

18 February 2020

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.

- a. Sick Leave. When possible (scheduled medical appointments), sick leave should be requested in advance. Sick Leave is a benefit that may be used for times of personal illness, but is also available for care of others and the option to use FMLA and FFLA. 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. I will determine if your absence will be chargeable to sick 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
- b. In order for sick leave to be approved, you will specify which reason you are taking sick leave from the reasons provided above in Section "a." and provide medical documentation that specifies the following:
 - a. History of the medical condition including summaries of findings from previous examinations, treatment and responses to treatment
 - b. Clinical findings from the most recent medical evaluation (i.e. physical examinations, laboratory tests, x-rays, EKGs and other diagnostic procedures)
 - c. Diagnosis
 - d. Prognosis, including plans or recommendations for future treatment and an estimate of the expected date of full or partial recovery
 - e. Explanation of how your medical condition affects your overall health and activities related to your job, including the basis for a conclusion that restrictions, accommodations, or leave are warranted.
- c. This documentation must be provided within 30 days of the day you are requesting to take sick leave. If the information is not provided before your time card is to be certified, your time will be marked as AWOL but may be corrected to Sick Leave at a future date, once you have provided the required medical documentation, as listed in Section b above.

b. 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 two weeks in advance via Microsoft Outlook using the calendar appointment function.

Commented [DACCUA1F1]: How?

Commented [DACCUA1F2]: This paragraph is an example of what another supervisor has used.

c. Emergency requests for annual leave must be coordinated with me, or **alternate supervisor**, in my absence, **no earlier than 1 week prior and no later than 1 day prior**.

d. Leave without Pay (LWOP) is not an entitlement. 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 through ATAAPS. LWOP will not automatically be approved.

e. 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.).

f. Leave requests via the work telephone messaging system will be annotated as AWOL until you personally contact me **alternate supervisor**. At that time, your Time and Attendance Sheet may be adjusted to either sick leave, annual leave, or leave without pay (LWOP) according to the reason for your absence and the requirements in Sections "a." and "b." above.

2. Tardiness will not be tolerated or condoned. If you are late for work **(10 minutes)**, you will be charged 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.

3. 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.

4. 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 Technician Personnel Regulation (TPR) 752, Discipline and Adverse Action.

Commented [DACCUA1F3]: You decide the grace period.

Supervisor

I acknowledge receipt of the Federal Employee Leave Expectations memorandum dated **18 February 2020**.

Name of Employee

Date