



**Tips and Tidbits
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Question: What is excused absence for employees returning from mobilization/active duty? What conditions must be met to authorize this paid absence and how often can it be invoked?

In recognition of the sacrifices activated civilian employees have made in service to the Country, on 14 November 2003, President Bush directed that all Federal employees returning to Federal civilian service be granted five working days of excused absence without charge to leave. This grant of excused absence applies to Federal employees returning to duty and is not applicable to new hires that were in the military prior to their employment as civilians in support of the Global War on Terrorism (GWOT).

Excused absence granted under the President's directive is authorized for mobilized Federal employees; Federal employees who are also retired members of the Armed Forces recalled to active duty in connection with Operation Noble Eagle, Operation Enduring Freedom, Operation Iraqi Freedom, or any other military operation subsequently established under the EO 13222; and, employees mobilized in support of the GWOT prior to 14 November 2003.

The intent of the excused absence is to provide returning employees with a continuous period of paid time off to spend with family and readjust to civilian life prior to returning to civilian duty. The administrative leave is granted [by the supervisor] upon receiving notice of the employees desire to return to civilian duty and is taken during in the first five duty days of the employee's return. Thereafter, the employee is obligated to return to work [at the end of the five days]. The leave, a one time grant regardless of the number of subsequent mobilizations, is not cumulative; therefore, it cannot be saved and used at a later date or taken intermittently as that would defeat the purpose of the leave. This authorization is retroactive for those employees who were mobilized in support of the GWOT [inasmuch as that they mobilized and were released from active duty prior to 14 November 2003]. Accordingly, these employees may be granted their five days of excused absence at a time mutually agreeable to the employee and Management.

All eligible employees are entitled to the equivalent of one work week. The one workweek grant is not related to the length or duration of the mobilization or whether or not the mobilization included an overseas deployment. The period of excused absence for an employee on an uncommon tour of duty or an employee on a part time work schedule will be prorated according to the number of hours in the employees' regularly scheduled work week. For instance, a person on a part time schedule of 24 hour per week would receive 24 hours off and a Firefighter on a 72 hour weekly schedule would receive 72 hours off.

For additional information on this subject, please log on to :

<http://www.opm.gov/oca/compmemo/2003/2003-14b.asp> President Bush's Memorandum

<http://www.opm.gov/oca/compmemo/2003/2003-14.asp> OPM Memorandum

<http://www.opm.gov/oca/compmemo/2003/2003-14a.asp> OPM Guidance on the Return to Civilian Employment for Activated Military members

<http://www.opm.gov/oca/compmemo/2003/2003-14c.asp> Questions and Answers on Excused Absence for Employees Returning from Active Duty

If you have questions regarding excused absence for employees returning from active duty contact your servicing Human Resources Specialist for assistance.

*BLANCHE D. ROBINSON
Human Resources Officer
Fort Benning CPAC
Phone: 545-1203 (Coml.); 835-1203 (DSN)
E-Mail: blanche.d.robinson@us.army.mil*