



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
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CNATRAINST 12630.1A
Ser 00D
15 Jun 16

CNATRA INSTRUCTION 12630.1A

Subj: LIBERAL LEAVE, EXCUSED ABSENCE, AND ADMINISTRATIVE
DISMISSAL OF CIVILIAN EMPLOYEES

Ref: (a) DoD Instruction 1400.25, Volume 630
(b) DoD Instruction 1400.25, Volume 610
(c) 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 civilian employee policies within the Naval Air Training Command (NATRACOM) regarding the authorization of liberal leave, excused absence, and administrative dismissal.
2. Cancellation. CNATRA Instruction 12630.1
3. Applicability. This instruction applies to Chief of Naval Air Training (CNATRA), Headquarters Staff, and Commanders or Activity Heads of all subordinate activities within the NATRACOM.
4. Definitions. The following is a general description of specific terms of reference, based on references (a) and (b):

a. Liberal Leave: "Liberal leave" is used to describe a particular period of time when less than a full staff is necessary to accomplish the mission and supervisory leadership pre-approves civilian employee use of annual leave. Liberal leave periods are usually announced in connection with holidays, stand downs, or adverse weather conditions. During designated liberal leave periods, civilian employees may elect to take annual leave, compensatory time earned, credit hours, or may request leave without pay. Civilian employees who do not elect to take leave, compensatory time earned, or credit hours must report to work for duty.

b. Excused Absence: "Excused absence" is an authorized absence from duty without loss of pay and without charge to other paid leave. The authority to grant excused absence is limited to

brief periods of absence. This authority is to be used sparingly and for absences that further a function of the DoD, such as facilitating an employee's ability to vote, make a blood donation, take an examination for certification in the employee's functional area, or participating in a Navy- or NATRACOM-sponsored volunteer project. This authority will not normally be used for the purpose of simply shortening the approved work day. An excused absence in conjunction with a federal holiday that exceeds 3 days may only be authorized by Executive Order.

c. Administrative Dismissal: "Administrative dismissal" is used to describe the authority of a commander or activity head to close all or part of an activity and administratively excuse from work non-emergency civilian employees without loss of pay or charge to leave. This typically involves unanticipated curtailment of operations based on extreme weather, natural disasters, and unforeseen interruptions of transportation or building services that could cause potential health or safety risk. 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 three days.

5. 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 civilian 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. NATRACOM Activity Heads are to periodically review and coordinate emergency evacuation and closure plans with the Installation Commander, including the designation of emergency civilian personnel, if any. Reference (c) provides further guidance regarding pay and leave benefits in emergency situations, such as evacuation payments, and is available at <http://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/>.

6. Contractor employees. The leave and absence rules that apply to government employees do not apply to contractor employees. Accordingly, NATRACOM Activity Heads do not authorize contractor employee's liberal leave, excused absence, or administrative

dismissal. NATRACOM Activity Heads should, however, timely advise contractor site managers 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 instillation evacuation or closure should be forwarded to the cognizant Administrative Contracting Officer.

7. Authorities

a. The NATRACOM Chief of Staff may designate, in advance, liberal leave periods associated with Federal holidays. Proposals to designate a liberal leave period for any other reason will be submitted to and approved by the NATRACOM Chief of Staff.

b. NATRACOM Commodores, Commanding Officers, Assistant Chiefs of Staff, Supervisory Special Assistants, and Officers-in-Charge may authorize excused absences of civilian employees up to 59 minutes. This authority may be further delegated to supervisors. Requests to authorize excused absences of civilian employees in excess of 59 minutes, or for reasons that do not further a function of the DoD, are to be submitted to and approved by the NATRACOM Chief of Staff.

c. CNATRA or the Chief of Staff will approve any administrative dismissals of civilian employees, to the extent that conditions at the activity permit. Where dictated by emergency requirements, NATRACOM Commodores, Commanding Officers, Assistant Chiefs of Staff, Supervisory Special Assistants, and Officers-in-Charge may issue an administrative dismissal of civilian employees, to be followed by immediate notification of the NATRACOM Chief of Staff.

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8. Review. CNATRA's Office of General Counsel and PACFLT Human Resources Specialist should be consulted concerning any issue of interpretation or application of this policy.

D. M. EDGECOMB
Chief of Staff

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