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**Date:** 01/21/2000

**Category:** 20 - Human Resource Management

**OPR:** OPR

**Title:** AR 20-30 LEAVE AND OTHER ABSENCES

**PEN AND INK CHANGE:** 21 November 2001

Policy on special leave of absence, which was formerly referenced in AR 20-48, has been moved to paragraph c(16) of this regulation. Boldfaced text indicates this revision. Boldfaced text indicates this revision.

**REVISION SUMMARY:** 21 January 2000

This regulation supersedes AR 20-30, dated 21 August 1998.

AR 20-30 is revised to provide current policy regarding Leave and Other Absences. Specifically, changes have been made to paragraphs c and f. Paragraph c(3) reflects a change in the number of days of paid leave allowed each year (in addition to sick and annual leave) for organ donors. Paragraph f(2) and (4) reflect the change from Headquarters approval to Headquarters notification for Absence from Duty of Chiefs of Station and Base.

A reference has also been updated, and the remainder of the regulation has been revalidated.

*Boldfaced text in this regulation indicates revisions.*

*This regulation was written by Policy Group, Human Resource Management, HRM/Policy @ DA.*

**30. (U) LEAVE AND OTHER ABSENCES**

APPROVED FOR RELEASE  
DATE: JAN 2008

[REDACTED]

**SYNOPSIS.** This regulation defines and states policy on leave and other absences of full-time or part-time regularly scheduled staff and contract employees. See Agency Handbook AHB [REDACTED] for additional guidance and for practices and procedures concerning leave administration. See AR 20-36 for information on the Medical Leave Bank and the Voluntary Leave Transfer Program.

- a. (U) **AUTHORITIES.** 5 U.S.C. Chapter 63; 5 U.S.C. Section 5551; Sections 4(a)(3)(A), 4(b)(1) and 8 of the CIA Act of 1949, as amended (50 U.S.C. 403e and 403j); 5 C.F.R. Part 630;

- [REDACTED]
- b. (C) **POLICY.** The Agency generally has adopted the leave provisions of 5 U.S.C. 6301 et seq. with modifications made as deemed necessary to carry out Agency functions. However, there are Agency-unique guidelines for home leave use. Modifications of standard practices regarding the accumulation, transfer, and lump-sum payment of leave for special cover and operational requirements are addressed in AHB [REDACTED]

c. (C) **TYPES OF LEAVE AND ABSENCES**

- (1) **ANNUAL LEAVE** provides for absence without loss of pay for vacations and other occasions when the employee is absent from duty for personal reasons. The intent is to allow employees an extended period for rest and recreation and to provide time off for personal and emergency purposes.

- (2) **SICK LEAVE** provides for absence without loss of pay when an employee:

- (a) Receives medical, dental, or optical examination or treatment;
- (b) Is incapacitated for the performance of duties by physical or mental illness, injury, pregnancy, or childbirth;
- (c) Provides care for a family member who is incapacitated as the result of physical or mental illness, injury, pregnancy, or childbirth or who receives medical, dental, or optical examination or treatment;
- (d) Makes arrangements for or attends the funeral of a family member (separate from funeral leave as defined

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in c(11) below);

- (e) Would, as determined by the health authorities having jurisdiction or by a health care provider, jeopardize the health of others by his or her presence on the job because of exposure to a communicable disease; or
- (f) Must be absent from duty for purposes relating to the adoption of a child.

Family members include spouses and their parents; children, including adopted children, and their spouses; parents; siblings and their spouses; and anyone related by blood or affinity whose close association with the employee is the equivalent of a family relationship. The term "children, including adopted children, and their spouses," as used in this definition, applies to adult sons and daughters.

- (3) **ABSENCE FOR BONE-MARROW OR ORGAN DONATION** provides employees with up to seven days--without loss of pay or charge to leave--of paid absence each calendar year to serve as a bone-marrow donor and up to 30 days--without loss of pay or charge to leave--of paid absence each calendar year to serve as an organ donor. When medical procedures and recuperation require a longer absence, employees may request additional time off in the form of sick leave, annual leave, leave without pay (LWOP), or advanced sick or annual leave.
- (4) **THE FAMILY AND MEDICAL LEAVE ACT (FMLA)** provides eligible employees with a total of up to 12 administrative workweeks of unpaid leave during any 12-month period for one or more of the following reasons:
  - (a) The birth of a child of the employee and the care of such child.
  - (b) The placement of a son or daughter with the employee for adoption or foster care.
  - (c) The care of the employee's spouse, son, daughter, or parent with a serious health condition.
  - (d) A serious health condition of the employee that makes the employee unable to perform any one or more of the essential functions of his or her position. (If an employee must be absent from work to receive medical treatment for a serious health condition, the employee is considered to be unable to perform the essential

[REDACTED]

functions of the position during the absence for treatment.)

An employee must invoke his or her entitlement to leave under the FMLA before absences can be charged as FMLA leave or before protections of FMLA can apply. The Agency cannot require an employee to invoke entitlement to leave under the FMLA, nor can it deny family and medical leave to an employee who meets the FMLA criteria and invokes entitlement. An employee may elect to substitute paid time off--approved under current guidelines--for any or all of the period of unpaid leave. See AHB [REDACTED] for additional guidelines.

- (5) **ABSENCE FOR MATERNITY REASONS** is an absence related to pregnancy and confinement. Periods of absence required for physical examinations and for the period of incapacitation may be charged to sick leave. Periods of absence not medically certified as due to incapacitation must be charged to annual leave or LWOP.
  - (6) **ABSENCE FOR PATERNITY REASONS** is an absence to permit a male employee to assist or care for his minor children or the mother of his newborn child. Such absence is chargeable to annual leave or LWOP unless the circumstances meet the criteria outlined above in c(2)(c) for use of sick leave.
  - (7) **HOME LEAVE** provides for absence without loss of pay or charge to annual leave after assignment outside the United States. The purpose is to "Re-Americanize" employees who have worked outside of the United States for an extended continuous period of time--at least 18 months--when it is contemplated that the employee will complete another tour of duty abroad.
  - (8) [REDACTED]
  - (9) **MILITARY LEAVE** provides for absence without loss of pay or charge to annual leave for employees to participate in certain Reserve and National Guard activities. See AHB [REDACTED]
  - (10) **COURT LEAVE** provides for absence without loss of pay
- [REDACTED]

[REDACTED]

or charge to annual leave to perform jury service or in certain circumstances to appear as a summoned witness (see AHB [REDACTED])

- (11) **FUNERAL LEAVE** provides for absence of up to three days without loss of pay or charge to annual or sick leave, to allow an employee to attend or arrange the funeral or memorial service of a family member (as defined in c(2) above) who died as the result of a wound, disease, or injury incurred while a member of the Armed Forces in a combat zone. (Employees may use sick leave--within the annual limit for family care--to attend or arrange the funeral of family members who died under other circumstances. See c(2)(d) above).
- (12) **ABSENCE OF VETERANS TO ATTEND FUNERAL SERVICES** provides for absence not to exceed four hours for a veteran of a war, or of a campaign or expedition for which a campaign badge has been authorized, or a member of an honor or ceremonial group of an organization of those veterans to be excused from duty without loss of pay or charge to annual leave for the time necessary to participate as an active pallbearer or as a member of a firing squad or a guard of honor in a funeral ceremony for a member of the armed forces whose remains are returned from abroad for final interment in the United States.
- (13) **LEAVE WITHOUT PAY (LWOP)** provides for authorized absence in a nonpay status. Unpaid leave (LWOP) under the FMLA is in addition to LWOP that may be granted for other reasons. (See AHB [REDACTED])
- (14) **EXCUSED ABSENCE** or administrative leave is an administratively authorized absence from duty without loss of pay or charge to leave. See HR 20-6e and AHB [REDACTED] for the types of excused absences.
- (15) **ABSENCE WITHOUT LEAVE** is an unauthorized absence from duty. The employee will receive no pay for an absence without leave and may be subject to disciplinary action.
- (16) **SPECIAL LEAVE OF ABSENCE** may be authorized when Agency employees have suffered exceptional physical hardship, abuse, or psychological stress and headquarters determines they must return from duty stations abroad, [REDACTED]  
[REDACTED]
- [REDACTED]

[REDACTED]

**Central Intelligence (DCI), Deputy Director of Central Intelligence (DDCI), Executive Director (EXDIR), or D/HRM with D/OMS' concurrence may authorize a special leave of absence for employees and their dependents. The DCI, DDCI, EXDIR, OR D/HRM with D/OMS' CONCURRENCE determine the amount of special leave and travel expenses authorized on a case-by-case basis, not to exceed 30 workdays. Only the DCI can further delegate this authority.**

**RELIGIOUS OBSERVANCES.** Employees whose personal religious beliefs require abstention from work during certain periods for religious observances may ask to work overtime in exchange for compensatory time off. ~~See~~ AR 20-29c(8).

**d. (C) ACCRUAL AND USE OF LEAVE**

**(1) Annual Leave**


**(a) Accrual**

- (1)** Full-time employees accrue annual leave at the completion of each full biweekly pay period on the basis of cumulative years of Federal service as follows:
    - (a)** Less than three years of service: four hours.
    - (b)** At least three but less than 15 years of service: six hours, except that accrual for the last full biweekly pay period in the calendar year will be 10 hours.
    - (c)** Fifteen or more years of service: eight hours.
  - (2)** Part-time employees with a regularly scheduled tour of duty on one or more days during each administrative workweek accrue annual leave at the completion of each full biweekly pay period on the basis of cumulative years of Federal service as follows:
    - (a)** Less than three years of service: one hour for each 20 hours in a pay status.
    - (b)** At least three but less than 15 years of service: one hour for each 13 hours in a pay status.
    - (c)** Fifteen or more years of service: one hour for
- [REDACTED]



each 10 hours in a pay status.

- (3) Intermittent employees, scheduled in advance of the pay period, to work at some time during each administrative week for more than two consecutive pay periods will accrue annual leave for the duration of the regular tour of duty. Components must prepare personnel actions to convert intermittent employees to part-time or full-time status for the duration of the regular tour of duty to ensure they accrue appropriate leave.

- (b) **Accumulation.** Employees without overseas service may carry up to 240 hours of annual leave into a new leave year, and usually employees with overseas service may carry up to 360 hours of annual leave. When an employee who had a higher ceiling by virtue of an overseas assignment returns to the United States, the ceiling is permanently reduced in any leave year in which the annual leave balance at the end of the leave year is less than at the start of the leave year. Members of the Senior Intelligence Service (SIS) may carry as many as 720 hours. However, a personal leave ceiling for SIS officers protects additional leave accumulated as of 16 October 1994. The higher SIS personal ceiling is permanently reduced in any leave year in which the annual leave balance at the end of the leave year is less than at the start of the leave year. See AR 20-22m. Leave accumulated in excess of the above limits is forfeited at the end of the leave year. See AHB  for additional information on annual leave ceilings and restoration of forfeited annual leave.

(c) **Use**

- (1) Employees appointed for 90 days or longer may take accrued annual leave or be advanced annual leave beginning with their appointment date subject to the rules relating to the use and advancement of leave. Employees appointed for less than 90 days are entitled to annual leave only after being currently employed for a continuous period of 90 days under successive appointments without a break in service. If an initial appointment for less than 90 days is extended before its expiration date, the extension is considered a new appointment for purposes of annual leave entitlement.



[REDACTED]

(2) Supervisors and employees have a mutual responsibility to schedule annual leave throughout the leave year to ensure adequate staffing and avoid leave forfeiture. Supervisors are obligated to approve employee requests for annual leave unless work requirements prohibit the absence. Leave subject to forfeiture must be scheduled in writing before the start of the third pay period prior to the end of the leave year in order for such leave--if later forfeited--to be considered for restoration.

(3) **Advance Annual Leave.** An employee may be advanced only such annual leave as he or she may accrue during the leave year or prior to expiration of appointment, whichever is less.

(4) **Terminal Annual Leave**

(a) Annual leave taken immediately prior to separation from government service, when it is known in advance that the employee intends to separate, is called terminal leave. Except as outlined in d(1)(c)(4)(b) below, the granting of terminal leave is limited to cases where exigencies of the service require such action. Director, Human Resource Management approval is required.

(b) If an employee is declared excess under AR 20-27d(9), terminal annual leave may be used to qualify for an immediate retirement annuity or to carry health benefits coverage into retirement.

(2) **SICK LEAVE**

(a) **Accrual**

- (1) Full-time employees accrue four hours of sick leave at the end of each full biweekly pay period.
- (2) Part-time employees with an established regular tour of duty accrue one hour of sick leave for each twenty hours in a pay status.
- (3) Intermittent employees scheduled in advance of the pay period, to work at some time during each administrative week for more than two consecutive pay periods will accrue sick leave for the duration of the regular tour of duty. Components must prepare personnel actions to convert intermittent
- [REDACTED]



[REDACTED]

employees to part-time or full-time status for the duration of the regular tour of duty to ensure they accrue appropriate leave.

**(b) Accumulation**

- (1) Sick leave accumulates without limit for use in succeeding years.
- (2) Former Federal employees are entitled to a recredit of sick leave (without regard to their separation date) if reemployed in the Federal government on or after 2 December 1994, unless the sick leave was forfeited upon reemployment in the Federal Government before 2 December 1994 or was used in the computation of an annuity.

**(c) Use**

- (1) Sick leave may only be granted when supported by administratively acceptable evidence. A supervisor may consider an employee's certification as to the reason for his or her absence as administratively acceptable evidence. However, supervisor's may--at their discretion--request a medical certification or other acceptable evidence for any sick leave absences.

**(2) Sick Leave for Family Care**

- (a) As outlined in c(2)(c) and (d), employees may use sick leave to care for family members and to make arrangements for or attend the funeral of a family member within the limits outlined below:
  - (i) Full-time employees may use up to 40 hours of sick leave for family care or bereavement purposes. In addition, they may use up to 64 additional hours for a maximum of 104 hours (13 days) of sick leave for these purposes, but only to the extent the use of such additional hours does not cause the amount of sick leave to the employee's credit to fall below 80 hours.
  - (ii) Part-time employees and employees with nonstandard tours of duty may use up to the average number of hours of work in the employee's scheduled weekly tour of

[REDACTED]

[REDACTED]

duty. In addition, they may use up to the number of hours of sick leave they normally accrue during the leave year, but only to the extent the use of such additional hours does not cause the amount of sick leave to the employee's credit to fall below twice the average number of hours in his or her weekly tour of duty. If the number of hours of work in an employee's tour of duty is changed during the leave year, the employee's entitlement to use sick leave for family care or bereavement purposes must be recalculated based on the new tour of duty.

- (iii) Supervisors and employees should monitor leave usage under these provisions to ensure that usage does not exceed allowable limits.
- (b) Employees are permitted to use sick leave for the entire period during which health authorities having jurisdiction or a health care provider determines that an employee's exposure to a communicable disease would jeopardize the health of others by his or her presence on the job. This time does not count toward the maximum allowed each year for family care or bereavement purposes. However, those limits do apply when an employee elects to take sick leave to care for a family member; and it cannot be determined that the employee's exposure to the family member's communicable disease would jeopardize the health of others.
- (3) **Sick Leave for Adoption.** Employees may use sick leave for purposes relating to the adoption of a child. The purposes for which an adoptive parent may request sick leave include appointments with adoption agencies, social workers, and attorneys; court proceedings; required travel; and any other activities necessary to allow the adoption to proceed. See AHB [REDACTED]
- (4) **Advance Sick Leave.** When required by the exigencies of the situation, a maximum of 30 days sick leave with pay may be advanced for serious disability or ailment, or for purposes relating to the
- [REDACTED]

[REDACTED]

adoption of a child. Further, when an employee is serving under a limited appointment or one which will be terminated on a specific date, advance sick leave is limited to the total sick leave which could be earned during the term of appointment.

**(3) HOME LEAVE**

**(a) Accrual**

- (1) Full-time staff and eligible full-time contract personnel accrue home leave at the rate of 1 1/4 days for each month (fifteen workdays per year) of creditable service outside the United States. See AR 20-18 for information on computing creditable service.
- (2) Part-time staff and eligible part-time contract personnel accrue home leave as follows:

  - (a) Calculate the number of days of home leave a full-time employee would accrue during the same period.
  - (b) Determine the percentage of a 40-hour workweek that the employee's schedule represents (for example, 20 hours per week is 50 percent of a 40-hour workweek).
  - (c) Multiply the number of home leave days calculated in Step A by the percentage determined in Step B. The resulting figure is the number of days of home leave earned by the part-time employee. All fractions, including fractions that exceed .5 percent, are dropped. This formula equates home leave entitlements in 8-hour days. Therefore, each day taken is charged and paid as an 8-hour day.

**(b) Accumulation.** Home leave accumulates without limit but will not be the basis for any terminal or lump-sum leave payments. Accrued home leave not used during a period of home leave will be added to future accruals but may be used only after the employee has again become eligible for home leave following another qualifying period of service outside the United States.

**(c) Use**

- (1) Provided the employee has served at least 18
- [REDACTED]

[REDACTED]

months of continuous creditable service outside the United States and meets the other conditions of eligibility stated in d(3) as applicable, home leave may be granted as soon as administratively convenient after tour completion as prescribed in advance in the Service Abroad Agreement or upon official approval of the employee's return short of the prescribed tour. (The procedure for official approval of return short of tour is prescribed in AR 20-18.)

- (2) Employees and managers are reminded that home leave is not to be construed as an extension of annual leave. Employees do not need to be "Re-Americanized" if they have only been away for a short period of time. Therefore, an employee who has completed less than 18 months of continuous creditable service may be granted home leave only under exceptional circumstances. The authorization of an employee's early return at the convenience of the government is not sufficient in and of itself to permit granting of home leave without the 18-month continuous creditable service. Requests for exception to the 18-month requirement may be approved by the Director, Human Resource Management upon the concurrence of the Deputy Director concerned and the certification by the Operating Official of the exceptional circumstances on which the request is based. (See AHB [REDACTED] D/HRM approval authority cannot be delegated.
- (3) Home leave may be approved for use only in the United States, the Commonwealth of Puerto Rico, or possessions of the United States upon completion of a prescribed period of service outside the United States when the Career Service contemplates that the employee will return to service outside the United States immediately after home leave or upon completion of an assignment in the United States. A home leave point will be established in accordance with the requirements of AR [REDACTED] and AHB [REDACTED]
- (4) When the future assignment of an employee to a foreign area is not contemplated because of medical, security, or Career Service considerations, the Career Service will present recommendations to
- [REDACTED]

[REDACTED]

the Director, Human Resource Management for approval. Cases involving medical or security considerations will be forwarded through the Director of Medical Services or the Director, Center for CIA Security, as appropriate, for a recommendation.

- (5) Part-time employees who are assigned overseas in their own right are eligible for home leave benefits at the completion of the tour provided they satisfy the criteria outlined in paragraph d(3). For purposes of these benefits, a part-time employee is assigned overseas in his or her own right if:
- (a) A specific overseas assignment--with a regularly scheduled tour of duty of not less than 16 hours nor more than 32 hours per week--is determined and arranged before travel begins to the overseas post;
  - (b) The employee agrees to a specific tour of duty, and completes Form 3154, Service Abroad Agreement; and
  - (c) The employee travels from the United States, or from another overseas post, to the post of assignment on his or her own travel orders. The employee cannot travel as a dependent.

Part-time employees who are not assigned overseas in their own right receive home leave accruals which remain to their credit until they are eligible to use home leave.

**(d) Home Leave Upon Returning From a Foreign Area for an Assignment in the United States**

- (1) When an employee is returning from a foreign area for an assignment in the United States, the standard of eligibility for home leave will be met by a determination by the Career Service concerned that the employee's return to a foreign area is contemplated. Notification of the determination will be given to the field prior to the employee's return to the United States. This finding will serve as the basis for designating home leave, if applicable, in the employee's return PCS travel order.
- [REDACTED]

[REDACTED]

(2) If an employee's return to service in a foreign area is contemplated following an assignment in the United States, home leave may be authorized even though the specific timing or location of return to service outside the United States is not known at the time the determination is made by the Career Service.

(3) Employees may be granted--prior to reporting to their new duty station in the United States--the amount of home leave accrued during the immediately preceding tour. For example, full-time employees returning from:

(a) An 18-month tour would be eligible for up to 22 days of home leave.

(b) A 24-month tour would be eligible for up to 30 days of home leave.

(c) A 36-month tour would be eligible for up to 45 days of home leave.

(4) After reporting for duty, and within six months of arrival in the United States, employees may be granted--at the supervisor's discretion--home leave beyond the amount accrued during the immediately preceding tour.

(5) [REDACTED]

**(e) Home Leave Between Consecutive Tours Abroad**

(1) Employees are expected to take at least 20 workdays of leave or combined leave and temporary duty in a nonforeign area prior to returning overseas.

(2) The maximum time authorized for travel, consultation, and leave between two overseas assignments or between successive tours at the

[REDACTED]

[REDACTED]

same post normally will be 60 calendar days.

- (3) Any TDY en route or in conjunction with home leave which exceeds the normal five-day consultation period will not count against the 60-day limitation, but such TDY will be held to a minimum.
- (4) Individual exceptions to the 60-day limitation may be granted by the Operating Officials or Heads of Independent Offices involved when justified by circumstances such as:
  - (a) Need for added rest and recuperation due to service under particularly difficult circumstances;
  - (b) Exceptional delay of home leave due to operational requirements abroad;
  - (c) Serious personal or family problems;
  - (d) Abbreviated home leave when last authorized; or
  - (e) Other unusual circumstances warranting home leave in excess of the normal maximum. Requests for exceptions must be forwarded with the request for travel orders and include substantiating information.
- (5) If circumstances necessitate, Heads of Career Services, Operating Officials, and Heads of Independent Offices may, after coordination with the Director, Human Resource Management, temporarily establish a more restrictive limit on maximum time between assignments for personnel under their jurisdiction.

**(f) Deferred Home Leave**

- (1) With the gaining component's concurrence, the Operating Official or Head of Independent Office may approve deferral of home leave and home leave travel as outlined in d(3)(f)(1)(a) and (b) below.
  - (a) **Upon Return to CONUS.** If because of mission critical reasons an employee is unable to take the full amount of home leave accrued during the immediately preceding tour--prior to reporting for duty in the United States--the

[REDACTED]

[REDACTED]

unused balance may be deferred for up to six months after arrival in the United States.

(b) **Between Tours Abroad.** In unusual circumstances home leave may be deferred for up to six months after the employee reports for duty in a new assignment in the field. When home leave is deferred on a lateral transfer, the tour at the new post begins with the employee's permanent change of station (PCS) arrival; however, time away from the post while on deferred home leave extends the tour length. In addition, the employee must complete, upon return to post from home leave, at least 18 months of continuous service to be eligible for the next period of home leave.

(2) Deputy Directors and the Executive Director have the authority to approve extensions of home leave beyond six months, not to exceed 12 months, for mission-critical reasons. This authority cannot be redelegated. There are no exceptions to the 12-month limit.

(3) Mission-critical refers to the urgent, unavoidable press of Agency business in instances which could not have been reasonably predicted. By definition, mission-critical cases will be rare. Mission-critical should not be used as a substitute for poor planning. Managers should factor home leave into their planning when determining an employee's reporting date.

(4) The employee must obtain [REDACTED] approval for deferred home leave, if appropriate.

(g) **Home Leave Refund.** An employee who has been granted home leave but does not return to a post outside the United States, and elects to separate from the Agency within six months (excluding any LWOP) after reporting for duty from home leave, must refund the home leave and home leave travel payments, unless the Director, Human Resource Management determines the employee's separation is in the public interest or due to compelling personal reasons. The six-month period is based on the last day of home leave charged by the employee.

[REDACTED]





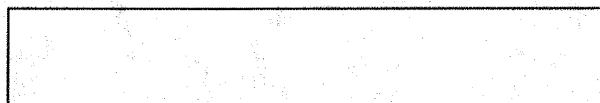
**(h) Home Leave Will Not Be Authorized when the employee:**

- (1) Is within two years of mandatory retirement and PCS return to a foreign area before retirement is not contemplated.
- (2) Is returning to Headquarters for employment separation (including retirement).
- (3) Fails to complete the prescribed tour for the foreign post unless an early return is officially approved (see AR 20-18).
- (4) Has indicated that he or she does not intend to serve another tour abroad.
- (5) Will not have an onward assignment, is being converted to intermittent status, or will be absent from the Career Service in an LWOP status.

**(4) MILITARY LEAVE**

**(a) Eligibility**

- (1) Permanent or temporary indefinite employees are entitled to military leave for active duty or training as a Reserve of the Armed Forces or member of the National Guard;
- (2) Permanent or temporary indefinite employees who are members of a Reserve component of the Armed Forces or the National Guard called to duty for law enforcement purposes or for the purpose of providing assistance to civil authorities in the protection or saving of life or property or the prevention of injury are entitled to military leave;
- (3) Employees who are members of the National Guard of the District of Columbia are entitled to military leave for each day of a parade or encampment ordered or authorized under title 39, District of Columbia Code, when ordered to perform by the commanding general; or
- (4) Military reserve technicians who are on active duty without pay for participation in noncombat operations outside the United States, its territories or possessions are entitled to military leave under some circumstances.



[REDACTED]

(5) Temporary indefinite employees are those employees with appointments of one year or more.

(b) **Accrual.** Reservists and members of the National Guard outlined in a(1) above accrue 15 calendar days of military leave each fiscal year. This leave is credited to their leave accounts at the beginning of the fiscal year or upon initial appointment in the fiscal year. Part-time employees accrue military leave on a prorated basis (see AHB [REDACTED] for calculations).

(c) **Accumulation.** Military leave earned under d(4)(a)(1) above that has not been used at the end of the fiscal year (up to 15 calendar days) is carried forward for use in addition to the 15 days credited at the beginning of the new fiscal year. Unused military leave in excess of 15 calendar days will be forfeited at the end of the fiscal year. Therefore, full-time employees may have up to a maximum of 30 calendar days of military leave available for use during a fiscal year.

(d) **Use**

(1) Eligible employees may use their authorized military leave during one or more military duty periods each fiscal year. They may take a full 15 days of military leave immediately at the start of a fiscal year even if they took a maximum of 30 days in the prior fiscal year and the military duty is continuous.

(2) In addition to military leave authorized in d(4)(a)(1) above, up to 22 workdays of military leave may be used in a calendar year as specified in d(4)(a)(2) .

(3) Military leave granted under d(4)(a)(3) above is not limited.

(4) Up to 44 workdays of military leave may be used in a calendar year for the purposes specified in d(4)(a)(4) .

(5) For extended military active duty periods, employees who exhaust their authorized military leave may use annual leave or LWOP for the remaining required absence.

(6) Pay (other than a travel, transportation, or per diem allowance) received for military duty under

[REDACTED]

[REDACTED]

the provisions of d(4)(a)(2) and (3) above will be credited against the employee's Agency pay for that period. The employee is required to submit to Compensation Group, Human Resource Management, a certified copy of the military pay voucher for each period of active service.

**e. (U) INJURY INCURRED WHILE SERVING ABROAD.**

Leave may not be charged to an employee for absence, not to exceed one year, due to an injury incurred while serving abroad and resulting from war, insurgency, mob violence, or similar hostile action, provided the injury is not due to vicious habits, intemperance, or willful misconduct on the part of the employee.

**f. (C) ABSENCE FROM DUTY OF CHIEFS OF STATION**

[REDACTED]

(4)

(5)

(6)

(7)

**g. (C) RESPONSIBILITIES**

**(1) Heads of Career Services will:**

**(a) Serve as the approval authority for:**

- (1) In CONUS--extensions of home leave beyond six months, not to exceed 12 months, for mission-critical reasons.**
- (2) Between tours abroad--deferrals of home leave beyond six months for mission-critical reasons.**
- (3) Advance sick leave up to a maximum of 30 days for serious disability or ailment or for purposes relating to the adoption of a child, subject to the concurrence of the Director of Medical Services, and upon the employee's submission of a physician's certificate.**
- (4) Requests by SIS members for leave without pay for periods up to 12 months (see AR 20-22m).**

**(b) Determine eligibility for home leave in accordance with**



d(3).

- (2) Operating Officials and Heads of Independent Offices are responsible for administering leave within their jurisdiction and will:

(a) Serve as the approval authority for:

(1) LWOP--including for maternity reasons--not exceeding 12 months except for SIS employees. (Note: See AR 20-36 for Medical Leave Bank coverage of absence for maternity reasons.)

(2) Designation of home leave points.

(3) Home leave granted in accordance with paragraph d(3).

(4) Deferrals of home leave of six months or less for mission-critical reasons.

(5) All other leave except as specified in paragraphs g(1), (3), (4), (5), and (6) below.

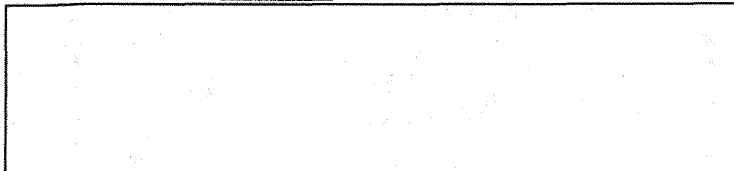
(6) Requests for the substitution of annual leave for advanced sick leave.

(b) Notify Human Resource Management when an employee is granted leave of 60 calendar days or more so that clearance processing (through the Center for CIA Security, for example) may be effected before the leave begins.

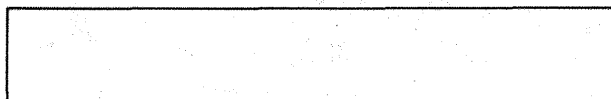
(c) Ensure supervisors under their jurisdiction keep informed of the whereabouts of their employees who are on leave.

Operating Officials and Heads of Independent Offices may delegate leave approval authority, including LWOP not exceeding 30 calendar days, to subordinate supervisory personnel.

(3) Chiefs of Station  will:



(b) Notify the Operating Official when an employee is granted leave of 60 calendar days or more.



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- (4) The Director, Human Resource Management will:
- (a) Coordinate and approve extensions of LWOP beyond 12 months, as appropriate.
  - (b) Serve as the approval authority for:
    - (1) Exceptions to the 18-month overseas service requirement for home leave.
    - (2) Exceptions to the requirement to take at least 20 workdays of home leave or combined leave and temporary duty in a nonforeign area prior to returning overseas.
    - (3) Waivers of the six-month service requirement following home leave.
    - (4) Home leave for all cases in which a Career Service is uncertain as to the future assignment of an employee to a foreign area because of medical, security, or Career Service reasons (see paragraph d(3)(c)(4) ).
    - (5) Restoration of forfeited annual leave (see AHB )
    - (6) Terminal annual leave.
    - (7) Home leave points.
  - (c) Ensure that employees granted leave of 60 calendar days or more undergo clearance processing.
  - (d) Ensure that leave reported has been properly approved in accordance with the provisions of this regulation.
  - (e) Maintain employees' official leave records.
- (5) The Director of Medical Services will provide advice in connection with approval of advance sick leave and requests for leave from the Medical Leave Bank.
- (6) Supervisors will:
- (a) Approve or disapprove leave, as appropriate, within the authority delegated to them by Operating Officials and Heads of Independent Offices.
  - (b) Ensure individuals under their jurisdiction have the opportunity to take annual leave, especially that which otherwise would be forfeited.
  - (c) Take such measures as are feasible to keep informed of
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[REDACTED]

the whereabouts of their employees who are on leave.

- (d) Ensure that time and attendance personnel are informed of their responsibilities and the established procedures for accurately recording employees' absences.
- (7) Employees will:
- (a) Participate with supervisors in orderly planning for leave use, including presenting timely leave requests.
  - (b) Ensure that leave is accurately reported and recorded.
  - (c) Maintain personal leave records for their own reference.
  - (d) Secure supervisory approval in advance of taking leave. When illness or an unforeseen emergency precludes obtaining prior approval, employees must notify their supervisor immediately, generally within the first two hours of the first day of unauthorized absence (see AR 10-19) and advise their supervisor of the expected return to duty date. Absence for any cause, without prior permission, must be satisfactorily explained; otherwise, it will be charged as absence without leave and employees may be subject to disciplinary action (see HR 20-6).
- [REDACTED]
- (g) Keep supervisors informed of their whereabouts while on leave.
  - (h) Designate a home leave point, if appropriate.
- [REDACTED]