



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL AIR TRAINING
CNATRA
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CNATRINST 12630.1

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05 OCT 2006

CNATRA INSTRUCTION 12630.1

Subj: ADMINISTRATIVE LEAVE

Ref: (a) DOD Manual 1400.25-M
(b) OPM Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Conditions or Other Emergency Situations

1. Purpose. To promote uniform compliance with Department of Defense administrative leave policies within the Naval Air Training Command (NATRACOM) regarding the authorization of liberal leave, excused absence (sometimes called "59 minutes administrative leave"), administrative dismissal (sometimes called "emergency leave"), and required leave (sometimes called "forced leave").

2. Applicability. This instruction applies to all Chief of Naval Air Training (CNATRA) activities who have civilian employees assigned.

3. Policy

a. Liberal Leave: Liberal leave is essentially normal annual leave except that has been pre-approved at higher supervisory levels and requires no additional approvals if it is taken during the prescribed time period. CNATRA, CNATRA Staff, and NATRACOM Activity Heads or Commanders may authorize civilian employees to voluntarily take liberal leave during periods when less than a full staff is necessary to accomplish the mission, such as holidays or stand downs. Employees who elect to take liberal leave are charged annual leave from their leave accounts. Liberal leave is voluntary. Civilian employees who do not elect to take annual leave during a period of liberal leave must report to work for duty.

b. Excused Absence: Section SC630.7 of reference (a) provides that supervisors may be delegated the ability to authorize absence from duty without loss of pay or charge to leave. The authority to grant excused absence is limited to brief periods of absence, customarily no more than 59 minutes.

This authority should be used sparingly and for absences that are in the public interest. This authority should not be used to effectively shorten the approved work day.

c. Administrative Dismissal: Section SC610.3 of reference (a) provides that an Activity Head or Commander may authorize the closure of all or part of an activity and administratively excuse from work the non-emergency civilian workforce without loss of pay or charge to leave. Administrative dismissals should be rare and authorized only when conditions are severe or normal operations would be significantly disrupted. Administrative dismissals will normally not exceed 3 days. Section SC610.3.3.1 of reference (a) prohibits the use of administrative dismissals to effectively create or extend an additional federal holiday (including stand downs).

d. Required leave. Section 630.3.3.4 of reference (a) provides that an Activity Head or Commander may require or order civilian employees to take annual leave, compensatory time, or credit hours in connection with the closure of an activity or a part of an activity. The closure must be the result of a planned management action. Civilian employees can be required to take leave only if arrangements for other work cannot be made. Employees must be notified in advance as far as possible but no less than three full work days when circumstances permit. Union representatives should also be given as much advance notice as circumstances permit in coordination with the servicing HRO labor relations specialist regarding any pertinent collective bargaining rights.

4. Emergency Installation Evacuation and Closure. NATRACOM activities and all military, civilian, and contractor personnel are subject to emergency installation evacuation and closure orders of the Installation Commander where the activity is located. Leave status of personnel under evacuation or closure orders will be determined by CNATRA in coordination with the determinations made by the Installation Commander and higher echelons exercising emergency administrative authority, SC610.3.2.4 of reference (a). Activity Heads or Commanders should periodically review and coordinate emergency evacuation and closure plans with the Installation Commander, including the designation of emergency civilian personnel, if any, as far in advance as possible. Reference (b) provides further guidance and is available at <http://www.opm.gov/oca>.

5. Contract employees. The leave and absence rules that apply to government employees do not apply to contract employees.

Accordingly, contract employees cannot be given liberal leave, excused absence, administrative dismissal, or required leave. Activity Heads and Commanders should, however, advise contractor site managers in a timely manner of significant changes to the "leave status" of the activity via the cognizant Administrative Contracting Officer for the contract to the extent that conditions at the activity permit. This will allow contractor site managers to plan for contract performance and institute their company's counterpart employee "leave" policy for its employees on site, as applicable. Questions as to the contractor's right to receive payment during periods of administrative dismissals of civilian employees or installation evacuation or closure should be forwarded to the cognizant Administrative Contracting Officer.

6. Procedures. NATRACOM Activity Commanders or Heads, CNATRA Department Heads, and CNATRA Supervisory Special Assistants may authorize liberal leave and excused absences up to 59 minutes in accordance with the requirements of section SC630.3.3.4 of reference (a) without the advance approval of CNATRA. This authority may be delegated to supervisors.

a. CNATRA or his delegate must approve excused absence requests from CNATRA activities or CNATRA staff in excess of 59 minutes in advance.

b. CNATRA or his delegate will approve administrative dismissal requests from NATRACOM activities or CNATRA staff in advance, to the extent that conditions at the activity permit.

c. CNATRA or his delegate will approve required leave requests from NATRACOM activities or CNATRA Staff in advance.

7. Review. CNATRA Office of Counsel should be consulted concerning any issue of interpretation or application of this policy. CNATRA Office of Counsel will review this instruction annually.



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05 OCT 2006

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