Posting-Time and Attendance. Time and Attendance Clerks must post time and attendance for the employees in their department/division. In all cases, the following is required:

(1) Record attendance in black/blue ink reflecting the day and actual time of work if there is a deviation from the scheduled shift. Hours must be posted in one-hundredths.

(2) Record "in and out" entries using military time.

(3) If an error is made on an entry, line through once, enter the correct entry and ensure the supervisor initials the entry. Correction tape, correction fluid, or erasures to alter entries are prohibited and invalidate certification.

(4) When all entries are posted, enter totals in the appropriate block at the bottom. Do not include unpaid absences in the "Regular Hours" total. This total represents the time the employee was in a pay status. The "COMP" block is for comp time earned total. Do not include comp time taken hours.

d. Certification of Time. At the close of the pay period, the supervisor certifies each employee's attendance in the space provided. Supervisors cannot pre-certify time sheets before the end of the pay period. In the absence of the supervisor, an alternate as designated by the department head will certify time sheets as long as a current NME 7400/2 is on file with the PCSR. Employees cannot certify their own time sheets. Subordinates cannot certify a time sheet for superiors. However, in general, a military officer authorized by NME 7400/2 may certify a time sheet for any employee. Facsimile signatures or initials are prohibited.

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(1) Employees must submit a signed Application for Leave (OPM Form 71) and initial the time sheet for each absence. Supervisors are responsible for maintaining compliance.

e. General

(1) Advanced Leave. Under unusual circumstances, employees may request advanced annual leave or sick leave with a letter to the supervisor stating the circumstances and specific dates and number of hours required. The supervisor endorses the letter recommending approval/disapproval to the Chief of Staff (COS) or his/her designated representative for approval/disapproval. If approved, an authorization for advanced leave letter, signed by the COS or his/her designated representative must be sent to DFAS, DAO-CL Charleston via the PCSR.

(2) Employees who request and use annual leave may not change the type of leave, unless becoming sick while on annual leave. Upon return to duty the employee may request a change to sick leave.

(3) New employees transferring from another activity must submit a work schedule and a copy of their last Leave and Earning Statement (LES) to the PCSR. The PCSR will forward a copy to DFAS, DAO-CL, Charleston for input into the SLDCADA.

(4) For each 80 hours of nonpay status accumulated during an employee's current leave year, the employee will lose the equivalent of one pay period's leave accrual.

(5) Employees placed on injury compensation are, in effect, temporarily removed from the rolls. They do not earn nor do they lose, annual or sick leave. They are paid by the U.S. Department of Labor, Office of Workers' Compensation Program.

f. Corrected Time Sheets. Submit a corrected time sheet to correct erroneous entries or for supplemental time and attendance information. On a blank time sheet fill in: employee's name, pay number, applicable pay period ending date, date to be corrected, the correction, the supervisor's certification, and annotate "corrected" in the job order number area. Forward corrected time sheets to the PCSR within 6 working days following the end of the pay period.

3. Recording Labor/Cost Distribution On Time Sheets. Pre-printed time sheets are provided each pay period. The following basic rules apply:

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a. If a pre-printed time sheet is not available, a blank sheet must be prepared. Whether a pre-printed or a manually prepared time sheet is used, ensure all fields are completed.

b. All entries on the time sheet should be handwritten in ink and legible.

c. Enter the appropriate labor distribution codes in the "THC" (type hour code) column.

d. When an employee works on a designated holiday, the number of hours worked is entered in the "WEEK/DAY" column and coded as holiday premium pay (HG) in the "THC" column. If an employee does not work on a designated holiday it is not necessary to code "LH" in the THC column. DFAS automatically codes all holidays.

e. For compensatory time earned, enter code CE in the "THC" block, and the number of hours (in tenths) in the "WEEK/DAY" column. For compensatory time used, enter code CT in the "THC" block, and the number of hours (in tenths) in the WEEK/DAY block. See Exhibit V.

f. For travel compensatory time earned, enter code CB in the "THC" block and the number of hours (in tenths) in the "WEEK/DAY" column. For travel compensatory time used, enter code DC in the "THC" block, and the number of hours (in tenths) in the "WEEK/DAY" column (See current travel instruction).

g. Submit corrected time sheets to correct errors, when overtime is worked, leave is taken, or when any changes occur after the original time/cost sheets have been submitted.

4. Description of Type Hour Codes.

TYPE HOUR CODES

<u>CODES</u>	<u>DEFINITION</u>
CA	Religious compensatory time taken. This code will reduce any available earned religious time balance.
CB	Travel Compensatory Time earned.
CE	Compensatory time earned. Graded (GS) employees are eligible to earn compensatory time. Under provisions of Fair Labor

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Standard Act (FLSA), exempt employees are eligible to earn compensatory time. Nonexempt employees are eligible to earn compensatory time only if specifically requested by the employee.

CF	Travel Compensatory Time used
CT	Compensatory time taken
CR	Religious compensatory time earned
HG	Holiday pay for graded employees who work on the holiday.
KA	Leave without pay
KB	Suspension
KC	AWOL
KD	OWCP. Employee is in a non-pay status due to receiving compensation from the Office of Worker's Compensatory Programs.
KG	Military Furlough (called to active duty)
LA	Annual Leave. This code can also be used for advanced annual leave.
LB	Advanced Annual Leave
LC	Court Leave. This code includes jury duty.
LG	Advanced sick leave
LH	Holiday leave
LM	Military leave
LN	Administrative leave
LP	Restored annual leave account
LS	Sick leave

- LT Absence because of a traumatic injury covered under the provisions of continuation of pay (COP)
- LU Date Of Traumatic Injury
- LV Excused absence on a regularly scheduled workday such as excused absence due to tardiness
- LY Time-off Award
- OS Scheduled overtime worked by graded and ungraded employees. This overtime must be scheduled in advance as defined in Title 5 U.S. Code. Graded employees' night differential, if appropriate, is payable on scheduled overtime.
- OU Unscheduled overtime worked by graded and ungraded employees. (This overtime is reported when the overtime was not scheduled in advance as defined in Title 5 U.S. Code.) Night differential for graded employees is not payable on unscheduled overtime.
- OX Unscheduled overtime exception. This code is used when a graded employee's unscheduled overtime is not to be converted to compensatory time. This is to allow an exception to the general rule that unscheduled overtime is converted to compensatory time for graded employees whose hourly basic rate exceeds that of a GS 10 step 10 and whose compensatory time balance is less than 80 hours.
- OC Overtime callback worked by graded and ungraded employees. The actual time worked must be entered to ensure correct calculation of pay. The system will determine the difference between the 2-hour minimum entitlement under Title 5 and will pay accordingly.
- RG Straight time pay for graded employees regardless of scheduled hours worked.

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SG Sunday pay for full-time graded employees when Sunday is a regularly scheduled workday during the administrative workweek.

The codes listed below are entered on the time sheet in the environmental hazard (Env Haz) block. The type of leave (LA, LS, etc.) is entered in the THC block:

DA Birth of a son/daughter or care of newborn. Used for Family And Medical Leave (FMLA).

DB Adoption or foster care. Used for Family and Medical Leave(FMLA).

DC Care of a family member or parent with a serious health condition. Used for Family and Medical Leave (FMLA).

DD Serious health condition of employee. Used for Family and Medical Leave (FMLA).

DE Family care/Bereavement. Used for Federal Employees Family Friendly Leave (FEFFL).

DF Adoption related purposes (FEFFL).

This Report contains information subject to the Privacy Act of
1974 As Amended.

TIME SHEET DEFINITION

- | | |
|--------------------------|---|
| 1. Shop | The organizational element to which an employee is assigned. |
| 2. Supervisor Assignment | Unique number assigned to each supervisor to identify employees who work for that supervisor. Each employee must be assigned a supervisor. An employee may also have a temporary supervisor assigned. |
| 3. Name | Employee's name: last, first, and middle. As reflected on the SF50. |
| 4. SDA ID | SLDCADA ID number. |
| 5. Activity | UIC for Navy Medicine East |
| 6. Period Ending | Wk1 Ending date for Week 1; Wk2 Ending date for Week 2. |
| 7. SSN | Employee's social security number. |
| 8. Type | Identifies Civilian, Military, and Non-employee. |
| 9. FLSA | Fair Labor Standard Act. |
| 10. Employee Type | Regular |
| 11. JON | Employee's standard job order number. |
| 12. AWS | Alternate work schedule code. |
| 13. Sched | A two digit code indicating what type of work schedule the employee is on. |
| 14. Graded | G - General Schedule (GS) employee
W - Wages Grade (WG) employee |
| 15. T/L CAT | Time & Labor Category. |

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16. Sched Wk1/Wk2 Days and number of hours the employee is scheduled to work bi-weekly.
17. Env Haz Environmental Hazard. This space is used for coding Family Medical Leave (FMLA) and Federal Employees Family Friendly Leave (FEFFL) (such as DA for birth of son or DE for bereavement).
18. Nite Diff Number of hours worked by a GS employee between 1800 and 0600 (6:00 PM and 6:00 AM).
19. THC Type Hour Code. Indicates the applicable code to which the exception applies (such as LS for sick leave or LA for annual leave).
20. Week 1/Week 2 Record in/out in military time. Employee should initial.
In/Out
Emp Int
21. Date of injury If "LT" or "LU" is used, provide date of injury here.
22. _____ Employee signature.
23. Authorized Signature Individual authorized to sign time sheet for employee. Date, signature and phone extension is required in case of questions concerning employee's time sheet.

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NEW AND SEPARATED EMPLOYEES

1. New Employees. When a new employee is assigned, the following must be accomplished to ensure the payroll process is complete:

a. A work schedule change form is completed and submitted to the PCSR , on the same day the employee reports to the department.

b. A blank time sheet with the Employee's ID, Name, DIST, Pay Period Ending date, and Hours of Work is completed. Time worked is reported on the body of the time sheet since no tour is established until a preprinted time sheet is sent to the department. A blank time sheet must be filled out as outlined until a preprinted one is generated by DFAS Charleston, which may take up to two pay periods.

2. Separated Employees. When an employee is separated from a work center during a pay period, the time worked is reported and the following statement is entered on the sheet: "Employee separated on (effective date)" or "Employee transferred on (effective dates)." Only the time worked under the supervisor submitting the time sheet is reported. A time sheet will continue to be sent to the department until DFAS Charleston no longer generates one with the department's DIST CODE. The PCSR must have all preprinted time sheets returned. The statement of separation or transfer will be written on each time sheet that is received by the department for the employee.

TIME CARD AUTHORIZATION

1. Individuals authorized to sign time sheets and any other time keeping documents must have a Time Card Signature Authorization, Form NME 7400/2, on file with the PCSR. This form can be obtained from the PCSR after the individual has attended training.

NAME OF ACTIVITY & UIC		DATE
1) NAVY MEDICINE EAST		
2) 68908		3)
NAME (PRINT OR TYPE)		
4)		
SIGNATURE		INITIALS
5)		6)
THE ABOVE SUPERVISOR IS HEREBY AUTHORIZED TO CERTIFY TIME CARDS IN ACCORDANCE WITH CURRENT APPLICABLE INSTRUCTIONS.		
SIGNATURE (ACTIVITY/DEPARTMENT, CODE OR BY DIRECTION)		
7)		
TITLE		
8)		

TIME CARD SIGNATURE AUTHORIZATION

NME 7400/2

2. It is imperative that authorizations be filled out as follows:
 - a. Activity name, including name of department and phone number of individual.
 - b. UIC (68908)
 - c. Effective date of authorization.
 - d. Type or print authorized individual's name.
 - e. The signature of the authorized individual.
 - f. The initials of the authorized individual.
 - g. The time sheet signature authorization must be approved by one of the following: COS, ACOS, DCOS or Department Head.
 - h. Title of individual approving signature authorization.
3. Return signature authorization to the PCSR.

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Work Schedule Change

SSN: _____ Name: _____ ACT-UIC: _____ DIST: _____
 Effective Date T&A Status Code AWS Code

Pay Period Tour of Duty

Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Pay Day 7
* In time								
* Out time								
Night Diff								

Week 2	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Pay Day 7
* In time								
* Out time								
Night Diff								

** Please write in/out time when requesting Night Differential

Ungraded Employee Rotating Shift Hours

1		2		3	
---	--	---	--	---	--

Signature _____

Date _____

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FROM: a				DATE:		
TO: b			VIA: c			
It is request that authorization be given for the following employee(s) to perform work as indicated and justified below: <input type="checkbox"/> Overtime <input type="checkbox"/> Compensatory Time <input type="checkbox"/> Credit Hours Religious Compensatory <input type="checkbox"/> Advance Religious Compensatory Time See SECNAVINST 7000.11 for additional information.						
Pay Number	FLSA Status	Type of Overtime	Name (Last, First, Middle Initial)	Number of Hours	Dates	
	* See Legend below				From	To
e	f	g	h	i	j	
Job Order No.:		Work Order:		Location:		
Justification why the Overtime or Compensatory Time Work cannot be accomplished during normal working hours: (Not required for Religious Compensatory Time).						
k						
Signature (Requestor):				Title:		
l						
Authorization: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		Signature (Approving authority):		Date:		
m						
Note: If this request was not approved in advance of the time worked, add justification for approval after the fact.						
* Legend:	FLSA Status	Type of Overtime	Note:	This request may contain information subject to the Privacy Act of 1974 as amended.		
	N = Non exempt E = Exempt	1 = Regularly Scheduled Overtime 2 = Irregular Overtime				

OVERTIME/COMPENSATORY TIME
 REQUEST AND AUTHORIZATION (7410)
 NAVCOMPT FORM 2282 (2-83) (Formerly NAVEXOS 4377) S/N 0104-LF-702-282

NAVCOMPT 2282

1. Overtime and Compensatory time procedures. The following guidelines are to be followed when preparing the NAVCOMPT Form 2282. Overtime and Compensatory Time Request and Authorization.

a. From is the department head for the employee(s) that the request is for.

b. To is the "Deputy Chief of Staff Resource Management /Comptroller".

c. Via is the director for the directorate the request is for.

d. Put an "X" in the box(es) marking whichever is being requested (more than one box can be check).

e. Pay number is the employee(s) social security number.

f. FLSA Status, "See Legend below" as stated on the form.

g. Type of overtime, "See Legend below" as stated on the form.

h. Name is the employee's name, Last, First, Middle Initial.

i. Number of Hours is the number of authorized hours for employee(s) to work over normal tour of duty. This can be a day-by-day account or a biweekly total.

j. Dates are the day or dates that the employee(s) can work more than normal tour. **If this is a "blanket" request, the beginning date of the pay period to the ending date.**

k. Justification is a brief description of why the extra work time is needed.

l. Signature (requestor) is the person requesting the extra work time. This should be the department head/supervisor signature and title.

m. Authorization & Signature is where the person authorized to approve/disapprove the extra work time signs.

2. After the form is complete make a copy for your file and send the original to the PCSR. (No completed 2282 in payroll means no overtime/compensatory time for employee(s)).

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Leave and Absence
Manual

ENCLOSURE (2)

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ANNUAL LEAVE

1. Earning and Crediting Annual Leave. The amount of annual leave an employee earns depends upon length of service and other factors discussed below. Generally, all Federal civilian service and all creditable military service are counted for leave purposes. The determination of creditability of military service is complex and a representative from the Human Resources Office (HRO), Norfolk, Portsmouth Service Center (PSC), must be consulted when questions arise. Annual leave is earned as follows:

a. Full-Time Employees

- Less than 3 years of service - 4 hours each biweekly pay
- 13 days annually
- 3 years, but less than 15 years of service - 6 hours each biweekly pay
- 20 days annually
- 15 or more years of service - 8 hours each biweekly pay
- 26 days annually

Annual leave may be granted as of the first day of employment to those employees whose appointments are for 90 days or longer. In addition, management may advance annual leave to employees during this period under unusual situations; however, they may not be advanced more leave than would be earned during the balance of the leave year or duration of the appointment, whichever is less.

b. Part-Time Employees. Part-time employees who have a regularly scheduled tour of duty of 1 or more workdays during each administrative workweek in the biweekly pay period will be credited annual leave as follows:

- 3 years or less - 1 hour for each 20 hours in a pay status
- 3 years, but less than 15 years - 1 hour for each 13 hours in a pay status
- 15 years or more - 1 hour for each 10 hours in a pay status

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2. Maximum Accumulations

a. Employees may accumulate and carry forward 30 days (240 hours) of annual leave into the next leave year. After reaching the maximum, each employee must take all leave earned and credited during each successive year. There are exceptions to this regulation, which involve leave accumulated under a previous statute and employees stationed outside the United States. In addition, maximum permissible carryover, which normally would be forfeited at the end of the leave year, may be restored under any of the following conditions:

(1) Administrative error when the error causes the loss of annual leave otherwise accruable after 30 June 1960.

(2) Leave was scheduled but canceled due to exigencies of the public business when such annual leave was scheduled in advance.

b. Information as to the specific criteria concerning each of these conditions and procedures to be followed in making a claim can be obtained from the HRO, Norfolk, PSC.

c. All "use or lose" annual leave must be scheduled in writing prior to the start of the third biweekly pay period before the end of the leave year. Forfeited annual leave cannot be considered for restoration if documentation of the request for leave, and the subsequent disapproval, is not presented.

3. Restored Annual Leave

a. Annual leave restored is maintained in a separate leave account to be used within prescribed time limits. If the restored leave is not used before separation, provided separation occurs before the expiration of the specified time limits for use, the employee will receive a lump-sum payment for the unused leave. Restored annual leave must be scheduled and used not later than the end of the leave year ending 2 years after:

(1) The date of restoration of the annual leave forfeited because of administrative error;

(2) The date fixed by the Chief of Staff, or his/her designated official, as the termination date of the exigency which resulted in forfeiture of the annual leave; or

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(3) The date the employee is determined to be recovered and able to return to duty if the leave was forfeited because of illness or on-the-job injury.

b. The Chief of Staff is delegated the authority to determine the level at which exigencies of the public business may be declared for purposes of restoring forfeited annual leave.

4. Granting Annual Leave

a. Employees earn annual leave as prescribed by law. They have the right to use annual leave when mutually agreed upon by the employee and the supervisor authorized to approve leave, however, it is the prerogative of management to make the final decision on when leave is to be used. Normally, an employee will be granted annual leave when requested in advance and when the employee can be spared from duties. The minimum charge for annual leave is 15 minutes. Employees will request leave from their immediate supervisor as far in advance as possible. If the annual leave is approved, it will be entered on the time sheet and initialed by the employee or an OPM Form 71 must be turned in to civilian payroll with the payroll time sheet.

b. Infrequently, unforeseen circumstances will necessitate emergency absence from the job. There is no automatic entitlement to annual leave; however, every effort will be made to approve leave if conditions and workload permit.

c. Denial of annual leave will be based upon workload requirements and include factors which are reasonable, equitable, and do not discriminate against any individual or group of employees.

d. Leave not requested and approved in advance is subject to disapproval except in justified emergency cases. If not requested and approved in advance, the payroll time sheet will be marked "AWOL" (Absence Without Leave) until justification is provided and approval is given.

5. Requiring Use of Annual Leave

a. Although employees normally request annual leave, there are certain situations in which management may direct employees to take annual leave, such as holiday shutdowns and brief periods of work interruptions. These situations require advance notice to the employee(s). Newly hired employees will be notified of anticipated shutdowns so they may plan the use of annual leave

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accordingly. An employee generally may not be placed on enforced leave in a disciplinary type situation.

b. Excused absences due to interrupted or suspended operations shall be approved by the Officer in Charge after consultation with the HRO, Norfolk, PSC.

c. When the use of annual leave is directed and the employee has no accumulated annual leave available, at the employee's request, he/she will be granted LWOP or following activity practices, will be advanced leave not to exceed the expected leave accrual for the balance of the leave year.

6. Advancing Annual Leave. Advanced annual leave is a matter of administrative discretion.

a. Annual leave may be advanced to employees in cases of emergency or hardship. Before advancing annual leave the employee must have exhausted all accumulated annual leave.

b. Although annual leave is required to be credited to an employee's account at the end of the pay period in which it is earned, annual leave may be advanced not to exceed the accruals which will be earned during the balance of the leave year, or the remainder of the appointment for employees holding a temporary appointment. Annual leave will not be advanced to someone known to be contemplating separation.

c. Employees will submit requests for advanced annual leave on an OPM Form 71 supported by a memorandum stating the reason why the employee will need to be advanced leave, the dates the advanced annual leave will be needed and the amount of hours to be advanced. The request will be submitted to the following routing approval/disapproval: Immediate supervisor, department head, and director. After approval, the request will be forwarded to the PCSR, prior to the pay period ending date, or as soon as possible.

SICK LEAVE

1. Administration of Sick Leave. The supervisor's role in administering sick leave is more difficult than that of annual leave. The supervisor must be assured the employee is, in fact, entitled to sick leave when requested. The decision to approve or disapprove a request for sick leave is a management determination, within the bounds of controlling regulations. Supervisors must bear in mind most employees recognize the value of accumulated sick leave, but the possibility of abuse exists and control is a responsibility of management.

2. Earning and Crediting Sick Leave. Full-time employees, i.e., those with a basic 40-hour workweek, earn sick leave at the rate of 4 hours for each full biweekly pay period or 13 days for each full year. Part-time employees who have a regular workweek in the biweekly pay period will be credited with 1 hour of sick leave for each 20 hours in a pay status. There is no limit on the accumulation of sick leave.

3. Granting Sick Leave

a. Generally, sick leave will be granted when an employee:

(1) Is incapacitated due to illness, injury, pregnancy or confinement.

(2) Receives medical, dental, or optical treatment or examinations.

(3) Is exposed to a contagious disease, which would endanger the health of coworkers.

(4) Must care for a member of the immediate family who is afflicted with a contagious disease, which is defined as follows:

"A disease which is ruled as subject to quarantine, requires isolation of the patient, or requires restriction of movement by the patient for a specified period as prescribed by health authorities having jurisdiction."

b. Ordinarily, requests for sick leave for medical, dental, or optical examination or treatment will be submitted in writing (using the OPM Form 71) and approved in advance. Normally, in the case of illness or other medical incapacity, an employee is expected to notify the supervisor or other designated person as directed on each day of absence.

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c. Employees will call in and request sick leave as soon as possible, but normally no later than the first hour of the assigned shift.

d. Usually the employee will be placed on sick leave pending submission of the OPM Form 71 and whatever other supporting evidence may be required. If tentative approval of the absence is given and the employee has no accumulated sick leave, the employee will be carried on annual leave, if applicable or LWOP if there is neither sick nor annual leave. Although an employee may not normally be placed on leave without pay without consent, when an employee has requested leave and has no sick or annual leave to his or her credit, it is not considered to be without consent. If the employee does not notify the activity of illness, the normal course is to place the employee on absence without leave (AWOL) pending return to work. The time sheet will be marked "AWOL" until justification is provided and approval/disapproval is given. Additional reporting requirements may be imposed on employees working rotating shifts. Failure to give such notice may result in a charge to absence without leave.

In the latter case, the absence may be considered for appropriate disciplinary action. However, "AWOL" of and in itself is not disciplinary action.

e. Leave granted for medical, dental, or optical examination or treatment will not exceed the time necessary for the employee to leave his/her post of duty, report to the doctor's office, receive examination or treatment, and return to his/her post of duty (when the appointment is other than at the close of the normal working day). This does not preclude the employee from applying for sick leave because of being incapacitated for duty as a result of treatment received at the doctor's office.

f. Unless an employee has been put on notice for suspected abuse of sick leave, his or her own certification on the time sheet is normally considered sufficient to support a charge to sick leave for absences of 3 working days or less. However, if circumstances warrant, an employee may be required to provide additional evidence in support of the request for sick leave. Absences exceeding 3 workdays must be supported by a medical certificate or other administratively acceptable evidence submitted to the immediate supervisor within 15 days after return to duty.

g. In cases of extended illnesses, such as pregnancy confinement, or surgery, the leave application (OPM Form 71) will be submitted each pay period in order to eliminate the possibility of the absence being charged to other than sick

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leave. In lieu of a medical certificate, a signed statement from the employee indicating the nature of the illness and the reason why a medical certificate is not furnished may be accepted whenever it is unreasonable to obtain such certificate because the shortage of physicians, remoteness of locality, or because the circumstances surrounding the employee's absence do not require the services of a physician.

h. When the absence is due to an employee caring for a member of the immediate family who is afflicted with a contagious disease, a medical certificate must accompany the OPM Form 71. The certification will state the type of disease, length of time the employee was required to be in attendance, and that based on regulations prescribed by local health authorities, the disease required isolation, quarantine, or restriction of movement of the patient. The OPM Form 71 and medical certificate will be submitted per time limits specified in paragraphs 3f and 3g above.

i. In any case, the ultimate decision to approve or disapprove a request for sick leave rests with management after the employee submits whatever certification may be required.

j. In the event a civil service employee becomes ill on the job, the supervisor may require the employee to visit the Occupational Health Office for health and safety reasons. The supervisor will complete a Dispensary Permit, OPNAV Form 5100/9, and refer the employee to the Occupational Health Office, Monday through Friday, 0730-1600. Employees working shifts, which include, Saturday, Sunday, or hours other than 0730-1600 will be sent to the appropriate facility as follows:

Monday - Friday 1600 - 0730 Emergency Room

Friday - Monday 1600 - 0730 Emergency Room

Employees who are sent home by the appropriate medical officer shall not be required to furnish a medical certificate to substantiate such absences unless they exceed 3 continuous work days or are suspected of abusing sick leave. If an employee requests to visit the dispensary or Occupational Health Nurse during scheduled work hours for reasons other than treatment or examination for an on-the-job injury, any absence in excess of 1 hour will normally be charged to sick leave, annual leave or leave without pay (LWOP). If an employee is directed by management to visit the Dispensary or Occupational Health Nurse (OHN) during scheduled work hours for reasons other than treatment or examination of an on-the-job injury, the time at the

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dispensary or OHN will be treated as official time and will not be charged to leave. If the employee is not returned to duty, any time remaining in the work day will be charged to sick leave, annual leave, or leave without pay (LWOP).

4. Abuse of Sick Leave. From time-to-time, it becomes apparent that some employees are abusing sick leave. It is important for supervisors to be alert to such abuse and take corrective action at the onset. Failure to do so will result in increased use of sick leave and usually generate serious morale problems. If there is a discernable pattern of sick leave absence within a 90 day period including Mondays and/or Fridays, before and/or after holidays, and the supervisor has reason to believe that an employee may be abusing sick leave, the supervisor will orally advise the employee that consideration is being given to require a medical certificate for each subsequent absence. A record of the counseling session must be retained. If the counseling session does not bring about improvement in the employee's sick leave usage, the supervisor will give the employee written notice by a "Letter of Requirement" that he/she must furnish a medical certificate for each subsequent absence for which he/she requests sick leave. To place an employee under a Letter of Requirement, contact the HRO, Norfolk, PSC. The letter must fully explain why the employee is suspected of abusing sick leave and must reference the date of the oral discussion. Seek assistance from the HRO, Norfolk, PSC before placing an employee under a "Letter of Requirement." Failure to comply with the "Letter of Requirement" after issuance will be considered basis for denying sick leave, but will not in itself be considered as a disciplinary offense. However, disciplinary action may be taken for the unauthorized absence and failure to follow the instructions given in the "Letter of Requirement." Letters of Requirement for suspected sick leave abuse will remain in effect until canceled by the supervisor. The supervisor will review the sick leave record of the employee for at least six months and will inform the employee, in writing, of the results of the review.

5. Requiring the Use of Sick Leave. Ordinarily, there is no reason for placing an employee on sick leave without his/her consent. There are, however, situations in which an employee is found unable to perform normal duties, for either mental or physical reasons. In such cases, it may be possible to temporarily assign different work, which is within the employee's limitations. In most cases, proper counseling will result in the employee requesting sick leave. Unusual situations involving involuntary use of sick leave must be discussed with the HRO, Norfolk, PSC, prior to resorting to a course of action.

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6. Discretion in Approval of Sick Leave. The command may deny sick leave, and if the employee does not report for duty, charge the absence to AWOL. The approval of a sick leave request is at the discretion of the command when the following circumstances exist:

a. The employee fails to follow proper leave procedures for requesting leave.

b. The employee fails to provide documentation acceptable to the activity.

c. Abuse or fraud is suspected or evident.

d. The employee does not have any sick leave and his/her services were needed.

7. Outside Employment During Periods of Sick Leave. Generally, if an employee is unable to perform the duties of his or her job because of illness or injury, the employee is too ill or injured to work elsewhere. Any employee contemplating outside employment while on sick leave must contact the HRO, Norfolk, PSC, prior to accomplishing outside employment.

8. Advancing Sick Leave. Advanced sick leave is a matter of administrative discretion.

a. Sick leave may be advanced to employees in cases of serious disability or illness, and only with medical certification. Before advancing sick leave:

(1) The employee must have exhausted all accumulated sick leave.

(2) The employee may be required to exhaust all annual leave that would otherwise be forfeited.

(3) The supervisor must consider the employee's past use of sick leave.

(4) There must be reasonable evidence, substantiated by a medical certificate that the employee will be capable of returning to work and fulfilling the full scope of duties.

(5) The supervisor must ensure that the amount of sick leave advanced to an employee serving under a temporary appointment is limited to the amount which would be earned during

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the course of the appointment. Advance sick leave should not be granted if it appears likely that the employee will not return to duty long enough to earn the leave.

b. Sick leave may be advanced not to exceed 30 workdays. However, in the case of an employee holding a limited appointment or one expiring on a specific date, sick leave may not be advanced in excess of the amount to be accrued during the remainder of the appointment. Sick leave will not be advanced to someone known to be contemplating separation.

c. Employees will submit requests for advanced sick leave on a OPM Form 71 supported by a medical certificate from the attending physician. The medical certificate must state the nature of the illness and expected length of employee's absence from work. The request will be submitted to the immediate supervisor. The immediate supervisor will prepare the Advanced Sick Leave Request, (Appendix A), and forward it for approval.

LEAVE WITHOUT PAY

1. Definition. Leave without pay is a temporary non-pay status and absence from duty granted upon the employee's request, except as noted below.

2. Discretionary Leave Without Pay. Authorized leave without pay is a matter of administrative discretion. An employee cannot demand that he/she be granted leave without pay as a matter of right, except under the circumstances cited below in paragraph 3.

3. Mandatory Leave Without Pay. An employee will be carried on the rolls in a leave without pay status under the following circumstances:

a. Pending final action of the Office of Personnel Management on an application for disability retirement, after all sick and annual leave has been exhausted.

b. For up to 1 year, while being compensated by the Office of Workers' Compensation, with extensions in increments of 6 months, when review of the case indicates the employee may be able to return to work within 6 months.

c. For medical treatment in the case of disabled veterans when sick and annual leave have been exhausted.

d. Reservists and National Guardsmen, if necessary to perform military training duties.

e. Employed family members of active duty members or of Federal employees who are obligated to move on rotational assignment, or in a transfer of function or relocation of the activity, who request leave without pay up to 90 days for the purpose of seeking Federal employment in the new location.

f. When an employee is granted annual leave, which is in excess of that available, that excess portion will be automatically charged to LWOP.

g. When an employee is on approved sick leave, which is in excess of available sick leave and annual leave combined, that excess portion will be automatically charged to LWOP.

4. Matters to be Considered. Each request for leave without pay will be examined closely to assure that the costs and/or administrative inconveniences to the government are justifiable and prudent. Among these costs and inconveniences are:

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- a. Encumbrance of a position.
- b. Loss of services, which may be needed in the organization.
- c. Obligation to provide active employment at the end of the approved leave period.
- d. Credit of 6 months of each year toward retirement.
- e. Eligibility for continued coverage under life insurance and health benefits program.

5. Basic Condition to Approval. As a basic condition to approval of leave without pay, there must be reasonable expectation that the employee will return to duty at the end of the approved period. LWOP will be granted only when the services of the employee can be spared without detriment to the work center in which the employee is assigned. Following are examples (not all inclusive) when LWOP may be granted:

- a. For educational purposes when the course of study or research is in line with a type of work which is being performed by the activity and completion of which would contribute to the activities best interests.
- b. For service with a non-Federal public or private enterprise, when the job is of a temporary nature and when one or both of the following will result:
 - (1) The service to be performed will contribute to the public welfare.
 - (2) The experience to be gained by the employee will serve the interests of the employing activity.
- c. For recovery from illness or disability not of a permanent or disqualifying nature, when continued employment or immediate return to employment would threaten impairment of the employee's health or the health of other employees.
- d. For personal reasons, depending on the circumstances in the case, when the employee's record is favorable and it is desired to retain his/her services.

6. Duration. Leave without pay granted under this instruction will not be authorized initially for any period in excess of 1

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year, except that the total leave without pay granted to veterans for education purposes provided by law will not exceed 4 years.

7. Application. Requests for leave without pay will be submitted on an OPM Form SF 71 with justification given in the "Remarks" section. When leave without pay for illness or injury is to extend beyond 80 hours, and for other LWOP cases beyond 30 days, a copy of the approved application and Request for Personnel Action, Standard Form 52 will be furnished to the HRO, Norfolk, PSC.

8. Authority to Approve. Authority for approving leave without pay is as follows:

a. Amounts not to exceed 15 work days - Department Heads.

b. In excess of 15 work days - COS/ACOS or DCOS. Before forwarding the OPM Form 71 to the approving official, the immediate supervisor will attach a statement, with his/her proposed action, on all LWOP requests in excess of 15 workdays.

9. Reporting Requirement. The immediate supervisor of an employee who has been granted leave without pay for a period in excess of 80 hours will be responsible for notifying the HRO, Norfolk, PSC, and providing a copy of the original OPM Form 71 and a Request for Personnel Action, SF 52. This notification shall be forwarded as far in advance as possible, but not later than the day on which the absence begins. Supervisors will notify the HRSC East, PSC, of the employee's return from leave without pay, if the date of return to duty is other than indicated on the request for leave without pay.

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EXCUSED ABSENCE

1. Excused absence is an absence from duty, administratively authorized, without loss of pay and without charge to leave. Agency heads or their designees have authority to grant excused absence in limited circumstances for the benefit of the agency's mission or a Government-wide recognized and sanctioned purpose. The following are some of the more common situations in which agencies generally excuse absence without charge to leave.

a. To serve as donors, without compensation, to blood banks or to needy individuals. Maximum time permitted is:

(1) Normally not to exceed 4 hours.

(2) Where employees must travel unusual distances or when unusual need for recuperation exists (i.e., phoresis donors), additional time not to exceed 8 hours may be granted.

b. To participate in written or oral tests or interviews as follows:

(1) When the tests or interviews are required under the Merit Promotion Program and are conducted during regularly scheduled working hours.

(2) When competition is for a position at any Department of Defense activity within the commuting area.

(3) To take examination administered by another Naval activity outside the commuting area when the administering activity authorized travel at government expense for this purpose.

(4) When the employee is competing for a non-Navy position and is under notice of separation by reduction in force.

c. To attend conferences or conventions, or to attend courses of instruction in connection with a Navy Department program when ordered by proper authority. In addition, they may be excused to attend courses of instruction in connection with a program of the Navy Department.

d. For examination or outpatient treatment at a Naval hospital, clinic or other government facility for injuries and illnesses due to on-the-job occupational causes. This does not apply to continuous absences of 1 day or more resulting from

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these injuries and illnesses when sick leave may be granted or continuation of pay elected.

e. For emergency treatment of occupational on-the-job injuries at the Occupational Health Office or appropriate facility, with the view of keeping employees at work if the condition can be treated in an ambulatory status by moderate treatment or advice.

f. For treatment of non-occupational illnesses by the Occupational Health Office or appropriate facility, with the view of keeping employees at work if the condition can be treated in an ambulatory status by moderate treatment and advice. Time spent at the Occupational Health Office is properly charged as excused leave if it is less than 1 hour. If the time spent is more than 1 hour, the remaining time will be charged to sick leave, annual leave or leave without pay.

g. To clear through the Occupational Health Office or appropriate facility prior to returning to duty following absences of at least 7 calendar days due to sickness. If the employee is not cleared for return to duty, the time spent at the Occupational Health Office, or appropriate facility, is properly charged to sick leave.

h. For periodic examinations in hazardous occupations when conducted under a command's Surveillance Program.

i. To attend hearings in connection with classification appeals, performance rating appeals, grievance appeals, disciplinary action appeals, and to serve as a representative of another employee of the activity.

j. To serve as a witness before the Office of Personnel Management (OPM) on request of the OPM.

2. Tardiness. Excusal for tardiness and brief absences is limited to periods of less than 1 hour. The immediate supervisor may excuse tardiness not to exceed 15 minutes. Directors are authorized to excuse tardiness greater than 15 minutes but not greater than 59 minutes. Excusals for tardiness should be limited. The absence may also be compensated for by additional work, may be charged against any compensatory time the employee has to his or her credit, may be charged to annual leave, LWOP (with the employee's consent) or AWOL.

3. Voting. Employees are excused to vote in any election or in referendums on a civil matter in their communities as follows:

a. Within Commuting Distance. When the polls are not open at least 3 hours either before or after an employee's regular hours of work, he/she may be granted an amount of excused time which will permit him/her to report for work 3 hours after the polls open or leave work 3 hours before the polls close, whichever requires the lesser amount of time off. In the Commonwealth of Virginia, the polls open at 6:00 a.m. and close at 7:00 p.m. If an employee begins work at 8:00 a.m. and stops work at 4:30 p.m., the employee can be granted 30 minutes of excused time to cast his/her ballot whether voting at the end or beginning of the workday. Employees may be excused provided the needs of the activity are not adversely affected.

b. Beyond Commuting Distance. If an employee's voting place is beyond commuting distance and voting by absentee ballot is not permitted, the employee will be granted sufficient time off, not to exceed 8 hours, in order to make the trip to the voting place to cast his/her ballot.

4. Registration for Voting. Employees who vote in jurisdictions, which require registration in person, will be excused for such purpose on substantially the same basis as for voting. However, no time will be granted if registration can be accomplished on a non-workday and the place of registration is within reasonable 1-day round-trip distance of the employee's place of residence.

5. Universal Military Training and Service Act

a. Registration. Employees required to register under this Act will be excused without charge to leave or loss of pay for time required, provided the excused time will not exceed 1 day.

b. Physical Examination. Employees who are called for examination in connection with duty in the Armed Forces under this Act will be excused for this purpose without charge to leave or loss of pay. If the absence exceeds 1 day, the employee will be required to submit a statement from the examining office explaining the necessity for the additional absence.

ADMINISTRATIVE LEAVE

1. Policy. It is within the administrative discretion of the COS to close all or parts of the activity for brief periods. This authority may not be used for periods of interrupted or suspended operations, which would ordinarily be covered by the scheduling of annual leave, furlough, or the assignment of other work. Administrative leave due to inclement weather, unusual employment or work conditions created by a temporary disruption of air cooling or heating systems should be rare, and emphasis should be placed on the correction of these conditions. Before administrative leave is granted, it must be clearly established by reasonable standards of judgment that the conditions are such as to actually prevent working. Group dismissal authority will not be used to create a holiday.

2. When administrative leave is granted for part of a day, employees must be in a duty status in order to be excused. Employees are considered in a duty status if they are:

a. Actually on duty at the time of dismissal.

b. Absent from duty at the time of duty with the expectation they will return to duty before the end of the workday. In this case, their excusal would begin at the time they were scheduled to return. If they were not scheduled to return to duty, administrative leave will not be granted.

c. On duty when the formal notification of dismissal occurs, but they request and are granted leave between notification of dismissal and actual dismissal. In this case, they would be charged leave until group dismissal time and administrative leave thereafter.

d. When employees are notified not to report for duty on a specific day, they will be granted administrative leave for the entire day, even though they were previously scheduled to be on sick leave or annual leave. However, if an employee is in a non-pay status immediately before and after the day of excusal, they will remain in a non-pay status for that day.

e. If administrative excusal is granted other than prior to the beginning of the workday, employees in an approved leave status and have not reported to work, will not be eligible for administrative excusal. The employee will be charged a full day of leave.

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MILITARY LEAVE

1. Policy. Congress has declared that the reserve components of the Armed Forces are vital to our national defense and has enacted legislation which entitles eligible employees of the Federal Government leave of absence for military duty without loss of pay, time, or adversely affecting their performance rating. Military leave must be granted to those eligible, when absence is requested well in advance to permit coordination of workload requirements.

2. Information. The following information is furnished relative to the use of military leave:

a. Eligibility. Military leave may be granted to an employee holding a permanent, temporary indefinite, or part-time career appointment, and a temporary appointment pending establishment of register (TAPER appointment) who is a member of a reserve component or National Guard of the United States.

b. Military Duty. An eligible employee may be granted military leave when called to active duty, active duty training, and inactive duty training with a reserve component or National Guard for any purpose (extended active duty, active duty for training or otherwise). Weekend training or weekend drills are not chargeable to military leave. Employees on alternate work schedules (AWS) will be excused on annual leave or LWOP for weekend drills or training.

c. Public Law 96-431, effective 1 October 1980, changed military leave from a calendar year to a fiscal year basis and permits an employee to carry up to 15 days of leave from a previous year forward into the next year. Such leave may be taken intermittently, a day at a time, or as otherwise directed. Non-workdays falling within a period of absence on military training duty are charged against military leave allowed; however, non-workdays occurring at the beginning or end of the training period are not charged. Title 38, United States Code, provides that, upon request, an employee who is a reservist or member of the National Guard will be granted annual leave or LWOP if he or she is not entitled to or has exhausted his or her military leave.

d. An employee who is on military leave during a regularly scheduled overtime day is entitled to overtime pay for that day provided he/she is in a pay status for 40 hours of the basic workweek. Similarly, when an employee's tour of duty authorizes

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night differential pay, he or she is entitled to such pay during the period of military leave.

e. Part-time career employees are entitled to military leave at a rate, which is determined by dividing 40 into the number of hours in the regularly scheduled workweek of the employee during that fiscal year.

3. Applying for Military Leave. Military leave will be requested in advance on an OPM Form 71, accompanied by a copy of the orders. Upon return to duty, the employee will, as soon as possible, submit an endorsed copy of their orders indicating completion of training duty to his/her supervisor for forwarding to the PCSR.

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COURT LEAVE

1. Department of the Navy Policy. Department of the Navy considers it the civic responsibility of all its employees to respond to calls for jury duty and other court services. It is the policy that a release from jury duty will not be requested except in unusual situations where the public interest would be better served by the employee staying on the job, e.g., when the employee's services are absolutely necessary to meet critical deadlines. When the latter situation exists, the head of the activity may write to the court, which has requested the service, explaining the facts and requesting that the employee be released from jury duty.

2. Definition. Court leave is the authorized absence from official duties, without loss of or reduction in pay or leave, and is provided to an employee who is summoned, in connection with a judicial proceeding, to:

a. Perform jury duty in a federal, state, or municipal court; or

b. Serve as a witness, in a nonofficial capacity, for the United States, the District of Columbia, or a state or local government.

3. General Provisions

a. Employees who are summoned by the court to appear for the purpose of qualifying for jury service will be granted court leave for the period of absence regardless of whether or not they are selected for subsequent jury service.

b. A night shift employee who performs court service during the day is granted court leave for his regularly scheduled night tour and is entitled to the night differential.

4. Jury Service

a. Employee Eligibility. Court leave for jury duty and/or witness service may be granted to both permanent and temporary employees, both full-time and part-time employees, except for those employed on an intermittent basis.

b. Substitution of Court Leave for Annual Leave. If an employee is on annual leave when called for jury service, court leave will be substituted. An employee on leave without pay,

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although otherwise eligible, may not be granted court leave when called to jury duty.

c. Duration of Court Leave. An employee summoned for jury duty in a State or Federal court will be granted court leave from the reporting date stated in the summons until discharged by the court, regardless of the number of hours per day or days per week actually serving on the jury during the period. However, the time of jury service does not include time during which the employee is excused or discharged by the court for an indefinite period subject to call by the court or for a definite period in excess of 1 day.

d. Interim Excuse from Jury Duty. When no undue hardship would result, an employee shall return to work when excused from jury duty for 1 day or even for a substantial part of a day (normally considered to be 3 hours), or incur a charge against annual leave.

e. Compensation While on Jury Service. Employees on jury service while in a pay status are entitled to court leave and to keep any excess of the jury fee over the amount of compensation due. Fees for jury service, paid to the employee for jury duty while in a pay status, and not in excess of the amount of compensation due, will be collected from the employee. Amounts received by an employee which are specified by the court as reimbursement for expenses (i.e., traveling expenses) rather than compensation, may be retained by the employee. Virginia state law designates fees paid for jury duty in the State of Virginia as expenses, not compensation. Therefore, employees are not required to refund any of their jury duty fees when returning from court leave if they were assigned to jury duty in a court in the State of Virginia. Employees assigned to jury duty outside the State of Virginia, must provide the PCSR, Resource Management Directorate with a copy of their jury duty certificate and other documents indicating payment of fees to determine if fees can be retained. The following procedures are required for all employees returning from court leave:

(1) Upon return from court leave, the employee will present a jury duty certificate signed by the Clerk of the Court to the PCSR.

5. Witness

a. Employee Eligibility. An employee eligible for court leave for witness service is a person employed on a permanent or

temporary basis, either full-time or part-time. A person employed on an intermittent basis is not included.

b. Witness in Official Capacity. An employee summoned or assigned by his agency to testify in an official capacity or to produce official records at a judicial processing, is in an official duty status, as distinguished from a leave status and is entitled to regular pay.

c. Witness in Non-official Capacity. An employee summoned as a witness in a judicial proceeding to testify in a non-official capacity on behalf of a State or Local Government, is entitled to court leave during the time absent as a witness. An employee summoned or assigned by the agency to testify in a non-official capacity on behalf of the United States Government or the Government of the District of Columbia, is in an official duty status as distinguished from a leave status, and entitled to regular pay. If the witness in a non-official capacity is summoned on behalf of a private party, the employee's absence must be charged to annual leave or leave without pay.

d. Fees

(1) An employee who is called as a witness for the United States or the District of Columbia, whether or not in an official capacity as a Federal employee may not accept witness fees of any kind.

(2) An employee subpoenaed to testify as a witness other than for the Federal Government, not in an official capacity, is entitled to the usual fees and expenses. The time absent will be charged to annual leave or leave without pay.

(3) An employee who is on leave without pay for the entire period of court service may accept and retain witness fees.

(4) An employee may not elect to take annual leave in lieu of court leave during a period of jury service and retain fees for such service.

(5) Court Leave Guide. Appendix B is a synopsis of the above guidance.

e. Documentation. When an employee is called for court service (as a witness or juror) the court order, subpoena, or summons, if one was issued, must be presented to the supervisor

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as far in advance as possible. A copy should be forwarded to the PCSR .

f. Certification of Attendance. A Certificate of Attendance from the Clerk of Court must be submitted to the supervisor upon completion of jury duty or witness service. The certificate should show inclusive dates of jury duty or witness service. A copy should be forwarded to the PCSR .

g. Duration. Should the court recess or adjourn prior to the end of a regularly scheduled workday, an employee on court leave should return to work provided a reasonable amount of time remains to do so (normally considered to be three hours).

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FEDERAL EMPLOYEES FAMILY FRIENDLY LEAVE

1. The Federal Employees Family Friendly Leave Act (FFLA) (PL 103-388), effective 22 October 1994, authorizes all covered full-time employees to use a total of up to 104 hours (13 workdays) of sick leave per year to give care or otherwise attend to a family member having an illness, injury, other condition which, if an employee had such a condition, would justify the use of sick leave. Entitlement for part-time employees will be based on their hours worked in a calendar year.

a. A covered full-time employee is entitled to a total of 104 hours (13 workdays) for family care and bereavement purposes per calendar year.

b. For a part-time employee or an employee with an uncommon tour of duty, the basic amount of sick leave available for family care or bereavement purposes will be equal to the average number of hours or work in the employee's scheduled tour of duty each week. An employee with an uncommon tour of duty, who maintains a sick leave balance equal to at least twice the average number of hours of work in the employee's scheduled tour of duty each week, may use an amount equal to the number of hours of sick leave accrued by the employee during a leave year for these purposes.

c. Leave may be granted to provide care for a family member for the following reasons: Mental illness; physical illness; injury; pregnancy; childbirth; and/or medical, dental or optical examination or treatment.

d. The use of sick leave may be granted to make arrangements necessitated by the death of a family member or to attend the funeral of a family member.

2. "Family Member" means the following relative of an employee:

a. Spouse and parents thereof.

b. Children, including adopted children, and spouse thereof.

c. Parents.

d. Brothers and sisters, spouses thereof.

e. Any individual related by blood or affinity whose close association with the employee is equivalent to a family relationship.

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FAMILY AND MEDICAL LEAVE

1. The Family and Medical Leave Act (FMLA) (PL 103-3) of 5 February 1993, effective 5 August 1993, entitles a Federal employee who has at least 12 months of Federal Civil Service to a total of 12 administrative workweeks (480 hours) of unpaid leave during any 12 month period for one or more of the following reasons:

a. The birth of a son or daughter of the employee and the care of such son or daughter.

b. The placement of a son or daughter with the employee for adoption or foster care.

c. The care of a spouse, son, daughter or parent of the employee who has a serious health condition.

d. A serious health condition of the employee that makes the employee unable to perform the essential functions of his/her position.

2. Under this law, a father and a mother are **each** entitled to 12 administrative workweeks of unpaid leave for a birth, adoption, or foster care or for the care of a son or daughter with a serious health condition. This law provides for job protection and continuation of all benefits until the employee returns to duty. Under certain circumstances, family and medical leave may be taken on an intermittent basis (must contact the Human Resources Service Center East for details). An employee who meets the criteria **cannot** be denied family and medical leave under this law.

3. An employee may elect to substitute paid time off, i.e., annual leave, sick leave, compensatory time off, advanced annual leave, advanced sick leave, donated leave, or credit hours under a flexible work schedule for leave without pay under the FMLA, consistent with applicable laws and regulations.

4. Employees requesting family and medical leave, must contact the Human Resources Office for procedures and forms required to obtain this leave.

5. The request for Family and Medical leave will be submitted in writing (using the OPM Form 71) and approved in advance. Employees must provide notice of intent to take family and medical leave not less than 30 days before the expected beginning

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date. Medical certification must be provided to support the request.

6. Leave will be recorded on the employee's time sheet by writing Family and Medical Friendly Leave Act (FMLA) on the corresponding line where hours are recorded using the appropriate type hour code for Family and Medical Leave (See "Type Hour Codes" in Enclosure (1)) in the Night Diff block and the appropriate leave code in the THC block.

Advance Sick Leave Request – Transmittal	
Advance Sick Leave for	
Name: _____	SSN: _____
Encl: (1) Employee Memo of _____ with Physician Statement of _____ (Date) _____ (Date) _____	
Recommendation: <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove Date: _____	First Endorsement – Immediate Supervisor (Remarks)
Recommendation: <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove Date: _____	Second Endorsement – Department Head/Director (Remarks)
Recommendation: <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove Date: _____	Third Endorsement – Chief of Staff (Remarks)
NOTE: Approving Authority retains original form and enclosures: Upon approval or disapproval provides copy to the PCSR , Resource Management Directorate, immediate supervisor, and employee.	
PRIVACY ACT STATEMENT	
Section 6311 of Title 5 of the U.S. Code authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave.	
When an employee’s Social Security Number is used, collection of this information is authorized by Executive Order 9397. Furnishing information on this form, including your Social Security Number, is voluntary but failure to do so may result in disapproval of this request.	
If your agency uses the information furnished on this form for purposes other than these indicated above, they may provide you with an additional statement reflecting those purposes.	

SUPERVISORY CHECKLIST FOR ADVANCEMENT OF SICK LEAVE REQUESTS

Employees are not automatically entitled to an advance of sick leave. Supervisors and managers should very carefully consider each request and ensure that the interests of the government and the Command are served with each approval. THE MAXIMUM AMOUNT OF SICK LEAVE, WHICH CAN BE ADVANCED, IS 240 HOURS. The following is provided to help in your deliberations concerning approval of advance leave.

- Yes / No Employee is serving under a career or career-conditional appointment (You will not generally approve advanced leave for temporary employees).
- Yes / No Employee is not currently under a Letter of Requirement.
- Yes / No Employee's separation from the service is not being contemplated by the employer. The expectation is the employee will remain employed long enough to repay the advanced leave.
- Yes / No Employee is not contemplating separation by retirement or resignation.
- Yes / No There is reasonable evidence substantiated by medical certification the employee will be capable of returning to work and will recover full medical capacity to fulfill the duties of his/her position.

The employee has been a federal employee since _____.

The employee has used the following leave hours this year, claimed to be due to illness or medical treatment:

_____ Annual Leave	_____ Sick Leave
_____ Leave without Pay	_____ Absent Without Leave

Other factors I have considered are:

I have reviewed the information provided by the employee and the appropriate collective bargaining agreement (if applicable) in connection with this request and recommend the following:

- I find that an advance of _____ hours of Sick Leave is appropriate and in the best interest of the Government. I recommend the Advance Leave be approved.
- I do not find an advance of Sick Leave to be appropriate and I recommend disapproval.

Date: _____ Supervisor Signature: _____

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EMPLOYEES ABSENCES FOR COURT-RELATED SERVICES

Nature of Service	Type of Absence			Fees			Governmental Travel Expense	
	Court Leave	Official Duty	Annual Leave or LWOP	No	Yes		No	Yes
					Retain	Turn into Agency		
I. Jury Service								
A. U.S. or D.C. court	X			X			X	
B. State or Local court	X					X	X	
II. Witness Service								
A. On behalf of U.S. or D.C. government		X		X				X
B. On behalf of State or Local government								
(1) in official capacity		X				X	X	X
(2) not official capacity	X					X	X	
C. On behalf of private party								
(1) in official capacity		X				X		X
(2) not official capacity								
(a) When a party is U.S., D.C., or state or local government	X					X	X	
(b) When a party is not U.S., D.C., or state or local government			X		X			

Offset to the extent paid by the court, authority, or party which causes the employees to be summoned.

6350107

Request for Leave or Approved Absence						
1. Name (Last, First, Middle)				2. Employee or Social Security Number		
3. Organization						
4. Type of Leave/Absence					5. Family and Medical Leave	
Check appropriate box(es) and enter date and time below	Date		Time		Total Hours	If annual leave, sick leave, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), please provide the following information:
	From	To	From	To		
<input type="checkbox"/> Accrued annual leave						<input type="checkbox"/> I hereby invoke my entitlement to family and medical leave for: <input type="checkbox"/> Birth/Adoption/Foster care <input type="checkbox"/> Serious health condition of spouse, son, daughter or parent <input type="checkbox"/> Serious health condition of self
<input type="checkbox"/> Restored annual leave						
<input type="checkbox"/> Advance annual leave						
<input type="checkbox"/> Accrued sick leave						
<input type="checkbox"/> Advance sick leave						<i>Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.</i>
Purpose: <input type="checkbox"/> Illness/injury/incapacitation of requesting employee						
<input type="checkbox"/> Medical/dental/optical examination of requesting employee						
<input type="checkbox"/> Care of family member, including medical/dental/optical examination of family member, or bereavement						
<input type="checkbox"/> Care of family member with a serious health condition						
<input type="checkbox"/> Other						
<input type="checkbox"/> Compensatory time off						
<input type="checkbox"/> Other paid absence (specify in remarks)						
<input type="checkbox"/> Leave with pay						
6. Remarks						
7. Certification: I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.						
7a. Employee signature					7b. Date signed	
8a. Official action or request	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	(If disapproved, give reason. If annual leave, initiate action to reschedule.)			
8b. Reason for disapproval						
8c. Signature					8d. Date signed	

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Privacy Act Statement

Section 6311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by managements and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management.

Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Office of Personnel Management

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OPM Form 71

June 2001

Formerly Standard Form (SF)

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Time and Attendance Procedures (DoD FMR Vol 8, CH 2)

Daily Sign in /Sign Out Sheet (NME 7400/3) will be used by all civilian employees in the command to record their daily time worked. A blank NME 7400/3 will be posted in a central area within each work center prior to each workday. All signatures on the Daily Sign In /Sign Out Sheet must be in black or blue ink. Employees must sign (not print) and record their actual time of arrival and departure. Time of arrival and departure must be in sequential order. Employees will not leave blank lines between signatures.

It is impractical that all employees can sign in or out at exactly their work shift start and ending times. To preclude employees from standing in line to sign in or out, employees are authorized to sign up to 5 minutes before their work shift begins and 5 minutes after their work shift ends. This is referred to as preliminary and postliminary activity. Time spent in this activity will not be compensable. It is each employee's responsibility to ensure that he/she signs in and out within the prescribed window.

If an employee fails to sign in or out, the supervisor must have the employee annotate their time of arrival and or departure on the Daily Sign In /Sign Out Sheet. The supervisor must then initial the sheet. By initialing the Daily Sign In /Sign Out Sheet, the supervisor certifies that the employee was present at the time indicated.

Employees who begin or end their workday away from the command will call their supervisor to have their time recorded on the Sign In/Sign Out Sheet at the beginning or the end of the workday, fully noting the reason for not signing in or out.

Supervisors/timekeepers will use the Daily Sign In /Sign Out Sheet in completing payroll timesheets and retain them for record purposes. Supervisors/ timekeepers will annotate leave, if any, taken by employees in the LS, LA and Other blocks on the Daily Sign In /Sign Out request forms, copy of OPM Form 71, and other pertinent documentation. These files will be retained for official audit purposes for 6 complete calendar years.