



IDAHO NATIONAL GUARD
JOINT FORCE HEADQUARTERS
HUMAN RESOURCE OFFICE
4767 GENERAL MANNING AVE, BLDG 442
BOISE, IDAHO 83705-8112



5 August 2020

MEMORANDUM FOR Supervisors of and Federal Employees of the Idaho National Guard

SUBJECT: HR Policy Letter 20-003; Presidential Excused Absence for Federal Employees Returning from Active Duty

1. **PURPOSE.** This memorandum provides clarification and processing instructions concerning the eligibility for the 40 hours of Presidential Leave.
2. Former President George W. Bush issued a memorandum that allows agencies to authorize 40 hours of Administrative Leave (LV) to federal employees who return to duty from military service in connection with contingency operations under Executive Order 13223. Revised policy from OPM (CPM 2008-21), limits this entitlement to those who have been on active duty contingency tours of 42 consecutive days or more and to 40 hours of excused absence per 12 month period. The continuous excused absence must be granted as soon as the employee 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 40 hours of paid time off to employees 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 employee will be obligated to report for work at the end of the absence. If the employee reaches their 40 hours of Presidential Leave and there is still time remaining in their duty day, they will either need to use their own leave or report to work for the duration of their duty day. Supervisors must provide the following to HRO for each returning employee:

A completed SF52, Return to Duty, with the employee's return to duty date following active military service. This date may be during terminal leave or after the military order end date. Timekeepers will use code "LV " for administrative leave.

3. This policy supersedes HR Policy Letter 16-002. Questions related to this policy should be directed to Ms. Ashlee Mickelsen at (208) 422-3349.

KEVIN K. DAWKINS
Colonel
The Human Resource Officer, IDNG