



**IDAHO NATIONAL GUARD
JOINT FORCE HEADQUARTERS
HUMAN RESOURCE OFFICE
4794 GEN MANNING AVE, BLDG 442
BOISE, IDAHO 83705-8112**



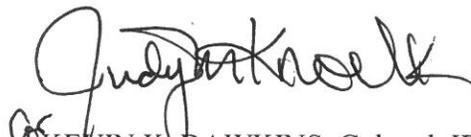
1 November 2016

MEMORANDUM FOR Idaho National Guard Federal Technicians

FROM: JFHQ-ID/HRO

SUBJECT: HR Policy Letter 16-002; 5 Day Presidential Excused Absence for Federal Employees Returning from Active Duty

1. This memorandum provides clarification and processing instructions concerning the eligibility for the 5 Day Presidential Leave.
2. Former President George W. Bush issued a memorandum that allows agencies to authorize 5 days of Administrative Leave to Federal Technicians who return to duty from military service in connection with contingency operations under Executive Order 13223. Revised policy from OPM (CPM 2008-21), enclosed, limits this entitlement to those who have been on active duty contingency tours of 42 consecutive days or more and to 5 duty days of excused absence per 12 month period. The continuous excused absence must be granted as soon as the technician reports back for duty or notifies the agency of his or her intent to return to civilian duty, in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). The excused absence may not be stockpiled for use at a later date. The intent of the President's policy is to grant the 5 days of paid time off to technicians to aid in their readjustment to civilian life. The employee is not allowed to use Presidential Leave while in a military duty status or state active duty. The commencement of the excused absence represents a return to federal civilian employment. The technician will be obligated to report for work at the end of the absence. Supervisors must provide the following for each returning technician:
 - a. The technician's return to duty date following from active military service. This date should be coordinated with the technician. The date may be during terminal leave or after termination of military orders.
 - b. A completed SF 52, Return to Duty, submitted to the Human Resource Office, effective on the identified return to duty date. The five day excused absence will commence on the effective date of the return to duty. Timekeepers will use code "LV" for administrative leave.
3. This policy supersedes HR Policy Letter 11-007. Questions related to this policy should be directed to SMSgt Jeffrey Guzi, Employee Relations Specialist, at (208) 272-4210.


KEVIN K. DAWKINS, Colonel, IDANG
Human Resource Officer