

DEPARTMENT OF THE ARMY
BUFFALO DISTRICT, CORPS OF ENGINEERS
1776 NIAGARA STREET, BUFFALO, NEW YORK 14207-3199

CENCB-HR
Regulation
No. 690-1-2

28 February 1994

Expires 28 February 1996
Civilian Personnel

ABSENCE, LEAVE, AND HOURS OF DUTY

1. **PURPOSE.** This regulation implements higher authority guidelines on absence, leave, and hours of duty, and establishes District policy on same.

2. **APPLICABILITY.** This regulation applies to all Buffalo District Corps of Engineers civilian employees. An employee in a bargaining unit covered by a labor agreement is subject to the provisions of this regulation to the extent they do not conflict with that agreement. In such cases, the provisions of the agreement apply.

3. **REFERENCES.**

- a. 5 U.S.C., Chapter 61
- b. 5 CFR, Part 610
- c. DoD 1400 25-M, CPM 990-2 (630)
- d. AR 690-990-2, Books 610 and 630
- e. ER 690-1-600
- f. BR 37-1-2, Paid Overtime, Compensatory Time, and Holiday Work
- g. BR/DR 690-1-23, Temporary Leave Transfer Program

4. **GUIDANCE ON HOURS OF DUTY.**

- a. Tours of Duty and Overtime.

(1) The normal tour of duty for Buffalo District employees is Monday through Friday, 0730-1600, with a half-hour lunch break from 1130-1200. A tour of duty other than that specified must be approved by the affected employee(s) Division/Office Chief, or by the Deputy Commander, if it involves overtime.

(2) Local procedures governing the administrative and financial control of overtime are contained in reference f.

- b. Flexitime Schedules. See Appendix A for guidance on flexitime schedules.
- c. Flexitime Schedule With Credit Hours. Appendix B provides guidance on Credit Hours.
- d. Compressed Work Schedules (CWS). Appendix C provides guidance on CWS.
- e. Procedures for Other Tours.

(1) Supervisors who require an employee or class of employees to work a tour of duty other than that established by policy will prepare a written request in four copies to include the following information:

(a) The tour of duty to be established specifying dates, time and scheduled lunch period, and expiration date if appropriate, and the employee or class of employees who will be assigned to the tour.

(b) A paragraph explaining the need for the tour of duty.

(c) The proposed effective date of the tour (normally) must provide two weeks notice to employee(s).

(2) Supervisors will route their request through channels to the supervisory level immediately below the appropriate approving authority specified in paragraph a.(1) above.

(3) The supervisor below the approving authority will forward the request to the Human Resources Office (HRO) for review for conformance to legal/regulatory requirements.

(4) The HRO will forward the request to the approving authority for approval/disapproval.

(5) If approved, the HRO will forward the original to Omaha Payroll and copies to Resource Management Office (RMO) and the requesting supervisor. A master file of approved tours of duty will be maintained in the HRO. The supervisor is responsible for providing copies to the appropriate timekeeper and affected employees. The approved irregular tour of duty will remain in effect until canceled or superseded by another approved request unless the original request specified an expiration date.

(6) In the event that the requesting office is also the approving authority, i.e., a Division/Office Chief, then the request will be forwarded directly to the HRO. The procedures outlined in the preceding paragraph will then be followed.

(7) A sample format for achieving this requirement is found at Appendix L.

f. Requirements.

(1) Wherever possible, two consecutive days off will be provided in each administrative workweek, which begins at 0001 on Sunday and ends at 2400 on the following Saturday. As a minimum, one regular day off, preferably Sunday, will be provided.

(2) Non-workdays should be staggered when it is necessary to provide six or seven-day coverage. In accomplishing this, all employees, including those on rotation shifts will be given equal treatment with respect to Saturday and Sunday off.

(3) The tour will cover a minimum of 40 hours for all full-time employees.

(4) If it is necessary to have an off-duty period between two portions of a daily shift, care will be taken to ensure that employees are completely free to pursue their own pleasures during off-duty periods. Any work required during such off-duty periods must be treated as overtime.

(5) Insofar as practicable, the daily tour of duty should be established in terms of full hours, and changes in tours should be made effective at the beginning of a pay period.

g. Notice Requirements.

(1) Whenever possible, changes in employees' work schedules should be by written announcement at least two weeks in advance. Moreover, supervisors should avoid short term changes in employees' work schedules for the sole purpose of not paying overtime.

(2) Approving officials will maintain records identifying changes in tours approved as exceptions to these requirements, to include the tour change, the reason for it, and, if not evident, why advance notice could not be given. Copies of these records will be provided to the RMO and HRO upon request.

(3) Supervisors are responsible for ensuring that the necessity for an irregular tour is explained to affected employees, and that each is notified in advance of the effective date of the change. Such notice may be given by providing copies of the request and approval to the employee(s) or by posting the request and approval in the work area of the affected employee(s).

h. Rest Periods. In order to increase and maintain a high quality and quantity of production, to remove fatigue potential, and to provide relief from work that requires continual and/or considerable physical activity, supervisors will, under normal circumstances, grant rest periods of 15 minutes during each four hours of continuous work. Rest periods may not exceed 15 minutes during each four hours of continuous work, may not be a continuation of the lunch period, and may not be scheduled at the beginning or end of a tour of duty.

i. Relief Operations and Standby Tours. Guidance on tours of duty for relief operators and employees on standby is contained in reference e.

j. Sign-In/Sign-Out Procedures.

(1) At the start of each pay period, the timekeeper will provide each employee an Alternate Work Schedule Time Record, ENG Form 4704. All employees must maintain a sign-in/sign-out sheet and post the ENG Form 4704 upon arrival at work and when leaving the reservation. Proper and timely posting to the ENG Form 4704 is required so that timekeepers may record information from the ENG Form 4704 to CETAL (Corps of Engineers Time, Attendance, and Labor) on a daily basis so that labor will be available to run on a weekly basis.

(2) At the end of each pay period the employee will sign the ENG Form 4704 to certify it's accuracy for submission. The employee is responsible for posting to the appropriate columns for each day. In addition, the total columns for each week should be completed (see Appendix O for additional instructions and a sample of a completed time record).

(3) Supervisors are to maintain a written record of the authorized work schedule of their employees and ensure the employee provides complete and accurate data before signing the ENG Form 4704. Supervisors also must ensure that the projects and hours charged are proper before signing the CETAL generated T&A Reports and Labor Cost Reports.

(4) Timekeepers must also sign the ENG Form 4704 and retain these time records for a period of six (6) years per MARKS AR 25-400 (37-105d).

k. Mobilization Requirements. See Appendix M for guidance on establishing tours of duty during mobilization and mobilization training.

5. GUIDANCE ON ABSENCE AND LEAVE.

a. Policy.

(1) Supervisors are delegated the responsibility for controlling the absence and leave of their employees according to the procedures herein so that all employees use leave according to legal requirements and without abuse of leave privileges. The approval of leave, unless otherwise specifically delegated in writing by the District Commander or limited by the appendices of this regulation, is delegated to **immediate** supervisors for the employees under their direct administrative control. Authority to approve leave requests is accompanied by the responsibility for verifying that leave granted is legal and justifiable. All leave should normally be requested in advance.

(2) Supervisors are responsible for ensuring that all annual leave that cannot be carried over is scheduled for use during the leave year. Supervisors should prepare an annual leave schedule for their subordinates at the beginning of the leave year. Such a schedule will permit supervisors to resolve conflicting requests before final vacation plans are made, ensure operating work-force balance, and establish that no one will lose leave. Instructions will be provided yearly by the HRO on preparing requests for carry over of annual leave in excess of that authorized. Such requests must show that the leave scheduled was canceled as the result of a public or personal medical emergency, and that in scheduling the leave the supervisor was considering the entire leave year. Improper planning of leave schedule on the supervisor's part will not be accepted as justification to carry over excess annual leave.

(3) Employees who require emergency leave (generally sick or annual) are required to contact their immediate supervisor as soon as possible but normally not later than two hours after they were scheduled to be on duty. In requesting unscheduled leave, an employee should advise the supervisor of the emergency which generated the request. Supervisors must let the employee know whether his/her emergency request is approved or disapproved. If disapproved, the reason(s) for disapproval must be provided.

(4) Employees are expected to report for duty on time. Immediate supervisors have the authority to excuse up to one hour without charge to leave or loss of pay if circumstances warrant. Such excuse is not automatic, and should be charged Absence Without Leave (AWOL) for the time absent, unless the supervisor excuses the absence or grants annual leave or leave without pay (LWOP). Employees are not permitted to work during the time they are on annual leave or leave without pay. Records should be kept of tardiness under 15 minutes and appropriate disciplinary action taken if necessary.

b. The appropriate charges to annual leave, sick leave, leave without pay, and AWOL may be in quarter-hour increments.

OFFICIAL:



JAN M. KOZLOWSKI
MAJ, EN
Deputy Commander

WALTER C. NEITZKE
COL, EN
Commanding

Appendices:

- Appendix A - Flexitime Schedules
- Appendix B - Flexitime Schedules With Credit Hours
- Appendix C - Compressed Work Schedule Plans (Alternate Work Schedules)
- Appendix D - Annual Leave
- Appendix E - Sick Leave
- Appendix F - Leave Without Pay
- Appendix G - Military Leave
- Appendix H - Court Leave
- Appendix I - Leave For Maternity Purposes & Absence For Parental/Family Responsibilities
- Appendix J - Administrative Dismissal Due To Adverse Weather Conditions
- Appendix K - Excused Absence
- Appendix L - Sample Format - Tour Of Duty Approval
- Appendix M - Mobilization Management
- Appendix N - Format For Advanced Annual/Sick Leave Request
- Appendix O - Sample AWS Time Record (ENG Form 4704)

DISTRIBUTION: E

APPENDIX A
Flexitime Schedules

Flexitime schedules are a form of Alternate Work Schedule and are subject to the following limitations:

1. **Core Hours.** Core hours, i.e. those hours of the work day during which an employee must be on duty are 0900-1130 and 1300-1530. Supervisors are to forward employee requests for variation to these core hours to the Commander for approval. Flexitime periods are 0700-0900, 1130-1300, and 1530-1730. Employees will identify a target starting time and may vary their daily reporting time by one hour on either side of the target time provided the employee works a total of eight hours per day. Employees will also identify a lunch period of at least 30 minutes but not more than one hour between the hours of 1130 and 1300.
2. Employees must identify a standard lunch time. Daily fluctuation is not routinely permitted. The purpose of this restriction is to ensure that offices will be adequately staffed between 1130 and 1300. Individuals may request a change in their lunch time on an occasional basis. Such request must be made to the immediate supervisor at least 24 hours in advance and is subject to the approval of the immediate supervisor.
3. **Employees Eligible for Flexitime Schedules.** All employees except those assigned to Floating Plant, Mt. Morris Dam, Cleveland Area Office, Toledo Area Office, Black Rock Lock, and Construction Inspectors in Construction-Operations Division may submit a request for a Flexitime schedule to their immediate supervisor for approval.
4. Supervisors are responsible for approving or disapproving requests for flexitime schedules, consistent with mission requirements. In the event it becomes impossible to approve all employee requests, the employee(s) with the least seniority (as determined by service computation date) will normally have his/her request disapproved.
5. Participation in the flexitime program is voluntary. No employee will be forced to apply for or accept a flexitime schedule.

APPENDIX B
Flexitime Schedule With Credit Hours

1. **Definition.** Credit hours are defined as those hours worked at the election of the employee in excess of the regular eight-hour workday that are to be accumulated and used to shorten subsequent workday(s).
2. **Eligibility.** Credit hours may be worked only by employees on Flexible Work Schedules. Employees who elect to work a Compressed Work Schedule (see Appendix C) are not eligible to work credit hours.
3. **Earning credit hours.** Credit hours can be earned as follows:
 - a. Time worked for credit hour accumulation shall be the result of mutual agreement between the employee and his/her immediate supervisor.
 - b. No workday in excess of ten hours will be permitted.
 - c. Accumulation of time in quarter-hour increments is permitted; however, the entire period must be worked to be earned.
 - d. The period worked must be within the regular hours that office buildings are open and available for employee use, unless the employee has obtained approval of his/her immediate supervisor and concurrence of Emergency Management Division to access the buildings outside regular hours.
 - e. All hours of work must be indicated on ENG form 4704 which shall be the official record for employees' account balances. Also, credit hours earned/used will be recorded on the employee's time and attendance report, as instructed by ER 37-1-20.
 - f. The account balance at the end of any pay period shall not exceed 24 hours, and in the case of a part-time employee, no more than one-fourth of the hours of his/her weekly/biweekly basic work requirement.
 - g. Employees shall not be required to work credit hours in lieu of paid overtime.

BR 690-1-2

4. Using credit hours. Credit hours shall be used as follows:
 - a. Prior arrangement with and permission of the supervisor is required.
 - b. Hours earned will be used in minimum one-hour increments.
 - c. Credit hours will be scheduled and used to avoid payment for hours earned as overtime. This means that regardless of the account balance, credit hours earned shall normally be used within 8, but in any case, within 12 pay periods after the pay period in which they are earned.

APPENDIX C
Compressed Work Schedule Plans

1. Policy.

a. Compressed Work Schedules (CWS) are a type of Alternate Work Schedule different from Flexible Work Schedules. These CWS Plans supplement the information contained in the basic regulation. They are intended to provide alternatives to the policies and procedures outlined in that regulation, but do not supersede them. The basic guidelines and requirements of these plans are found in Public Law 99-69, "Flexible and Compressed Work Schedules for Federal Government Employees," and in FPM issuances in the 620 series.

b. These plans apply to all organizational units of the Buffalo District, except those listed in paragraph 3 of Appendix A to this regulation. Other individuals or organizations may also be excluded as deemed necessary by management.

c. Employee participation in the CWS Program is voluntary.

d. Management reserves the right, subject to appropriate collective bargaining obligations, to terminate participation in the CWS Program, in part or in its entirety, at any time productivity or quality of work declines, or mission accomplishment is being affected adversely.

e. It is the Commander's policy that supervisors will not work the "4-10" CWS schedule unless specifically approved by the Executive Office.

2. Procedures.

a. The 5-4/9 and the 4-10 Plans, as described below, are the only CWS Plans authorized for use in the Buffalo District.

b. The 5-4/9 Plan for full-time employees includes 9 hours of work per day during 8 days of the biweekly pay period, and hours of work on the 9th day, to complete the basic requirement of 80 hours for the 2-week period. For employees normally scheduled to work Monday through Friday, there are four authorized variations in the days worked in completing the basic work requirement. The table below shows these four options (labeled I, II, III, IV): the daily hours worked for each option are found by reading across the table.

	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
I	0	9	9	9	9	9	0	0	9	9	9	8*	0	0
II	0	0	9	9	9	9	0	0	9	9	9	9	8*	0
III	0	9	9	9	9	9	0	0	0	9	9	9	8*	0
IV	0	9	9	9	9	0	0	0	9	9	9	9	8*	0

*The starting time on the 8-hour day will normally be the same as that selected for the 9-hour day.

c. The 4-10 Plan. This schedule allows employees to work four ten-hour days within a five-day workweek. The nonworkday is limited to either Monday, Wednesday, or Friday resulting in one of the following weekly schedules:

	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
I	0	0	10	10	10	10	0	0	0	10	10	10	10	0
II	0	10	10	0	10	10	0	0	10	10	0	10	10	0
III	0	10	10	10	10	0	0	0	10	10	10	10	0	0

d. Within the flexitime schedule provisions of the basic regulation, supervisors may approve employee requests to work any of the above options from either plan. However, they must ensure that their offices are adequately staffed during the times when the District is open to the public. Employee requests for changes in their tours of duty will be reviewed and approved or disapproved on a case-by-case basis. Supervisors who disapprove employee participation in the CWS program will justify that decision to the Deputy Commander through the chain of command, if requested by the employee.

e. Employee requests for and supervisory approval of CWS tours will be made in writing. To facilitate the documentation of the time and attendance report, a copy of the approval will be given to the timekeeper, indicating the specific option under which the employee is scheduled to work.

f. Employees normally scheduled to work other than Monday through Friday, and individuals employed part-time are also eligible to participate in the CWS Program. However, because of the infinite variations in these types of situations, each will be handled individually. Supervisors should consult with the Human Resources Office (HRO) in such instances, prior to establishing an CWS tour for these employees.

3. Premium Pay, Holidays and Leave. For individuals participating in the CWS Program, certain provisions of both Title 5, US Code, and the Fair Labor Standards Act (FLSA) have been modified or suspended. The more common variances that may occur under the CWS Plans are described in the following subparagraphs:

a. Overtime Pay.

(1) Work performed in excess of the daily work schedule requirement or in excess of 80 hours in a bi-weekly pay period is overtime work. (This differs from the "normal" concept of overtime under FLSA and Title 5, i.e., work in excess of 40 hours per week).

(2) Overtime pay/compensatory time for overtime worked is earned in accordance with existing laws and regulations, and is paid when such overtime work is ordered and approved in advance by management.

b. Holidays.

(1) A full-time employee who is relieved or prevented from working on a day designated as a legal holiday is entitled to pay with respect to that day for the number of hours (8, 9, or 10) for which the employee was scheduled to work, had the day not been a holiday.

Example 1. An employee works under Option III of the 5-4/9 Plan above, and the holiday falls on Monday of the first week. That employee receives pay for 9 hours.

Example 2. An employee works under Option I of the 5-4/9 Plan above, and the holiday falls on Thursday of the second week. That employee receives pay for 8 hours.

Example 3. An employee works under Option II of the 4-10 Plan above, and the holiday falls on a Monday. That employee receives pay for 10 hours.

(2) When an employee has three consecutive nonworkdays off and a holiday falls on one of those nonworkdays, the following rules shall apply in designating the workday as the "in lieu of" holiday. When the holiday falls on the employee's first or second nonworkday, the preceding workday shall be designated as the "in lieu of" holiday, and when the holiday falls on the third nonworkday, the next workday shall be designated as the "in lieu of" holiday. (These rules result in four consecutive days off for such employees).

c. **Leave.** Full days of annual or sick leave will be charged according to the number of hours the employee was scheduled to work on that day.

Example 1. An employee works under Option II of the 5-4/9 Plan above. The employee elects to take annual leave on Tuesday of the first week. The charge to leave is 9 hours.

Example 2. An employee works under Option IV of the 5-4/9 Plan above. The employee elects to take sick leave on Thursday and Friday of the second week. The total charge to leave is 17 hours (9 hours for Thursday, 8 hours for Friday).

Example 3. An employee works under Option III above. The employee elects to take annual leave on Tuesday. The charge to leave is 10 hours.

d. **Attendance at Training Courses.** Agencies providing training to District employees do not conduct their training on a CWS basis. For that reason, supervisors must accomplish one of the following changes if training, or any portion thereof, will occur on an employee's scheduled nonworkday. (This same policy applies if other agency-directed travel, e.g., for TDY purposes, will fall on a scheduled nonworkday).

(1) Supervisors may change the employee's scheduled nonworkday to a day on which training is not scheduled to be conducted. This change will be implemented only by assigning the employee to a different authorized option (see tables). If this cannot be done, then:

(2) Supervisors will change the work schedule for employees under a CWS Plan back to the traditional "five 8-hour day" schedule for the entire pay period(s) during which the training is to be conducted.

(3) In the case of locally sponsored training courses, supervisors are expected to find out from their employees what the beginning and ending times of each day's classes are, and to exercise reasonableness as to whether or not the employee may report directly to the training location from his or her residence and, conversely, whether it would be reasonable for the employee to return directly home from the training site. Some of the factors the supervisor needs to consider are the scheduled length of the course for a particular day, any unscheduled early dismissal by the instructor, the individual employee's work schedule, and the employee's place of residence. To assist the supervisor, every effort will be made to have students "sign-in" for locally sponsored government courses, but verifying and certifying the employee's time and attendance remains the supervisor's responsibility.

4. Responsibility.

a. Supervisors are still responsible for assigning employees to work schedules, and for approving and disapproving leave.

b. Supervisors will maintain, in writing, the variation to which he/she has assigned each subordinate employee.

c. All District employees are subject to the sign-in/sign-out requirement of paragraph 4j. of the basic regulation.

d. An employee request for a change in tour of duty will be presented far enough in advance for the supervisor to make a rational approval or disapproval of such a request. By the same token, supervisors will handle such requests as expeditiously as possible, and decisions will be made in a fair and impartial manner, within the requirements of paragraph 2d. of this appendix.

APPENDIX D
Annual Leave

1. Policy.

a. To the extent permitted by work conditions under his/her direction, each supervisor will plan to allow each employee relaxation, to assist in maintaining maximum efficiency and productivity of each employee. This includes planned vacations for all employees, whether occupying supervisory or nonsupervisory positions. Determination as to the time and amount of annual leave which is to be granted, whenever possible, should be on a basis of mutual agreement between the employee and his/her supervisor.

b. Employees will be responsible for cooperating with management in requesting leave during periods when their services can best be spared. Where emergency conditions require maximum attendance, employees should be requested to forego scheduled vacations or occasional periods of annual leave until such time as their services may be spared without detriment to the organization.

c. Supervisors are authorized to advance annual leave which will be earned during the leave year for permanent employees. If it is known, or reasonably expected that an employee will be separated or will retire during the year, the advance of leave may not exceed the amount that will accrue prior to the anticipated separation or retirement. Temporary employees may only be advanced annual leave that will accrue prior to the expiration of their current appointments. The approving supervisory level for advanced annual leave is the same as for ordinary annual leave, as outlined in paragraph 2 below.

(1) A refund will be required from the employee for any balance of outstanding advanced annual leave remaining at the end of the leave year or upon separation from the Federal service, except if the separation is because of death, disability for which an acceptable medical certificate is received, or disability retirement.

(2) The monetary value of unliquidated annual leave advances will be collected, when all other means fail, by making set-offs against the employee's retirement account.

2. Procedures.

a. The use of annual leave is subject to the prior approval of the appropriate supervisor. Annual leave requests of up to 80 hours may be approved by immediate supervisors: annual leave requests in excess of 80 hours must be approved by the appropriate Division Chief or the Deputy Commander.

(1) Each supervisor is responsible for informing his/her employees of the appropriate procedures to be followed for requesting annual leave under normal and/or emergency conditions.

(2) Supervisors disapproving leave will explain to the individual the reason(s) for the disapproval.

(3) Retroactive approval may be given where circumstances warrant.

(4) Failure to secure proper approval may result in the period being charged to absence without leave (AWOL).

b. Requests for advanced annual leave must be made in writing by the employee to his/her immediate supervisor prior to the date the advanced annual leave is to start. The format provided at Appendix N may be used by employees to initiate requests in excess of 80 hours. The appropriate supervisor should indicate approval on the request and forward it to the Payroll Liaison (Resource Management Office) for submission to Central Payroll. If the supervisor disapproves the request, he/she should specify the reason(s) for disapproval and return it to the requesting employee. When annual leave is approved, the T&A report must note in remarks, "ADVANCED ANNUAL LEAVE APPROVED."

c. Problems or questions concerning errors in leave statements should be directed to the Payroll Liaison (Resource Management Office).

APPENDIX E
Sick Leave

1. **Review and Control.** Individual supervisors are responsible for reviewing use of sick leave by their employees on a continuing basis to ensure that sick leave privileges are not abused. When an employee is absent for short periods at frequent intervals, he/she may be advised to visit a physician for a physical check-up and to report back with a statement from the physician as to his/her physical condition. If the employee fails to comply with such a request, the supervisor should contact the HRO for advice and assistance.

2. **Procedures.**

a. Because absences charged to sick leave are subject to approval of the appropriate supervisor in the same manner as absences due to annual leave, it is necessary that every absence be supported either by the employee's certification as to the reason for the absence, or by an acceptable certification of a private physician, or by such other evidence as is administratively acceptable to the supervisor. The following procedures and standards will be used when reviewing and approving requests for such leave.

(1) Normally an employee's certification will be sufficient to support a charge to sick leave for absences of three working days or less. This certification is accomplished by having the employee initial the period of absence on the time and attendance report.

(2) Absences in excess of three consecutive working days charged to sick leave will normally be supported by a medical certificate signed by a regular licensed physician. It is recognized that there are cases when an employee is legitimately ill and incapacitated, but the services of a physician are not employed for good and sufficient reasons. In such cases, the employee should advise his/her supervisor of the days or hours on which he/she was absent, the reasons for the absence, and the reasons why it was not possible to obtain a certificate from a physician. Sick leave requests in excess of three days will be made on an SF 71 "Application for Leave." The supervisor's signature on the SF 71 constitutes approval of the leave with or without a doctor's certificate. The SF 71 must be forwarded as soon as possible by the timekeeper to the Resource Management Office for retention.

(3) When in individual cases the supervisor has good reason to believe that the sick leave privilege is being abused, a medical certificate may be required to justify the approval of any sick leave. In such cases, the employee will be advised in advance, in writing, that until further notice he/she will be required to furnish a medical certificate to support any absence for which sick leave is requested regardless of the duration of the absence. Such notices must be coordinated with the HRO prior to issuance to the employee.

(4) In cases of prolonged absences because of illness, supervisors should require the employee to furnish physician's statements as to incapacitation at not less than two-month intervals.

(5) Normally, an employee must furnish the required certificates or evidence supporting charges to sick leave not later than five working days after return to duty. When certificates cannot be furnished within five working days, the employee will be required to furnish a statement in writing to the supervisor as to the reason for the delay.

(6) Medical certificates must always be furnished to support applications for advanced sick leave and for leave for maternity purposes.

(7) Whenever possible, Standard Form 71 will be used for certification by physicians or practitioners. However, if it is not possible, a certificate on the physician's letterhead or prescription blank will be acceptable, provided it contains the same information and is attached to an SF 71, which will show in the "Remarks" section "see attached certification."

b. The supervisory authority for approving sick leave is the same as specified in Appendix D, Annual Leave.

3. Sick Leave and Injury Cases.

a. Employees sustaining a disabling, job-related injury are eligible to be placed on Traumatic Injury Leave for up to 45 calendar days. The individual is carried in a regular work pay status until the beginning of the first full day or first full shift after the injury. Upon employee request, and in accordance with OWCP regulations, he/she may then be placed in a Traumatic Injury Leave status. Based upon his/her request, an employee whose disability extends beyond the 45 calendar days of Traumatic Injury Leave should be placed on sick leave, annual leave, or leave without pay. Supervisors should advise employees that compensation will not be paid while the injured employee receives pay for leave. Supervisors should also advise employees of the correct procedures to follow in applying for workers compensation.

b. While collecting compensation from the Office of Employees Compensation, a blank T&A report for the employee will be submitted with the notation "OEC" in the remarks block. Leave without pay for the above purposes may be granted for up to one year and extended in six month increments beyond the initial one year.

4. Advance of Sick Leave.

a. A Division Chief or the Deputy Commander, as appropriate, may advance up to thirty days of sick leave to eligible and deserving permanent employees. The amount of advanced sick leave to an employee's account may never exceed 30 days at any time. Where it is known that the employee is to be retired, or where it is anticipated that he/she is to be separated, the total advance may not exceed an amount which can be liquidated by subsequent accrual prior to the separation.

b. A request for an advance of sick leave must be initiated in writing by the employee, or by someone with a rightful interest in the case if he/she is not able to initiate his/her own request. The request should be made using the format provided at Appendix N and directed to the immediate supervisor.

(1) Requests for advanced sick leave must be received by the immediate supervisor with all required backup no later than the second Monday of the pay period in which the advanced sick leave is to be used. Incomplete requests, e.g., those without complete medical certificates, will be returned to the employee by the supervisor without action.

(2) Requests received in an untimely manner will be returned to the employee by the supervisor without action, unless the employee provides acceptable justification as to why the request was not timely initiated. Acceptable justification is a showing that the employee was physically or mentally incapacitated to the point that he/she was unable to generate the request.

(3) The request must state the reasons which necessitate the advanced sick leave, specify the amount of advance which is required, and state that available accumulated sick leave is inadequate to meet the necessary period of absence. The request must be substantiated by a statement or certificate of a duly licensed physician or practitioner setting forth the fact that the employee is *incapacitated for duty, and state the anticipated period for which such incapacity will exist, and specifically state that, in the physician's judgment, the disability is not of a permanent nature to prevent the employee from returning to work.*

(4) The employee's request, together with the certificate of the doctor, should be endorsed by the supervisor and forwarded to the appropriate next level of supervision with the following procedures being followed:

(a) That next level supervisor will affix his/her concurrence or nonconcurrence and forward the request to the HRO to determine if regulatory requirements are met. The request must be received in the HRO no later than the second Wednesday of the pay period in which the advanced sick leave is to be used. Immediate and next level supervisors are responsible for assuring receipt in the HRO by that day, even if hand-carrying the request is required. Requests not received in the HRO by the second Wednesday of the pay period in which the advanced sick leave is to be used may delay the crediting of such leave to the employee's account.

(b) If regulatory requirements, including the provisions of paragraph 4b.(1)-(3) of this Appendix are met, the request will be forwarded to the Division Chief or Deputy Commander for approval or disapproval. If regulatory requirements are not met, e.g., if the request is untimely or incomplete, the request will be returned through channels with the reason(s) why the request cannot be processed. The higher level supervisor will advise subordinate supervisors and the employee.

(c) The Division Chief or Deputy Commander will approve or disapprove the request and return it to the HRO.

(d) If approved by the individual specified above, the HRO will forward final notification of the approval to the supervisor, the employee, his/her time and attendance clerk, the Payroll Office and the Resource Management Office.

(e) If disapproved by the individual specified above, the HRO will return the request to the higher level supervisor, who will advise subordinate supervisors and the employee.

c. Upon return to duty, the employee's sick leave accrual will be credited towards liquidation of the advanced sick leave. When an employee separates from the Federal service prior to liquidating the entire advance, the remaining balance will be liquidated either by charge against available annual leave; setoff against earned salary or unapplied savings bond balance; or request for a retirement setoff.

d. Any advanced sick leave is automatically liquidated and repayment is not required when the separation is due to death, disability for which an acceptable medical certificate is received, or disability retirement.

APPENDIX F
Leave Without Pay

1. Purpose. Leave without pay (LWOP) is a temporary approved absence from duty in a non-pay status granted upon the employee's request. It must not be confused with unapproved absences that should be properly charged to absence without leave (AWOL).

2. Policy.

a. Employees cannot demand that they be granted leave without pay (except in the instances cited in paragraph 6 herein). The supervisory level for approval and use of LWOP is no different from the approval and use of annual leave.

b. Normally, leave without pay will be denied to any employee who has annual leave that would be subject to forfeiture.

c. Each request for LWOP will be examined closely to assure that the value to the Government or the serious needs of the employee are sufficient to offset the costs and administrative inconveniences to the Government which result from the retention of an employee in a leave without pay status. Among these costs and inconveniences are:

- (1) Encumbrance of a position,
- (2) Loss of services which may be needed in the organization,
- (3) Eligibility for continued life insurance coverage without cost to the employee for up to one year of non-pay status.

d. As a basic condition to approval of extended LWOP (in excess of 30 days), there should be **reasonable** expectation that the employee will return at the end of the approved period. In addition, it should be apparent that at least one of the following benefits would result:

- (1) Increased job ability,
- (2) Protection or improvement of employee's health,
- (3) Retention of a desirable employee or,
- (4) Furtherance of a program of interest to the Government.

3. Restriction/Duration of Periods of Leave Without Pay.

a. Any initial grant of leave without pay should not exceed a period in excess of 52 calendar weeks; and

b. Renewals for any like or shorter period should be scrutinized even more carefully than the original request, with approval granted only when unusual circumstances indicate that it would be harsh or unfair to deny the extension.

4. Minimum Charges of LWOP. Periods of leave without pay are chargeable in multiples of 15 minutes. Only absences during the regularly scheduled basic tour of duty may be considered as LWOP.

5. Procedures.

a. Each consecutive period of LWOP of 80 hours or more will be noted on a Standard Form 52, Request for Personnel Action, and submitted to the HRO.

b. Supervisors are authorized to approve requests from employees for LWOP for periods up to 80 hours.

c. Requests for periods of LWOP in excess of 80 hours must be approved at the Division/Office Chief level. The employee will initiate such requests in writing using the format provided in Appendix N. Medical documentation must accompany the employee's request for LWOP when the purpose for the request is for medical reasons. The form will be prepared in four copies and routed for approval as follows:

- (1) first-line Supervisor, who attaches an SF-52
- (2) Branch Chief
- (3) HRO
- (4) Division/Office Chief (approving official)

d. Each reviewer enters his/her recommendation and/or comments and the date of review. Distribution of the completed form is made by the Division/Office Chief in accordance with instructions contained on the form.

6. LWOP Requests That Require Mandatory Approval.

a. Request for a period of LWOP not to exceed 90 calendar days for the purpose of avoiding a break in service and enable a career or career-conditional employee or excepted service employee with competitive status to seek further Federal employment when the head of the household is a Federal employee or in the military service and is being transferred to a new geographic location.

b. During any period not exceeding one year, pending action by the Office of Worker's Compensation on a claim resulting from work-related illness or injury.

c. During any period not to exceed one year, pending final action by the Civil Commission on a claim for disability retirement, after all sick and annual leave have been exhausted.

d. Requests from reservists to enter active military duty of a period not to exceed three months.

e. To employees who are participating in cooperative training programs or who are *in receipt of awards or grants for study and research purposes.*

f. Requests from employees who are disabled veterans for the purpose of receiving medical treatment (available sick leave must first be utilized).

g. For periods of absence related to pregnancy and confinement, when requested by the employee, and incapacitation has been medically certified.

APPENDIX G
Military Leave

1. **Policy.** Military leave is authorized in accordance with FPM Supplement 990-2, Book 630, and supplementing Army guidance.

2. **Procedures.**

a. An employee who meets eligibility requirements for military leave and who is ordered to active duty training in a reserve component of the Armed Forces must present to his/her supervisor a copy of his/her military orders immediately after he/she receives them.

b. The supervisor will submit the orders as an attachment to the time and attendance report to substantiate the charge to military leave.

c. The supervisor will instruct the reservist that he/she must, upon return to civilian duty, furnish official evidence of his/her performance of the military duty. This may be in the form of a certification or a statement of attendance furnished by the Commanding Officer of his/her military unit. The attendance should be transmitted to the Resource Management Office for retention as substantiation for the military leave taken.

d. Military leave is accrued on a fiscal year basis. Unused military leave (not exceeding 15 days) may be carried over from one fiscal year to the next, but the total military leave paid may not exceed 30 days in any fiscal year. Proof of carry-over entitlement is only required from the employee when no military leave has been used during the fiscal year. The certifying official must be the member's Commanding Officer, Executive Officer, or Adjutant.

e. Part-time employees who meet the eligibility requirements for military leave are also entitled to military leave, but on a prorated basis only.

f. When a career employee first joins a unit of the military reserve, he/she should immediately inform the HRO in order that Central Payroll may be notified that the employee is entitled to 15 days military leave for that fiscal year.

APPENDIX H
Court Leave

1. Policy. Court leave is authorized in accordance with FPM Supplement 990-2, Book 630, and supplementing Army guidance.

2. Procedures - Evidence to be Submitted.

a. When an employee is called for court services, either as a witness (on behalf of or in connection with any judicial proceeding to which the United States, the District of Columbia or a State or local government is a party) or a juror, he/she is required to present to his/her supervisor the court order, subpoena, or summons, if one was issued, as far in advance as possible. The supervisor will submit the order as an attachment to the time and attendance report to substantiate the charge to court leave.

b. Upon return to duty, the supervisor should require the employee to submit written evidence of his/her attendance at court, showing the dates (and hours if possible) of the service. Generally, such statement may be obtained from the clerk of the court. This evidence of attendance should be forwarded to the Resource Management Office.

3. Fees.

WHEN AN ABSENCE FOR COURT SERVICE IS CHARGED TO COURT LEAVE, THE SUPERVISOR WILL CONTACT THE RESOURCE MANAGEMENT OFFICE FOR INFORMATION REGARDING THE DISPOSITION OF ANY COURT FEES THAT MAY BE RECEIVED.

APPENDIX I

Leave for Maternity Purposes and
Absence for Parental and Family Responsibilities

1. Policy.

a. The Federal Government and this District view pregnancy as a condition which eventually requires an employee to be absent from her job because of incapacitation. An absence covering pregnancy and confinement will be treated like any other medically certified temporary disability; as such, appropriate leave will be granted to cover the period of incapacitation. The Office of Personnel Management (OPM) allows further that after delivery and recuperation, an employee may desire a period of adjustment or need time to make arrangements for the care of the child, and that these requirements may be taken care of by the use of available annual leave or LWOP.

b. It is the policy of this District to retain the services of skilled, trained employees whenever possible. And in this regard, the District recognizes that a temporary absence due to pregnancy and newborn care should not be an impediment to that policy. Accordingly, supervisors are authorized to approve for employee use any appropriate combination of annual leave, sick leave, or leave without pay, during periods of absence for maternity purposes, up to a total of one year.

2. Parental and Family Responsibilities. Other situations for which approval of leave would be appropriate are described in FPM Chapter 630. This District subscribes to a policy of being flexible and compassionate in granting leave for these purposes.

3. Procedures. The procedures and requirements for requesting and approving appropriate combinations of annual leave, sick leave, and LWOP for these purposes are the same as those described in Appendices D, E, and F. A format is provided in Appendix N.

APPENDIX J
Administrative Dismissal Due To Adverse Weather Conditions

1. Policy.

a. District employees, regardless of their duty station, are expected to cope with difficult driving conditions and minor disruptions of public transportation facilities due to heavy snow storms. In some instances, vehicular traffic becomes impossible or extremely hazardous. In those cases the Commander will either grant administrative leave (shown as "other paid absence" on the T&A report), or operate under a liberal leave policy.

b. Administrative leave will be granted only when the District Office is officially closed. If the office is closed prior to the start of the workday or within one hour of the workday, the full workday will be charged to administrative leave. If the office is closed later than one hour after the start of the workday, only those employees who were on duty at the time the office closes will be granted administrative leave for the hours of work remaining in the workday. Other employees will continue in the same leave status as they requested when the office was opened.

c. If the office is open but severe weather conditions exist in all or part of the city, a liberal leave policy may be implemented. This will permit employees who arrive late or want to leave early to do so without obtaining advance approval for use of leave.

d. *Certain jobs may be critical to our mission, and operations cannot be suspended or interrupted even though it may be necessary generally to excuse employees for all or part of a day. Supervisors will designate these positions, and inform the employee(s) in writing of the special requirements placed on them for reporting to, or remaining at, their work sites when the office is closed and/or a liberal leave policy is operative.*

2. Procedures.

a. The Buffalo District office is a participating member of the Buffalo Federal Executive Board's (FEB) emergency dismissal plan. Consequently, a radio announcement indicating the FEB has closed Federal Government offices applies to the Buffalo District office. There will be no separate announcement for Corps of Engineers employees. Closure of offices because of severe weather conditions will be made on the following radio stations:

BR 690-1-2

Buffalo

Cleveland

WGR (550 AM)	WGR (96.9 FM)	WGAR (1220 AM)
WBEN (930 AM)	WBEN(102.5 FM)	WHK (1420 AM)
WEBR (970 AM)		WJMO (1490 AM)
WWKB (1520 AM)	WWKB(98.5 FM)	WWE (110.0 FM)

No radio announcement will be made for the Toledo Area Office. Notification will be made by the Office Chief.

b. During duty hours early dismissal remains at the discretion of the District Commander rather than the FEB and employees will be notified through their supervisors and/or by public address announcement of any decision on early dismissal.

APPENDIX K
Excused Absence

1. Policy. Excused absence is absence from duty administratively authorized without loss of pay and without charge to leave. Excused absence is not appropriate in those instances where paid leave policies are designed to cover the stated purpose for a particular absence.
2. Specific circumstances where excused absence may be appropriate are described in references a-d. The more common situations are as follows:
 - a. Blood Donations. Employees may be excused from work without charge to leave for up to four hours. This includes the time necessary to donate the blood, for recuperation following blood donation, and for necessary travel to and from the donation site.
 - b. Taking Examinations In Connection With Civil Service Employment. An employee may be excused without charge to leave only when the examination is given by or taken at the request of the District.
 - c. Employment Interviews. Employees may be excused for employment interviews for positions within the Department of Defense. Otherwise, employees may request annual leave or leave without pay.
 - d. Absence Related To Permanent Change Of Station (PCS). Employees may be excused without charge to leave for such things as making arrangements for household goods packing or unpacking, or obtaining passports, provided such business or arrangements cannot be transacted outside the employee's regular working hours.

APPENDIX L
Sample Format - Tour of Duty Approval

(Note: The format, on the next page should be used by supervisors when requesting establishment of tours of duty other than those allowed by the basic regulation.)

OFFICE SYMBOL

MEMORANDUM FOR: Second Level Supervisor

SUBJECT: Request for Approval of Tour of Duty

1. See paragraph 4e(1)-(3) of the basic regulation for guidance on what to include in the request.
2. This request is routed through channels to the level below the approving authority.

Signature (Supervisor)
Title

TO: Human Resources Office (HRO) FROM: Second-Level Supervisor DATE: CMT 2

1. The request is routed to the HRO for review for conformance to legal/regulatory requirements.
2. If it meets those requirements, the request will be forwarded to the approving official.

Signature
Title

TO: Approving Official FROM: HRO DATE: CMT 3

Recommend approval/disapproval.

Signature
Title

TO: HRO FROM: Approving Official DATE: CMT 4

1. If approved, the HRO will make distribution to the appropriate organizations.
2. The supervisor who requested the tour of duty is responsible for notifying the employee and timekeeper.

Signature
Title

APPENDIX M
Mobilization Management

1. **Purpose.** The guidelines described in this appendix define certain exceptions to the establishment of tours of duty for employees of the District during periods of mobilization or preparedness training for mobilization. They apply only to these exceptional periods and do not otherwise supersede the policies and procedures enumerated in the basic regulation.

2. **References.**

- a. FPM Supplement 990-3
- b. AR 690-11
- c. SR M-610.101

3. **Policy.**

a. The District Commander shall schedule the work of his/her employees to accomplish the mission of the agency. During mobilization and, by extension, periods of training for mobilization, the mission of the District is dramatically changed and focused to accomplish its essential assignments during wartime or a time of extreme national emergency. At such times all District activities not related to mobilization are suspended, and a total effort is given to support of the Department of Defense (DoD) in assembling and readying resources for wartime or national emergency duties.

b. These exceptions to normal procedures for the establishment of tours of duty are to facilitate military and civilian program planners in the preparation and maintenance of programs that can be executed quickly and effectively to meet any threat to the national security.

c. There is an implicit acknowledgment in these exceptions that during mobilization, and the exercises designed for mobilization training, management cannot know in advance of the working conditions and requirements that would allow for the proper scheduling of hours of work.

4. **Mobilization.**

a. During periods of national emergency and mobilization, the administrative requirement associated with changing hours of duty and tours of duty are suspended, in accordance with reference b. and Subpart D of Part 230 of OPM regulations.

b. All employees are to presume, unless otherwise notified, that their office or activity will be open each workday regardless of the emergency conditions which may develop.

c. On declaration of mobilization the regularly scheduled administrative workweek will be 48 hours, in accordance with reference c. This policy does not preclude the Commander from authorizing work in excess of 48 hours per week when required by emergency conditions.

d. Procedures.

(1) The provisions of paragraph 4e. of the basic regulation are to be followed wherever practicable.

(2) The District Commander will establish the work requirements of the District. Supervisors will schedule the hours of duty and tours of duty of their employees.

(3) Tours of duty or changes to already established tours of duty will be established as early as possible prior to the commencement of the tour/change. Supervisors are responsible for notifying employees of the tour and for explaining the conditions making it necessary.

(4) The tour of duty established will specify commencement date, time, lunch period, and expiration date, if appropriate, and the employees who will be assigned to the tour.

(5) Supervisors will maintain records of tours and changes, and shall record the hours of work on the employees' time and attendance record. Copies of these records will be provided to the RMO and HRO as requested.

(6) If more than one employee can be utilized for duty outside the normal work schedule, designation should be made on a rotating basis.

5. Mobilization Training Exercises.

a. During periods of training for mobilization, defined by specific exercises required by DoD or Army, the requirement for advance notice of changes in tour of duty and hours of duty is suspended for those employees identified as participants in the exercise.

b. Procedures.

(1) The provisions of paragraph 4e. of the basic regulation are to be followed wherever practicable.

(2) The Chief, Emergency Management Division (EMD), acting for the District Commander, will establish tours of duty for exercise participants.

(3) Tours of duty will be established as early as possible given limitations on information and dissemination of information, but not less than 24 hours prior to the commencement of the tour of duty or changes in already established tours.

(4) The tour of duty established will specify commencement date, time, lunch period, and expiration date, if appropriate, and the employees who will be assigned to the tour.

(5) The Chief, EMD, will inform the identified employees' supervisors of the tours of duty and any subsequent changes, with a copy to the employees and timekeepers. The EMD will maintain records of tours and changes to include the tour/change and the reasons for it. Copies of these records will be provided the RMO and HRO.

(6) If more than one employee can be utilized for duty outside the normal work schedule, designation should be made on a rotating basis.

APPENDIX N
Format for Advanced Leave Requests

OFFICE SYMBOL

DATE

MEMORANDUM FOR: _____ (Supervisor)

SUBJECT: Request For Advanced Annual/Sick Leave or Extended Leave
Without Pay

1. I am requesting the following leave:

_____ hours of advanced annual leave (a statement from the employee must be attached explaining the need for the advanced leave).

_____ hours of advanced sick leave (a statement from a duly licensed physician or practitioner must be attached setting forth the fact that the employee is or will be incapacitated for duty, the anticipated period of incapacity and a reasonable assurance that the employee will be able to return to duty).

_____ hours of leave without pay (LWOP) (a statement from the employee must be attached explaining the need for the leave without pay, along with a standard Form 52, Request For Personnel Action).

2. The period of absence to be covered by this request will be from _____ to _____.

Incl

Employee's Signature

THRU: _____
(Supervisor)

Recommend Approval DATE:
 Recommend Disapproval See Comments Below

(Branch Chief)

Recommend Approval DATE:
 Recommend Disapproval See Comments Below

(HRO)

Meets Regulations DATE:
 Fails To Meet Regulations See Comments Below

TO: _____
(Division/Office Chief)

Approved DATE:
 Disapproved See Comments Below

COMMENTS: _____

DISTRIBUTION:

- Original - HRO/Payroll Copy 3 - Supervisor/Timekeeper
- Copy 2 - OPF Copy 4 - Employee

APPENDIX O
Sample AWS Time Record

The next page provides a sample of a completed ENG Form 4704, Alternate Work Schedule Time Record. All employees are to complete this form according to the following instructions:

a. For each day, the "total hours worked column (1)" will reflect the total number of assigned scheduled work hours according to the employee's tour of duty (i.e. 8 hours, 9 hours, etc.). If an employee is scheduled to work any hours in addition to their normal tour of duty (i.e. overtime, credit hours, premium hours, etc.) this column should include that time. (i.e. column (1) would show 9 hours for a person working an 8 hour tour of duty plus 1 hour of overtime).

b. "Regular hours worked" column will reflect the employee's normal tour of duty hours worked less any leave or credit hours used.

c. "Total (2)" column will be the total of regular hours and any premium hours. "Total (2)" column will equal "total hours worked (1)" column.

d. Other columns of non-premium pay hours, premium pay hours, non-pay hours, credit hours will be completed and posted as used. It is the employee's responsibility to be aware of available leave amounts and should not request or sign for leave unless a sufficient amount of the appropriate leave is available.

e. The employee is responsible for posting to the appropriate columns for each day and for completing the total columns for weeks 1 and 2.

ALTERNATE WORK SCHEDULE TIME RECORD

(ER 37-1-20)

NAME (Last, First, MI):

ORGANIZATION (Include Office Symbol):

PAY PERIOD:

EMPLOYEE NAME

EMPLOYEE ORGANIZATION

FROM: 3/6/94

TO: 3/19/94

DATE	DAY OF WEEK	CLOCK TIME						TOTAL HOURS WORKED (1)	NON-PREMIUM PAY HOURS						PREMIUM PAY HOURS			NON-PAY HOURS (AWOL-LWOP)	CREDIT HOURS				
		IN	OUT	IN	OUT	IN	OUT		REG PAY HOURS WORKED	HOLIDAY	ANNUAL LEAVE	SICK LEAVE	COMP TIME USED	OTHER LEAVE		TOTAL (2)	PAID OVERTIME		COMP TIME EARNED	PAID HOLIDAY	EARNED	USED	RUNNING BAL.
														TYPE	HOURS								0
March 6	SUN																						
7	MON	0700	1630				9	8							9						1	1	
8	TUE	0700	1130	1300	1530		8	7							8						1	0	
9	WED	0700	1530				8	8							8								
10	THUR	0700	1330				8	6			2				8								
11	FRI	0700	1630				9	8							9		1						
12	SAT	0700	1200				5								5	5							
TOTAL WEEK #1							47	37			2				47	5	1			1	1		
13	SUN																						
14	MON	HOLIDAY					8		8					8									
15	TUE	0700	1530				8	8							8								
16	WED	0700	1200	1400	1530		8	6½		1½				8									
17	THUR	0700	1530				8	8							8								
18	FRI	0700	1530				8	8							8								
19	SAT																						
TOTAL WEEK #2							40	30½	8	1½				40									

(1) HOURS WORKED WILL BE ROUNDED DOWNWARD TO THE COMPLETE QUARTER HOUR SEGMENT ACTUALLY WORKED.

(2) TOTAL NON-PREMIUM PAY HOURS IN EXCESS OF THE DAILY WORK REQUIREMENT ARE CREDIT HOURS EARNED AND THOSE LESS THAN THE DAILY WORK REQUIREMENT ARE CREDIT HOURS USED UNLESS THE PERIOD OF ABSENCE IS CHARGED AS NON-PAY HOURS (AWOL-LWOP).

I CERTIFY THAT THE ABOVE TIME RECORD IS ACCURATE (Employee's Signature):

APPROVED (Supervisor's Signature):

POSTED TO TIME & ATTENDANCE REPORT (Timekeeper's Signature):