



**IDAHO NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
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BOISE, IDAHO 83705-5004**



J1/HR

15 August 2008

MEMORANDUM FOR Idaho National Guard Federal Technicians

SUBJECT: 5 Days Excused Absence for Federal Employees Returning from Active Duty (Addendum)

Reference: <http://www.chcoc.gov/Transmittals/TransmittalDetails.aspx?TransmittalId=1481>

1. Technicians who retroactively became eligible for additional increments of 5-day Presidential Leave due to the recent change in policy may take that leave at a time mutually agreeable between the employee and the supervisor. This retroactive provision will include the Air Guard personnel who recently returned from the A-10 deployment in support of the AEF. In other words, recently returned A-10 deployers will **not necessarily** have to take that leave on what would have been their first 5 duty days as a technician. It is strongly recommended, and in the best interest of the organization, that technician personnel planning to use the 5 day Presidential Leave under this provision do so by the end of this calendar year. For future deployments, the 5 days will be applied to the first 5 days the technician would have returned to technician duty.
2. The Presidential Leave must be taken in 5 day (working day) increments. A "day" is a full duty day, regardless of the number of hours scheduled.
3. Time keepers will code this leave as "LV".
4. Technicians requesting use of this leave must provide, in addition to an OPM Form 71, a copy of orders/DD 214 for each deployment to substantiate activation for a contingency operation (OIF, OEF, Noble Eagle). Time keepers will also check prior leave records to make sure technicians are not taking this leave twice for the same set of orders.
5. For questions regarding this matter please contact CPT Jim Medwick, HRO Employee Relations Specialist, at 272-4224.

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MICHAEL D. SCHUMACHER  
LTC, AG, IDARNG  
Human Resource Officer