



**Tips and Tidbits**  
**Issue #: 5-2008**



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**Question: Is it possible for a civilian employee to remain in a pay status during a period of excused absence? If so, what conditions must be met?**

Excused absence, often referred to as administrative leave, is an authorized absence from work without loss of pay and without charge to leave. Time spent on excused absence is considered part of an employee's basic workday even though the employee does not perform his/her regular duties. Observance of legal holidays is an excused absence as is absence under the "59 minute rule" which permits supervisors to excuse employees from duty for less than one hour.

Other exigencies that permit supervisory approval of paid absence without charge to leave include, but are not limited to, attendance at training, conferences and conventions in relation to employee's assigned mission or employment; merit placement interviews within the commuting area; the initial counseling [session] resulting from a referral under the Employee Assistance Program (EAP); attendance of official union representatives at meetings with DA personnel; hearings or consultations in connection with any grievance or complaint, to include visits with the union, the Equal Employment Office (EEO) or the Civilian Personnel Advisory Center (CPAC); attendance by veterans at military funerals when participating as non-honorary pallbearers or members of a firing squad or an honor guard; voting; and, blood donation.

Employees who are authorized a Permanent Change of Station (PCS) within the DOD may also be granted an excused absence to accomplish personal tasks resulting from their move before departing from one duty station and after arriving at the new duty station to accomplish personal tasks resulting from the move (e.g., opening a checking account; obtaining State driver's license or car tags). In similar situations, employees coming to the Department of Defense (DoD) from other Federal Agencies may also be granted excused absence after the employee is placed on the Department of Defense's employment roll.

In very rare instances, administrative leave may even be authorized for an employee facing removal procedures. In these cases, circumstances must be documented to show the employee's presence on the job site poses a threat of damage to self, others, government property or places government interests at risk.

While excused absence is normally authorized on an individual basis, groups of employees may also be excused under certain conditions. Authorized excused absence for groups of employees is referred to as administrative dismissal and occurs when employees are released from duty because all or part of an activity is closed. Generally, employees affected by these actions are excused without charge to leave and without loss of pay; however, in some instances, employees may be placed on

annual leave. Activity commanders/managers may release groups of employees via an administrative order\* when emergency conditions exist, when normal operations are interrupted by events beyond the control of Management such as power failure, for managerial reasons, or when it is in the public interest (i.e., extreme weather conditions, fires, floods, or stoppage of public transportation services). Administrative orders apply only to employees who have regular tours of duty and whose appointments extend beyond 90 days. When releasing employees by administrative dismissal, time and attendance records should be appropriately coded "LN" to reflect those hours an employee has been authorized excused absence.

If you have questions regarding the use or approval of administrative leave, please contact your servicing Human Resources Specialist for assistance.

\* This is accomplished via a written administrative order staffed through the Civilian Personnel Advisory Center [for coordination with the Civilian Payroll Section].

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