

MEMORANDUM FOR First M. Last, Position Title, WG-0080-10

SUBJECT: Federal Employee Leave Expectation Letter

1. This letter serves as a reminder of the federal leave program. It identifies expected procedures for using and requesting leave from work.
2. Sick Leave: When possible (ie. scheduled medical appointments), sick leave should be requested in advance. Sick Leave can be requested via text or phone call or Outlook Calendar invite for medical/dental appointments. If you need to request sick leave and will not be reporting to work for reasons sick leave can be used, I expect you to notify me, or alternate supervisor in my absence, of your request to use sick leave before the start of your duty day or as soon as you know you will need to take leave. Sick leave is to be used for one of the following reasons:
 - a. For you to receive medical, dental or optical examination or treatment .
 - b. You are incapacitated for the performance of duties by physical or mental illness, injury, pregnancy or childbirth.
 - c. For you to provide care for a family member who is incapacitated by a medical or mental condition or attend to a family member receiving medical, dental or optical examination or treatment .
 - d. For you to provide care for a family member with a serious health condition.
 - e. For you to make arrangements necessitated by the death of a family member or to attend the funeral of a family member.
 - f. Because you would, as determined by the health authorities having jurisdiction or by a health care provider, jeopardize the health of others by your presence on the job because of exposure to a communicable disease.
 - g. You must be absent from duty for purposes relating to the adoption of a child
3. When requesting sick leave, specify the reason you are taking sick leave from the reasons provided above. For sick leave absences over 3 days, I may request administrative evidence. If requested, administratively acceptable evidence or medical certification must be provided within 15 days of the request. If you are unable to provide evidence, despite the diligent, good faith efforts, you must provide it within a reasonable

period of time, but no later than 30 calendar days after the request. If you fail to provide the required evidence within the specified time period, you are not entitled to sick leave.

4. Annual Leave: Must be requested and approved in advance. Leave is approved only after mission requirements have been considered. Please request planned use of Annual Leave of more than two days, two weeks in advance via Microsoft Outlook using the calendar appointment function.

a. Emergency requests for annual leave must be coordinated with me, or alternate supervisor, in my absence.

b. You are expected to manage your use/lose leave balance. Failure to manage your balance may result in a loss of leave at the end of the leave year if it is not possible to grant the use of annual leave at the end of the leave year.

5. There are four authorized work schedules:

a. 5/8 schedule

b. 5/4/9 schedule

c. 4/10 schedule

d. Maxiflex (Core Hours for HRO are 0800-1400 T-TH)

6. As the supervisor, I will approve the work schedule that will meet the organization's needs to accomplish the mission. I expect you to communicate your schedule with me and coordinate any changes if needed. If you are on a Maxiflex schedule you must provide your schedule for the following pay period no later than the Thursday before the start of the pay period. Failure to do so may result in your work schedule set as a 5/8 schedule.

a. Leave without Pay (LWOP) is not an entitlement unless it is for FMLA purposes. If you are out of leave, I am not required to grant you LWOP when you want to take time off or are sick. Requests for LWOP must be requested and approved in advance. If this is a medical issue for you or a family member, please inform me and I can assist you with applying for FMLA.

b. Absent Without Leave (AWOL) may be used when your absence was not authorized (leave not requested, you did not have leave available to use, unexcused tardiness or leaving the work area, wasting time, etc.).

c. Tardiness will not be tolerated or condoned. If you are late for work (over 10 minutes beyond your scheduled start time) without a call or text, you will be charged

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with AWOL in 30 minute increments. Depending on your reason, the AWOL code may be changed to LWOP, Annual leave or Excused Leave. It is your responsibility to ensure that you leave your residence early enough so that you can arrive at work on time.

d. If you feel that you have a personal problem that may be influencing your behavior, you can request assistance through the Employee Assistance Program. For more information regarding EAP, contact your HRO representative.

7. Noncompliance with leave policies and guidelines will result in any of the following: the issuing of a letter of reprimand, a suspension, or removal as allowable under the table of penalties in CNGBI 1400.25 Vol 752, National Guard Technician and Civilian Personnel Discipline and Adverse Action Program.

John Q. Supervisor
Supervisor

I acknowledge receipt of the Federal Employee Leave Expectations memorandum dated _____

Name/Signature of Employee

Date