HRDG 4630 - Absence and Leave - Section D

Last Modified:

Subchapter 4630 - Absence and Leave
Section D - Administrative Leave and Excused Absence

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Introduction

The terms “administrative leave” and “excused absence” while similar in portions of their meaning are not synonymous terms when charging time in the Time and Attendance system.

Administrative Leave is . . .	Excused Absence is . . .
An authorized absence, without loss of pay and without a charge to leave.	An authorized absence, without loss of pay and without a charge to leave.
Granted for reasons determined to be in the Government's interests.	Granted for reasons determined to be in the Government's interests.
Used when an employee is not acting within the employer-employee relationship and is not subject to the control or responsibility of the Department as an employer.	Granted for performing or participating in officially sanctioned government activities that are not within the scope of one's regular duties.
Coded as Transaction Code (TC) 66 on the Time and Attendance (T&A) report.	Coded as TC 01 on the T&A.

Unless otherwise required by law or regulation, the granting of administrative leave orexcused absence is solely at the discretion of the agency and is not an absolute right allowed to an employee. Excused absence should only be granted for short periods of time .

Applying for Administrative Leave or Excused Absence	If administrative leave or excused absence is authorized under conditions stated in this Section, an employee must request such leave in writing, in advance, if possible. If an advance request is not possible, one must be submitted w ithin the pay period the employee returns to duty. The request for leave must state the activity for which the administrative leave or excused absence is needed, and provide any applicable supporting documentation.
Excused Absence During a Period of Annual Leave	If, during a period of annual leave, an employee participates in an activity for which administrative leave would be granted (e.g., jury service, blood donation), the time the employee is actually engaged in the activity must not be charged to annual leave. However, the amount of administrative leave granted cannot be greater than the amount prescribed for the activity.

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