



UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

BO 12630,3
CPD/HJTE/smb
14 May 1984

BASE ORDER 12630.3

4/ch 1,2,3,4

From: Commanding General
To: Distribution List

Subj: Absence and Leave for Nonappropriated Fund Employees

Ref: (a) SECNAVINST 5300.22A (NOTAL)
(b) MCO 5300.9B (NOTAL)
(c) DoD Manual 1401.1-M-1 (NOTAL)
(d) Negotiated Agreement with AFGE, Local 2065

Encl: (1) Holidays
(2) Annual Leave
(3) Sick Leave
(4) Absence for Maternity Reasons
(5) Military Leave
(6) Court Leave
(7) Leave Without Pay
(8) Administrative Leave
(9) Application for Leave

1. Purpose. To provide local policies and procedures for administering the absence and leave regulations for nonappropriated fund (NAF) employees of organizations serviced by the NAF Personnel Office in accordance with references (a) through (d). References (a) and (b) are available for review in the NAF Personnel Office. Enclosures (1) through (8) provide detailed guidance available relative to the various types of leave and absences that apply to employees of the activities covered by this Order. Enclosure (9) is an example of a properly completed application for leave.

2. General. Proper administration of the absence and leave regulations in accordance with the prescribed procedures and policies as set forth herein is essential to effective and economical management. To the employee, adherence to this Order and the guidance of the supervisor provide protection of salary and position during periods of authorized absences. The lack of adequate supervisory controls over the use of leave privileges results in unnecessary absences, lower morale, increased cost, and decreased production. It is therefore emphasized that supervisors who are authorized to approve leave must assure that employees know and follow the instructions in this Order. It is incumbent upon each level of supervision and management to take immediate appropriate corrective action when it is recognized that leave privileges are being abused. In order to control possible sick leave abuse, a thorough review of sick leave usage in each cost center of the Nonappropriated Fund Instrumentalities (NAFI's) served will be made by the Cost Center (Activity) supervisor at the end of the 13th and 26th pay periods. A copy of that portion of the Leave Register pertaining to each Activity or Cost Center will be provided to the Activity at the end of the 13th and 26th pay periods, on which will be noted by ***** those persons who have used more than half of the sick leave that they accrued for the year. Using the register as a source document, the supervisor will determine if counseling regarding sick leave is necessary, and if so, provide such counseling. A report of the sick leave review containing explanations for the apparent use of excessive sick leave and the specific action taken and/or recommended will be submitted to the NAFI Head within 20 days following the review.

3. Requesting and Recording Leave. Application for Leave, SF-71, shall be used for requesting and supporting sick and annual leave, absence for maternity reasons, military leave, court leave and leave without pay (LWOP). After the necessary action has been taken the request is to be submitted to the employing NAFI Payroll Office with weekly time card/sheet. In the case of sick leave, Application for Leave, SF-71, will be completed and submitted within five days after the employee returns to duty in cases where circumstances prohibited its prior submission. Application for Leave, SF-71, is not required for periods of sick or annual leave of less than three days.

Sick or annual leave of less than three days shall be requested and approved on the weekly time card/sheet by the immediate supervisor. The employee and the supervisor are required to initial each absence on the time card/sheet for those absences of less than one day's duration. When it is not feasible or practical to obtain the initials of the employee and supervisor, a standard leave request form will be submitted with the weekly time card/sheet regardless of the number of days involved.

4. Advance Annual and Sick Leave. In no instance will an employee be granted more paid annual or sick leave than has been earned and which has been credited to their leave account, or which will be earned and credited while in a leave status during which annual or sick leave is accrued.

5. Authority to Approve Leave. The authority to grant leave to NAFI employees rests with the individual NAFI Head. Whenever feasible, the authority to approve annual leave should be delegated to supervisors/managers at levels of management where the work loads and manpower needs may be best determined so that annual leave is scheduled in the best interests of maintaining maximum efficiency and production.

6. Charging Leave. Leave shall be charged only for absence on days on which an employee would otherwise work and receive pay and shall be exclusive of holidays and all nonworkdays established by Federal statute or by executive or administrative order. The minimum charge for leave is one-half hour and additional leave shall be charged in multiples of one-half hour. There is no authority to combine leave absences on parts of two or more calendar days to provide for a minimum grant of annual or sick leave. Unless absence is on a holiday listed in enclosure (1) or administratively excused under the provisions of enclosure (8) of this Order, all absences from duty must be charged to one or a combination of the kinds of leave enumerated in this Order or to absence without leave. Absence without leave is charged for the exact amount of time the employee is absent. Any period of absence without leave should be considered for possible disciplinary action.

a. There is no automatic entitlement to approved leave on the sole basis that unforeseen circumstances, in the employee's opinion, require absence from duty. The determination whether to approve or disapprove requested leave which was not approved in advance rests with the supervisor authorized to approve leave.

b. The reason for an absence not approved in advance must be reported to the supervisor/manager authorized to approve leave within the time limits set forth in enclosures (2) and (3). Such reports may be made by telephone or written message.

c. There is no remission of the requirement that supervisors must be informed of the reason for an absence not approved in advance. Failure to notify the supervisor as required may result in an unforeseen justifiable absence being charged as unauthorized absence. In genuine emergencies, such as serious accident or illness or death in the employee's immediate family, supervisors should exercise due consideration in enforcing reporting requirements. Mere unforeseen circumstances, such as minor accidents requiring repairs to automobiles or property, or ordinary illness of the employee or family members do not justify failure to promptly notify the supervisor concerned.

d. It is suggested that each employee be given a wallet size card showing the supervisor's telephone extension, telephone extension of relief or other supervisor authorized to approve leave, and the mailing address at work.

7. Miscellaneous Problems. Questions and problems that may arise in applying the provisions of this Order should be referred to the NAF Personnel Office, extension 2366.

8. Action. All organizations serviced by the NAF Personnel Office shall comply with the instructions contained herein. NAFI's will ensure that all subordinate managers and supervisors (military and civilian) are thoroughly familiar with the contents of this Order and that the Order is made available to employees upon request.

R. L. Formanek
R. L. FORMANEK
Chief of Staff

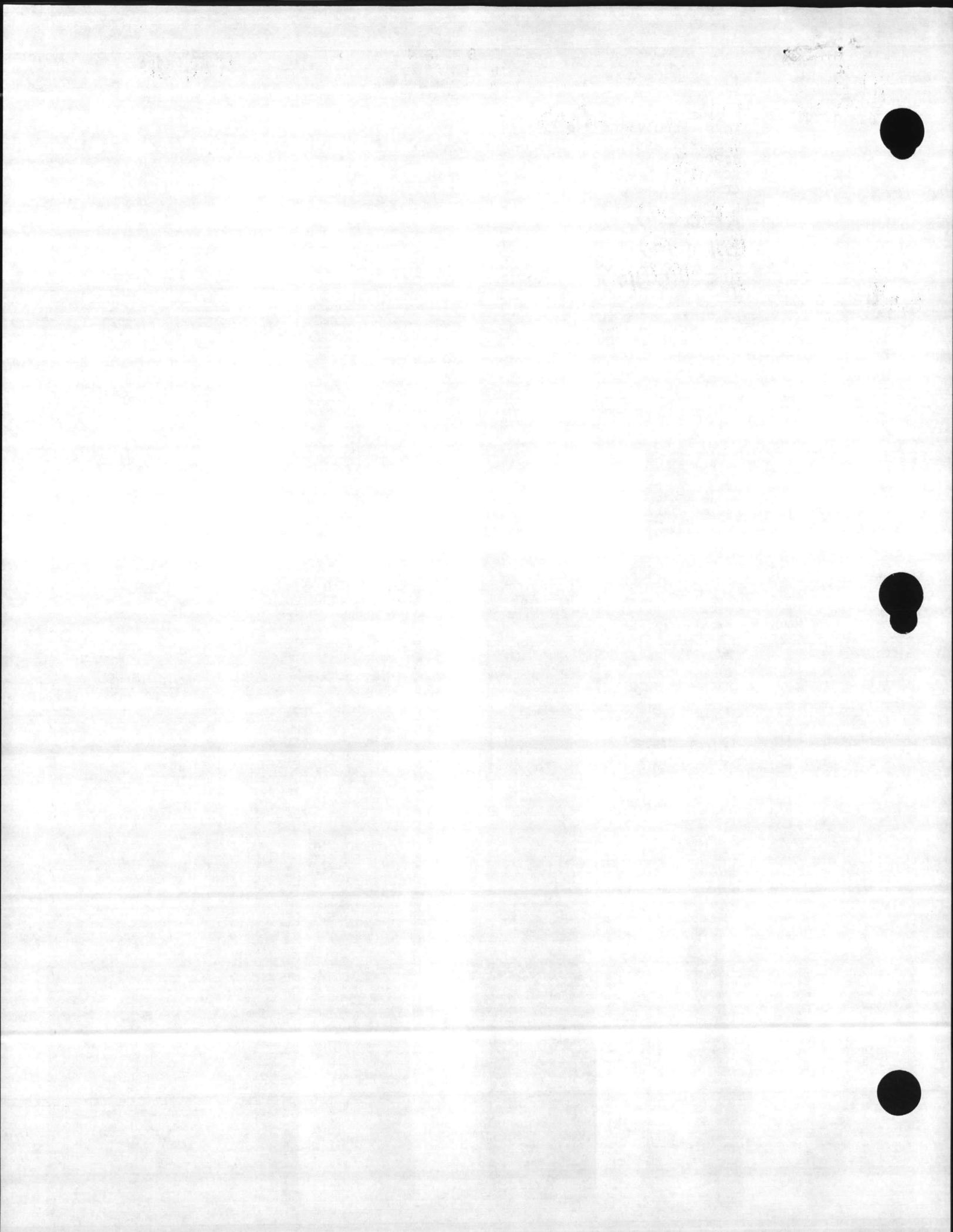
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HS VC (10)

ch4





UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 12630.3 Ch 1
CPD/rtp
11 Apr 1986

BASE ORDER 12630.3 Ch 1

From: Commanding General
To: Distribution List

Subj: Absence and Leave for Nonappropriated Fund Employees

Encl: (1) New page inserts to BO 12630.3

1. Purpose. To transmit new page inserts and direct pen changes to the basic Order.

2. Action

a. Remove present pages 3 and 4 of enclosure (2) and replace with corresponding new pages 3 and 4 contained in the enclosure hereto.

b. Remove enclosure (6) and replace with corresponding enclosure (6) contained in the enclosure hereto.

c. On enclosure (1) of the basic Order, page 1, paragraph 1b, delete the comma and the words "beginning in 1986".

d. On enclosure (3), page 2, paragraph 6c, line 2, change the words "person no later than two hours" to read "representative no later than one hour".

3. Summary of Changes. These changes are made in order to be in compliance with the Negotiated Agreement between Marine Corps Base (Nonappropriated Fund Unit) and American Federation of Government Employees, Local 2065 which became effective 10 January 1986.

4. Change Notation. Significant changes in revised enclosure pages are denoted by an asterisk (*) symbol.


M. C. HARRINGTON
Chief of Staff

DISTRIBUTION: X plus
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UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 12630.3 Ch 2
CPD/rtp
18 Sep 1986

BASE ORDER 12630.3 Ch 2

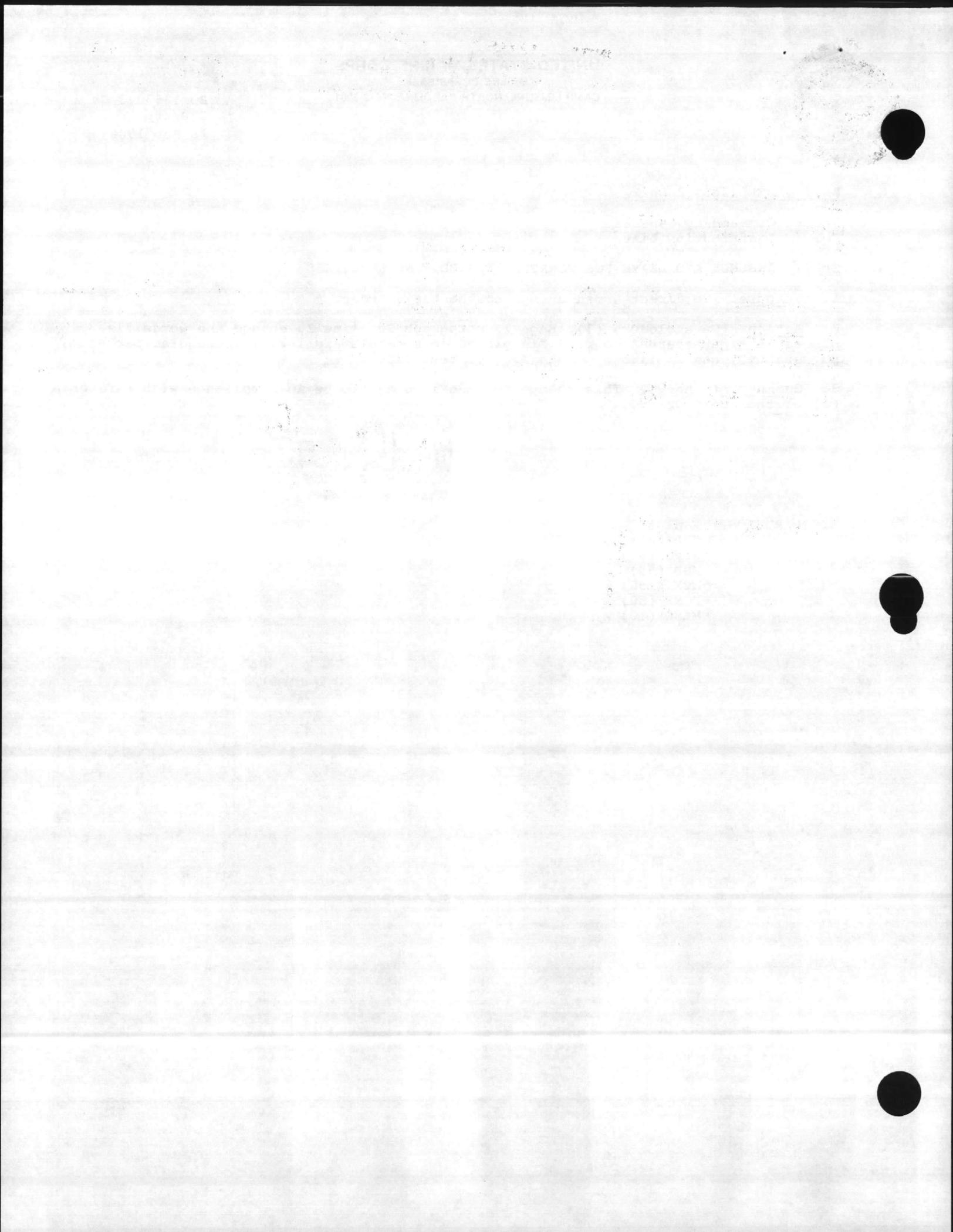
From: Commanding General
To: Distribution List

Subj: ABSENCE AND LEAVE FOR NONAPPROPRIATED FUND EMPLOYEES

1. Purpose. To direct a pen change to the basic Order.
2. Action. On enclosure (3), page 1, paragraph 3c, line 2, change the words "is placed in a pay status" to read "is placed in a regular full-time or regular part-time pay status"; and on line 3 change "90" to read "180".
3. Summary of Change. This change is made in order to be in compliance with reference (c) of the basic Order.


M. C. HARRINGTON
Chief of Staff

DISTRIBUTION: X plus
CPD (25)
NFPO (50)
SSD (60)
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UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 12630.3 Ch 3
CPD/rtp
13 May 1987

BASE ORDER 12630.3 Ch 3

From: Commanding General
To: Distribution List

Subj: ABSENCE AND LEAVE FOR NONAPPROPRIATED FUND EMPLOYEES

1. Purpose. To change the distribution section of the basic Order.
2. Action. Change the "DISTRIBUTION:" section of the basic Order to read the same as shown in the "DISTRIBUTION:" section of this change.

M C Harrington
M. C. HARRINGTON
Chief of Staff

DISTRIBUTION: X plus
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NFPO (50)
MCX (150)
CCMS (30)
MASD (10)
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UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 12630.3 Ch 4
CPD/rtp
22 Feb 1988

BASE ORDER 12630.3 Ch 4

From: Commanding General
To: Distribution List

Subj: ABSENCE AND LEAVE FOR NONAPPROPRIATED FUND EMPLOYEES

Encl: (1) New page inserts to BO 12630.3

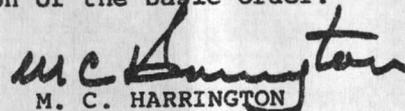
1. Purpose. To transmit new page inserts and to direct a pen change to the basic Order.

2. Action

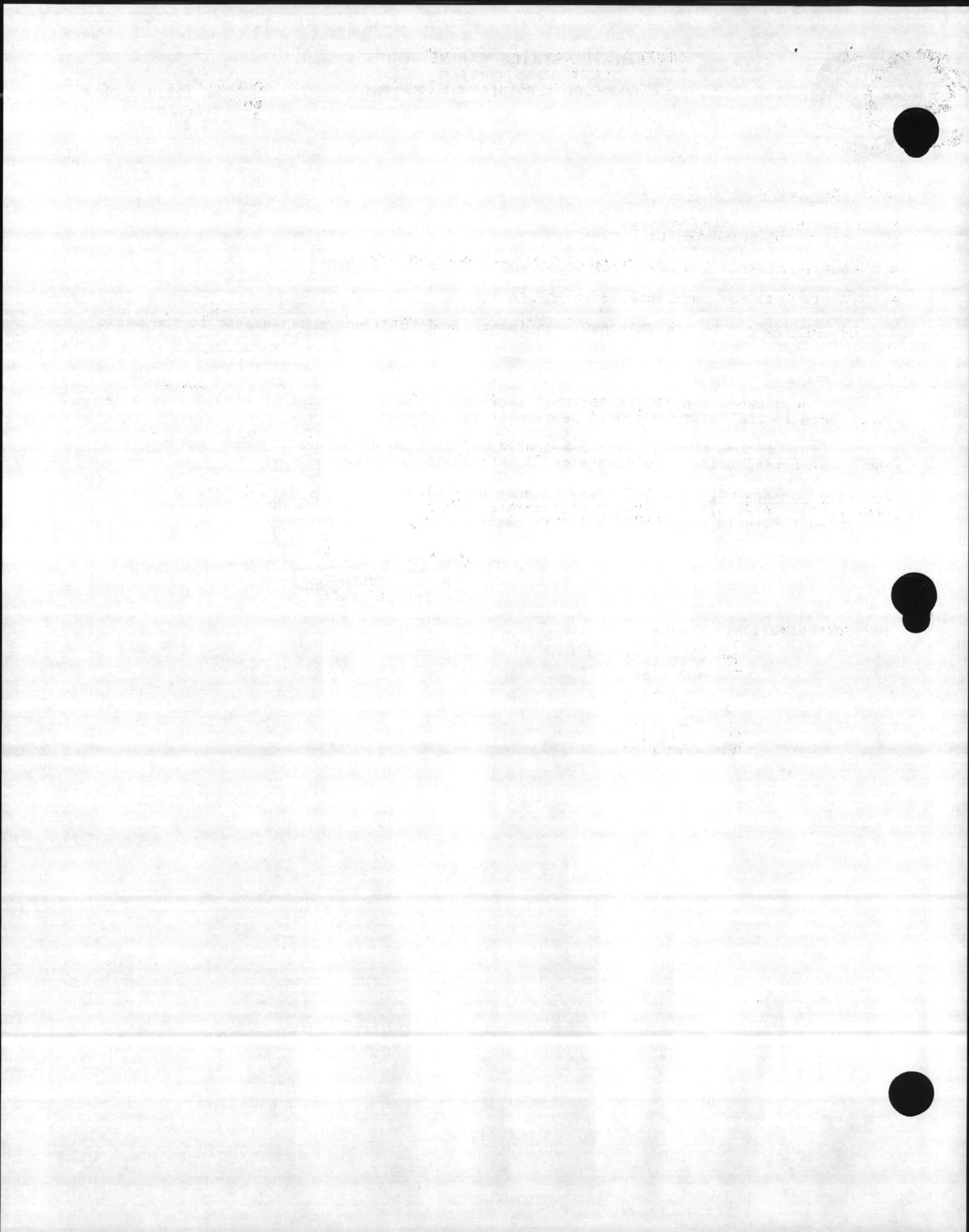
a. Change the "DISTRIBUTION:" section of the basic Order to read the same as shown in the "DISTRIBUTION:" Section of this change.

b. Remove present page 1-A-1 of Appendix A to enclosure (3) and replace with the corresponding page contained in the enclosure hereto.

3. Summary of Changes. These changes are being made to better clarify the administration of the Sick Leave Certificate program and to include Human Services Directorate in the "DISTRIBUTION:" section of the basic Order.


M. C. HARRINGTON
Chief of Staff

DISTRIBUTION: X plus
CPD (25)
NFPO (50)
MCX (150)
SS (60)
CCMS (30)
MASD (10)
BH (10)
HSVC (10)



HOLIDAYS

1. General. The following days have been designated as legal holidays and nonworkdays for Federal employees:

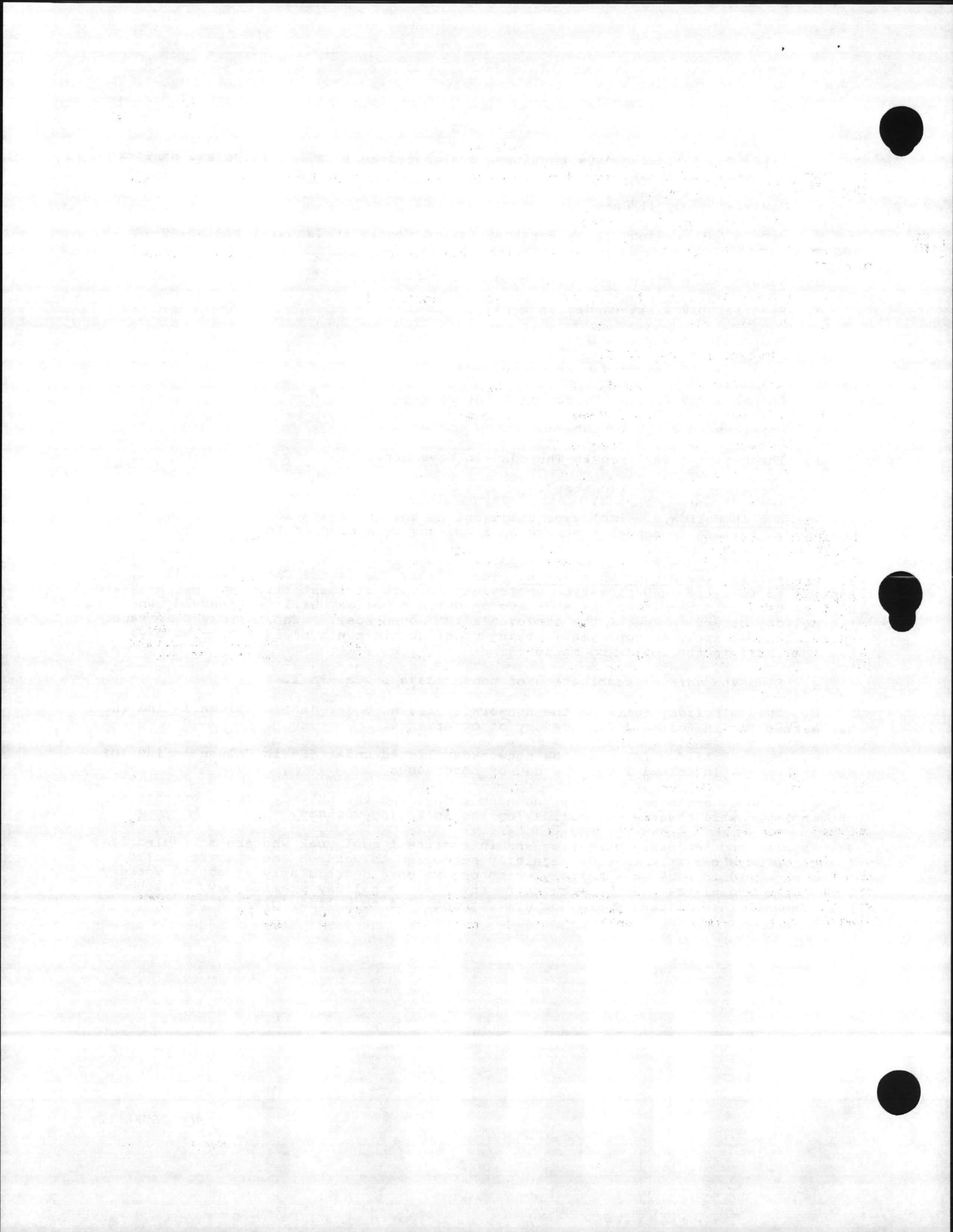
- a. New Year's Day (1 January).
- b. Martin Luther King, Jr.'s Birthday (third Monday in January, ~~beginning in 1986~~).
- c. Washington's Birthday (third Monday in February).
- d. Memorial Day (last Monday in May).
- e. Independence Day (4 July).
- f. Labor Day (first Monday in September).
- g. Columbus Day (second Monday in October).
- h. Veterans' Day (11 November).
- i. Thanksgiving Day (fourth Thursday in November).
- j. Christmas Day (25 December).

2. Absence on Holidays. Employees shall not be charged leave for absence on holidays. Failure to report for work on a holiday when ordered to do so, however, shall be treated the same as any other unauthorized absence.

3. Determining the Day of Observance. The Holiday Observance Chart, Appendix A, is applied to full-time and part-time employees who work at least five days per week and will be used in determining the workdays on which a holiday will be observed, when the holiday occurs on one of the employee's two nonworkdays. The Holiday Observance Chart does not apply to employees serving under appointments of less than 90 days. Use the chart in the following manner:

- a. Find the correct combination of nonworkdays in Column 1.
- b. When a holiday falls on the nonworkday listed under "A" in Column 1 find the day marked "A" in Column 2 for the day of observance.
- c. When a holiday falls on the nonworkday listed under "B" in Column 1 find the day marked "B" in Column 2 for the day of observance.
- d. When an employee has only one nonworkday, and the holiday occurs on that day, the employee will observe the holiday on the following workday.

4. Regular and temporary part-time and intermittent employees who are scheduled less than five days per week must be regularly scheduled to work on the specific holiday or be required to work on a holiday which occurs on a nonregularly scheduled workday within the administrative workweek to be entitled to holiday premium pay. Unscheduled/on-call intermittent employees are not entitled to holiday premium pay.



HOLIDAY OBSERVANCE CHART
FOR REGULAR EMPLOYEES WHO WORK AT LEAST FIVE DAYS PER WEEK

Column 1		Column 2						
Nonworkdays		Workday						
A	B	Fri	Sat	Sun	Mon	Tues	Wed	Thurs
Fri	Sat			B				A
Fri	Sun				B			A
Fri	Mon					B		A
Fri	Tues						B	A
Fri	Wed							A, B
Fri	Thurs		B				A	
Sat	Sun	A			B			
Sat	Mon	A				B		
Sat	Tues	A					B	
Sat	Wed	A						B
Sat	Thurs	A, B						
Sun	Mon		B			A		
Sun	Tues				A, B			
Sun	Wed				A	B		
Sun	Thurs				A		B	
Mon	Tues			A			B	
Mon	Wed			A				B
Mon	Thurs	B		A				
Tues	Wed				A			B
Tues	Thurs	B			A			
Wed	Thurs	B				A		

ANNUAL LEAVE

1. General

a. Annual leave is provided so that employees may have time off for rest, recreation, vacation, and for personal and emergency purposes.

b. Annual leave will be authorized when the work load permits and, whenever possible, at the convenience of the employee.

c. The taking of earned annual leave is a right of the employee, subject to the right of management to fix the time at which leave may be taken.

2. Eligibility and Accrual

a. Regular full-time and regular part-time employees (including off-duty military personnel) are eligible to accrue annual leave. The amount of annual leave an employee earns depends on the employee's total length of creditable service.

b. A regular full-time or regular part-time employee must have served under the current appointment for a continuous period of 90 calendar days before annual leave can be credited to the employee's account, although annual leave does accrue during the 90 day period. If the employee separates prior to completing 90 days, no annual leave credit for this period of employment will be granted nor is a lump sum payment authorized. The accrued annual leave is credited to the employee's individual leave record upon completion of the 90 calendar days qualifying period; thereafter at the end of the pay period in which it is earned.

c. Total creditable service for leave accrual purposes will be determined as follows:

(1) All prior Department of Defense (DoD) Nonappropriated Fund Instrumentalities (NAFI's) service, including service with current employer, as a regular full-time or regular part-time employee will be considered as creditable.

(2) Fractional parts of months will be included in determining length of service. However, the total length of service will be stated in terms of complete months.

(3) When available NAFI records fail to support an employee's claim of prior NAFI service, the burden of proof of the service rests with the employee.

(4) Civilian NAFI employees who are called to active duty for short periods of time (not to exceed six weeks) with reserve components of the U. S. Armed Forces will continue to accrue annual leave credit during such periods. Nonduty time while in reserve components is not creditable.

(5) Total creditable service for annual leave accrual purposes shall include all active uniformed services, except for certain retired members of the uniformed service as outlined below, terminated by honorable discharge under honorable conditions or by transfer to inactive reserves under honorable conditions.

(a) In accordance with DoD Manual 1401.1-M-1, for an employee who is a retired member of any of the uniformed services, credit is restricted to the actual service in the armed forces during wartime or in any campaign or expedition for which a campaign badge has been authorized. If the retired member meets one or more of the following, all of the active service is counted for leave accrual purposes:

1 The retirement was based on disability resulting from injury or disease received in the line of duty or as a direct result of armed conflict; or

2 the retirement was based on disability caused by an instrumentality of war and incurred in the line of duty during a period of war (as defined in Sections 101 and 301 of Title 38, United States Code); or

ENCLOSURE (2)

3 on 30 November 1964, the retired member was employed in a civilian office to which the annual and sick leave law applied, and continues to be employed in an office of this kind without a break in service of more than 30 days.

(b) Fractional parts of months shall be included in determining length of service; however, the total length of service shall be stated in terms of complete months.

(c) Those individuals who have active service in any uniformed service must submit a copy of their DD-214 to the Nonappropriated Fund (NAF) Personnel Office.

(d) Retired members of the uniformed services must complete a "Verification of Military Retirees Service in Nonwartime Campaigns or Expeditions," (OPM Form 813) in addition to providing a copy of their last DD-214.

d. No employee who is currently in a leave category as a result of more liberal provisions of the separate DoN Headquarters element prior to the date of SECNAVINST 5300.22A, will be penalized by being placed in a lower category for leave accrual or accumulation purposes.

e. Annual Leave Accrual Rates. Annual leave will accrue to regular full-time and regular part-time employees while in a pay status, excluding overtime hours worked in excess of 40 hours during the basic workweek. Employees who are receiving benefits under the Longshoremen's and Harbor Worker's Compensation Act and who are carried on the rolls of the employing NAFI in a leave without pay status do not accrue annual leave. Annual leave is accrued as follows:

(1) Employees with less than three years of service will accrue 5 percent of the total hours in the basic workweek.

(2) Employees with three years but less than 15 years of service will accrue 7 1/2 percent of the total hours in the basic workweek except for the final biweekly period of the leave year when it will accrue at the rate of 12 1/2 percent of the total hours in the basic workweek.

(3) Employees with more than 15 years of service will accrue 10 percent of the total hours of the basic workweek.

f. Changes in Rates of Accrual

(1) Changes in the rates of accrual are effective at the beginning of the first pay period following the completion of the prescribed service.

(2) When a change from a 7 1/2 percent to a 10 percent leave category occurs at the beginning of the last full biweekly pay period in the calendar year, the employee's leave credit for the period will be computed at 12 1/2 percent of hours in a pay status.

g. Commission or incentive-paid employees are covered by the same annual leave policy which applies to regular full-time and regular part-time employees. The computation of the annual leave pay to such employees will be on the basis of hourly pay-rate equivalents derived from the application of classification standards to the job. The employee's wage rate step of the currently authorized wage schedule for the appropriate job grade will be used in determining the base rate for computing the earned annual pay.

3. Accumulation of Annual Leave. The maximum amount of accumulated annual leave that may be carried over from one leave year to the next will be 240 hours. Accumulated annual leave in excess of the maximum permissible carryover is automatically forfeited at the end of the leave year. However, the automatic forfeiture of annual leave in excess of the maximum permissible carryover may be suspended under the following conditions:

a. Employees recruited or transferred by NAFI from the United States or its territories or possessions, including the Commonwealth of Puerto Rico, for employment outside the area of recruitment or from which transferred and whose condition of employment provide for their return transportation to the United States or its territories or possessions, may accumulate 360 hours. Upon the employee's return to the United States, its territories or possessions, the employee will have two leave years in which to draw leave down to the maximum of 240 hours. However, the employee's leave balance may not exceed 360 hours at the end of the first leave year.

b. The 240 hour maximum carryover requirement may be waived on a case-by-case basis and on approval by the NAFI Head, if the following condition is met: The employee has requested annual leave early in the leave year for use during the last 60 days of the leave year; the request has been tentatively approved by management; and circumstances beyond the control of management and/or the employee precludes its use prior to the end of the leave year.

4. Payment for Accumulated Leave. Upon separation from a NAFI, an employee who has completed 90 days as a regular employee will be paid for the accumulated annual leave credited to the employee's account. Upon transfer of a regular full-time or regular part-time employee to another NAFI within the DoD, the employee will be paid for the accumulated leave. If the transferred employee elects and the gaining and losing NAFI's agree, the losing NAFI may transfer the annual leave credit, with the money to cover its cost, to the gaining NAFI.

5. Granting Annual Leave. Management is responsible for the planning and effective scheduling of annual leave for use throughout the leave year. The employer will make every effort to schedule leave at the time requested by the employees consistent with the work load and manpower needs of the activity as determined by the managers/supervisors authorized to approve leave.

a. Employees will give the supervisor/manager with authority to grant leave at least three days notice prior to the dates for which leave is requested by submitting Application for Leave, SF-71. This notification may be waived for emergencies.

* b. Employees shall notify their supervisor or designated representative when prevented from reporting to work and when leave has not been approved in advance. Requests for such leave shall be made as soon as possible after the employee learns of the reason they may not report for work as scheduled, preferably before the start of the work shift, but not later than one hour after the start of the work shift. Employees who fail to comply with the notification requirement shall be carried absent without leave (AWOL) until a determination is made concerning the appropriate leave status. Upon return to work the standard leave request (SF-71) will be submitted to the supervisor authorized to approve leave.

* c. Employees will be informed of approval or disapproval of requests for annual leave prior to the effective date of the request.

* d. The Activity will make a reasonable effort to schedule annual leave for vacation purposes consistent with manpower and work load requirements as determined by management provided reasonable advance notice is given by the employee. Requests for such leave will be considered and acted on in the order that they are received, with preference going to the employee who first made the request. If more than one request is received on the same day, preference will be given to the employee with the greatest amount of shop/office/section seniority.

e. An annual leave request form must be submitted only in cases of three or more workdays or if a supervisor is recommending disapproval of the leave request.

f. Annual leave taken by employees in increments of less than three consecutive workdays will be entered on the employee's timecard. The entry will be initialed by the employee to indicate the date and number of hours of annual leave taken.

g. A liberal leave policy shall be followed in circumstances such as, but not limited to, the following:

(1) Death in employee's immediate family.

(2) Illness in the employee's immediate family where the employee's care and attendance is required and the nature of the illness does not permit the use of sick leave.

(3) Religious observances.

h. Normally annual leave and leave without pay will not be granted when it is known in advance that an employee is to be separated. Upon separation from Federal service, employees are entitled to a lump-sum payment for all annual leave credited to the employee's leave account. There are however, situations in which the granting of leave may be appropriate although it is known in advance that the employee is to be separated without returning to duty. Exceptions may be made for employees under notice of reduction in force, to provide time for settling personal affairs to employees entering military service, to permit regular full-time or regular part-time employees to seek and/or continue Federal employment, and pending approval of disability retirement or compensation. The effective date of separation will be the employee's last day of work unless one of the above circumstances justify an exception.

i. No employee will be granted more annual leave than they have earned and which has been credited to their leave account, or which will be earned and credited while in a leave status.

SICK LEAVE

1. Eligibility. Sick leave will be credited to incumbents who are designated as regular full-time or regular part-time employees (including those off-duty military personnel classified in this latter category). There is no qualifying period for the crediting of sick leave.

2. Granting of Sick Leave. All regular full-time and regular part-time employees who have sick leave to their credit may be granted such leave in accordance with the following provisions:

a. Employee is to receive medical, dental or optical examination or treatment;

b. employee is incapacitated for the performance of duty by sickness, injury, pregnancy and confinement; or

c. employee's presence would jeopardize the health of others at the post of duty because of exposure to a contagious disease. For the purpose of this Order, a "contagious disease" is one which must be reported to the Health Department and requires isolation, quarantine, or restriction of movement for a particular period based on regulations prescribed by local health authorities.

d. The use of annual leave in lieu of sick leave when sick leave has been exhausted will be at the discretion of the employee.

e. Sick leave may be granted to probationary employees, both full and part time, who have accrued sick leave to their credit prior to completion of their probationary period.

3. Sick Leave Credit Accruals

a. Sick leave credits will be accrued at the rate of 5 percent of the total basic workweek hours in a pay status and will be credited from the date of appointment to regular full-time or regular part-time status (including off-duty military employees classified in the latter category). Intermittent employees do not accrue sick leave.

b. Sick leave credits, including those accrued while on annual or sick leave, are credited to the employee's account at the end of the pay period in which accrued.

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c. Sick leave credits will be transferred between ^{regular full-time or regular part-time} Nonappropriated Fund Instrumentalities (NAFI's) provided the individual is placed in a pay status in the gaining NAFI within 90 calendar days of removal from pay status in the losing NAFI and provided the individual was not retired from the losing NAFI and received service credit for unused sick leave.

d. Commission/Incentive-Paid Employees. Commission or incentive paid employees are covered by the same sick leave policy which applies to regular full-time and regular part-time employees. However, the computation of sick leave benefits to such employees will be on a basis of hourly pay rate equivalents derived from the application of classification standards to the job. The employee's wage rate step of the currently authorized wage schedule for the appropriate job grade will be used in determining the base rate for computing the sick leave benefits.

4. Accumulation of Sick Leave. There is no limit to the amount of sick leave that employees may accumulate and carry forward from one year to another. No payment for unused sick leave will be made to an employee under any circumstances.

5. On-the-Job Injury. An employee covered by workers' compensation insurance (5 U.S.C. 8171) will be granted sick leave payments from the employee's accumulated sick leave balance in an amount which, when added to workers' compensation benefits, approximates but does not exceed the employee's basic salary. When sick leave credits have been exhausted, the employee may elect to continue workers' compensation benefits subsidy by using accumulated annual leave before requesting leave without pay.

ENCLOSURE (3)

6. Policy and Procedures. The following specific procedures will be observed in administering a fair but firm sick leave program:

a. Absence for sickness for three or more workdays should be verified by the statement of a physician or other licensed practitioner. If a medical certificate cannot be obtained because the illness did not require the services of a physician or for other reasons, the employee should present a written statement explaining the circumstances in support of the claim for sick leave. Certificates of disability or doctor's certificates will be attached to the sick leave request in order to expedite sick leave processing and to avoid loss of the certificate. See Appendix A, subparagraph 2b.

b. A letter of requirement requiring substantiation of all sick leave requests will not be issued unless the employee has been counseled on at least one occasion regarding use of sick leave.

c. Employees who are unable to report for work because of incapacitation shall notify their supervisor or other designated representative no later than two hours after the beginning of the work schedule on the first day of such absence or as soon thereafter as possible.

d. Employees who cannot support claims for sick leave should be charged annual leave, leave without pay or absence without leave.

e. During extended absences (lasting more than two pay periods), medical certificates or other supporting evidence should be requested of the employee unless the physician has specified a recuperative period of set length in writing in advance. In such cases, medical certification may be submitted for the record when the employee returns to duty.

f. Where supportable evidence exists that fraud or abuse of sick leave has occurred, appropriate disciplinary action may be taken, e.g., letter of reprimand, suspension, demotion or removal.

g. Sick leave requests on the Application for Leave, SF-71, enclosure (9), must be submitted only in cases of three or more workdays or if the employee has been issued a "Letter of Requirement" stipulating a doctor's certificate must be submitted for any period of absence for sickness.

h. Sick leave taken by employees in increments of less than three consecutive workdays may be granted by the immediate supervisor without submitting a written leave request and without a doctor's certificate; however, if an employee wishes to submit a doctor's certificate for such absence for inclusion in the personnel folder, the certificate should be attached to the time card/time sheet and forwarded to the appropriate payroll office, which in turn will forward the certificate to the Non-appropriated Fund Personnel Office. Such leave will be entered on the employee's time card/time sheet. The entry will be initialed by both employee and supervisor.

GUIDANCE FOR ADMINISTRATION OF SICK LEAVE POLICY

1. Values and Benefits of Sick Leave. Employees should remember the values and benefits of sick leave as a bank account against unforeseen injury or illness and are encouraged to conserve sick leave for the "rainy day" of real need. Employees should also keep in mind the advantages of having substantial sick leave accumulated to their credit.

a. Employees who have accumulated sick leave in excess of 500, 1000, 1500, 2000, 2500 and 3000 hours respectively will be officially recognized by means of an appropriate Sick Leave Certificate. The certificates are:

- (1) 500 hours - signed by the NAFI Head.
- (2) 1000 hours - signed by the NAFI Head.
- (3) 1500 hours - signed by the NAFI Head.
- (4) 2000 hours - signed by the Commanding General.
- (5) 2500 hours - signed by the appropriate Headquarters Marine Corps NAFI sponsor.
- (6) 3000 hours - signed by the Commandant of the Marine Corps.

b. The 2500 and 3000 hour certificates are prepared at Headquarters Marine Corps based on records maintained there and forwarded to the Commanding General for presentation to the employee. All other certificates are prepared at the Nonappropriated Fund Personnel Office and forwarded for appropriate signature and presentation to the employee.

c. Illness and injury can occur at any time and having a substantial amount of sick leave accrued will ensure continuation of pay while the employee is incapacitated.

d. Any accumulated hours of unused sick leave, as of the date of an employee's retirement, converts to an equivalent period of credited service for retirement purposes. The conversion to credited service is on a basis whereby 173 hours of unused sick leave becomes equivalent to one-month's service. Any final sum of hours less than 173 will be expressed as a fraction of a month.

2. Doctor's Certificate

a. A doctor's certificate is a statement of a physician or other licensed practitioner certifying that the employee was physically or mentally incapable of performing their normal duties during a specific period of time, or that reporting to work was inadvisable.

b. To be valid, a doctor's certificate must:

- (1) Be dated.
- (2) Bear the employee's name.
- (3) State the inclusive dates and/or times of the employee's disability or necessary absence from work.
- (4) Bear the signature of the physician, other practitioner or an associate of same having direct knowledge of the employee's disability or absence.
- (5) Be attached to either a sick leave request or timecard, as appropriate.

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c. When properly and completely filled out, the certificate on the reverse of the Application for Leave, SF-71, satisfies the requirement outlined by subparagraph 2b above.

d. Sick leave requests are a joint responsibility of the employee and the supervisor, but the doctor's certificate is the responsibility of the employee.

APPENDIX A to
ENCLOSURE (3)
Ch 4 (22 Feb 1988)

ABSENCE FOR MATERNITY REASONS

1. General

a. Pregnancy is a condition which eventually requires the employee to be absent from the job because of incapacitation; however, it must be recognized that there is not a separate maternity leave as a type of leave. An absence covering pregnancy and confinement is to be treated like any other medically certified temporary disability as provided by enclosure (3) of this Order.

b. Leave for maternity reasons may be requested by regular full-time and regular part-time employees as provided by enclosure (3) of this Order.

c. Leave for maternity reasons will be charged successively against accrued sick leave and annual leave balances until each in turn has been exhausted. The remaining period of incapacitation due to pregnancy and childbirth will be leave-without-pay.

2. Policy. It is the policy of the Nonappropriated Fund Instrumentalities (NAFI's) subject to this Order to provide gainful employment and make use of skills of pregnant employees for as long as they are not incapacitated for duty.

3. Employee Responsibility. An employee should report pregnancy to her supervisor as soon as it is an established fact. Should an employee consider at any time during pregnancy that her working conditions are having an adverse effect upon her physical condition, she shall report any such adverse condition to her supervisor and consult her physician on the matter.

4. Employer Responsibility. Supervisors advised of an employee's pregnancy shall review the employee's duties and working conditions to determine any possible adverse effect on the employee's physical condition during her pregnancy. If it is determined that any element of the employee's job could have a harmful effect upon her or the unborn child, the employee shall be requested to consult her physician on the matter and provide medical certification as to the nature of recommended limitations. Upon recommendation by the employee's physician, every reasonable effort shall be made to accommodate an employee's request for temporary modification of her work duties or a temporary reassignment. The supervisor who is authorized to grant leave is responsible for ensuring that the employee discontinues work during the period she is medically incapacitated for duty.

5. Leave for Maternity Reasons. No arbitrary cutoff dates which require an employee to cease work prior to delivery or prevent an employee from returning to work after delivery without recognizing the capability of the employee to perform her job without physical restrictions will be imposed. However, it must be recognized and emphasized that the health, well being and safety of the mother-to-be (and new mother) is of paramount importance. Ensuring this well being will require the cooperation and agreement of the employee, the doctor providing prenatal and postnatal care, the employee's supervisor or supervisors and the individual NAFI Head.

a. As soon as practicable, the employee will advise her supervisor that she will be requesting leave for maternity reasons including the approximate dates and duration of her incapacitation. This will allow the supervisor to prepare for any necessary staffing adjustments.

b. It is recognized that there will be different time periods required by individuals for confinement, delivery, recuperation and adjustment to motherhood. In order to compensate for these differences, no arbitrary time limitations have been imposed. If the employee, with the help of her doctor, cannot determine the length of absence necessary for maternity reasons, it is suggested that the employee initially request 14 weeks maternity leave. Whatever period of time is requested, should the employee find that it is more time than is required, she may contact her supervisor and request that she be placed on the work schedule on an earlier date. In cases where there are medical complications related to the pregnancy the employee may request an additional period of leave. This request should be specific as to dates and duration, and submitted in the same manner and using the same documents as the initial maternity leave request.

ENCLOSURE (4)

c. All leave for maternity reasons must be submitted on an Application for Leave, SF-71, enclosure (9), accompanied by a letter to the appropriate NAFI Head requesting leave for maternity reasons, including any pertinent information that the NAFI Head should be aware of prior to granting the requested leave. Attached to the leave request there must be a doctor's certificate containing the following information: The name of the employee, a statement that the employee is under their care, a statement that the employee may or may not continue working in her present job, the date the employee should cease working and the expected date of delivery. The Application for Leave, SF-71, and the employee's letter will be endorsed by the employee's supervisor.

d. If the employee wishes to resign without requesting maternity leave, she will be paid for her unused accumulated annual leave at the time of resignation.

e. During any period of leave-without-pay taken by an employee participating in the Group Insurance Plan for civilian employees of Marine Corps NAFI's, it will be necessary for that employee to make arrangements with the appropriate NAFI payroll section to pay the insurance premiums in order to keep insurance in effect.

MILITARY LEAVE

1. Coverage. Regular full-time and regular part-time civilian employees who are members of a reserve component of the Armed Forces of the United States or the National Guard will be granted military leave under the following circumstances:

a. An eligible employee is entitled to leave without loss in pay, time or performance rating for a period not to exceed 15 calendar days in any leave year when called to active duty, or active duty for training as provided by SECNAVINST 5300.22A. The following is a listing of reserve components of the Armed Forces recognized for this purpose:

- (1) The Army Reserve.
- (2) The Army National Guard of the United States.
- (3) The Naval Reserve.
- (4) The Marine Corps Reserve.
- (5) The Air Force Reserve.
- (6) The Air National Guard of the United States.
- (7) The Coast Guard Reserve, other than Temporary Reserve.

b. Eligible employees who are called to active duty for the purpose of providing military aid to enforce the law may be granted additional military leave not to exceed 22 working days in a calendar year. Compensation (other than travel, transportation or per diem allowance) received by an employee for such service shall be credited against the pay payable to the employee with respect to their Nonappropriated Fund Instrumentality (NAFI) position for such period of service. The NAFI civilian pay of the employee will be reduced only by the amount received for military service performed on a workday. The NAFI civilian pay will not be reduced by any amount an individual may receive for days that are not workdays.

c. Regular part-time employees are entitled to military leave on a prorated basis. While on military leave, they will be credited with the number of hours they would normally have worked had they not been on military leave.

d. Employees called for training or active duty beyond the time periods cited above may use accumulated annual leave without regard to the pay and allowances received for such training or active duty.

e. Leave without pay may be granted employees for the following other types of military service:

- (1) Summer training as members of Reserve Officers Training Corps.
- (2) Temporary Coast Guard Reserve Duty.
- (3) Participation in parades by members of the State National Guard.
- (4) Training with a State Guard or other state military organization.
- (5) Civil Air Patrol Duty.

f. Military furlough will be granted to eligible employees for induction or recall to active duty in one of the U. S. Military Services. An employee returned to duty from military furlough will have the same seniority, status, pay, and annual leave accrual entitlements which that employee would have enjoyed had they remained at work instead of being placed on furlough. Eligibility requirements and procedures are addressed in Chapter II, paragraph 10b(5) of SECNAVINST 5300.22A.

ENCLOSURE (5)

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14 May 1984

2. Application for Military Leave. Military leave will be granted upon presentation of an Application for Leave, SF-71, and competent orders to active duty, or orders to provide military aid to enforce the law. Military leave should be requested as far in advance as circumstances permit. If received by the employee prior to departure, a copy of the orders will be attached to the employee's Application for Leave, SF-71. If circumstances prohibit the employee from submitting a copy of the orders prior to leaving for duty; immediately upon returning to work, a copy of the orders will be submitted to the supervisor authorized to grant leave.

ENCLOSURE (5)

COURT LEAVE

1. General. When an employee is absent from duty because of a summons to appear as a witness in a judicial proceeding on behalf of a state or local government or for jury duty in any state court or court of the United States, or as a witness in a non-official capacity on behalf of a private party in connection with any judicial proceeding to which the United States, the District of Columbia, or a state or local government is a party, the absence shall not be charged against annual leave, but shall be recorded as Court Leave. Jury duty in police, county, or other courts established under the laws of a state and deriving their authority therefrom is considered jury duty in a state court. Employees who are summoned by the court to appear for the purpose of qualifying for jury service shall be granted court leave for that period of absence, regardless of whether or not they are selected for subsequent jury service. An employee summoned to appear as a witness in a judicial proceeding on behalf of the United States Government or that of the District of Columbia is considered to be in an official duty status.

2. Eligibility

a. Jury Duty. Court leave may be granted to regular full-time and regular part-time employees called into jury service without charge to annual leave.

b. Witness Service. Regular full-time and regular part-time employees are entitled to court leave while serving as witnesses in a judicial proceeding on behalf of a state or local government or in a nonofficial capacity on behalf of a private party in connection with any judicial proceeding to which the United States, District of Columbia, or a state or local government is a party only if summoned. They are not entitled to court leave if they volunteer. A subpoena is not necessarily required, but the summons must be an official written request. Court leave for witness service in a judicial proceeding involving only private parties is not authorized.

c. Official Duty. An employee is considered to be on official duty when summoned or assigned by the employing agency to testify, in an official or nonofficial capacity, or produce official records on behalf of the United States Government or that of the District of Columbia. The time required to testify in an official capacity or produce official records on behalf of a state or local government, or a private party, is considered official duty also. Travel expenses are to be allowed for such official duty.

3. Application for Court Leave. An employee who receives an official summons for jury duty or witness service for which court leave is authorized will show it to the supervisor and apply for court leave prior to the beginning date of such service. The employee will obtain a certificate, signed by the clerk of the court or appropriate official, showing actual days of service. This certificate will be attached to and submitted with the Application for Leave, SF-71. Regular full-time and regular part-time employees on Court Leave will receive their regular pay for such time off or will retain the court fees received from the court whichever is the greater amount as provided in SECNAVINST 5300.22A. If court fees are the lesser amount such fees (exclusive of transportation where separately identified or otherwise identifiable) will be turned over to the employing Nonappropriated Fund Instrumentality.

*4. Duration of Court Leave. An employee under summons to serve on a jury or appear as a witness in a judicial proceeding for which court leave is authorized shall be granted court leave for the entire period, from the reporting date stated in the summons to the time discharged by the court or appropriate official, regardless of the number of days actually served. Such services do not include the period(s) during which the employee is excused or discharged by the court or appropriate official. If an employee is not required to report for or is excused from court for a portion of the day, the employee will be expected to report for work if the employee can report and work for two or more hours or the employee may take annual leave for the period of interim excuse from jury duty. A night shift employee who performs such service during the day is entitled to court leave for the regularly scheduled night tour, and is entitled to the night differential.

MEMORANDUM FOR THE DIRECTOR

Subject: [Illegible]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

LEAVE WITHOUT PAY

1. At the discretion of the Head of the local Nonappropriated Fund Instrumentality (NAFI), and for reasons acceptable to and in the best interest of the NAFI, leave without pay (LWOP) may be granted for a period of time not exceeding one year except for military service and other circumstances considered appropriate by the Head of the NAFI Headquarters element. Upon completion of leave without pay, return to a comparable job is normally assumed within the same local NAFI which granted the LWOP. Exempt personnel will not be granted more than one week LWOP without prior written approval of the appropriate NAFI Headquarters element.
2. Upon request, LWOP may be granted in lieu of annual or sick leave.
3. LWOP will be requested by presentation to the supervisor authorized to grant leave, a letter detailing the reasons for the request. The letter must be attached to the Application for Leave, SF-71.

ENCLOSURE (7)

ADMINISTRATIVE LEAVE

1. Heads of local Nonappropriated Fund Instrumentalities (NAFI's) may authorize time off with pay to any NAFI employee for voting in Federal, State, County, and municipal government elections, or for blood donations on the Base through the Civilian Employee Recreation and Welfare Association sponsored Tidewater Regional Bloodmobile. NAFI Heads may authorize supervisors to grant administrative excusals not to exceed 30 minutes duration at the beginning of the shift for the foregoing reasons and for tardiness due to circumstances which are beyond the employee's control. All requests for administrative leave for periods in excess of 30 minutes must be made in writing to the NAFI Head via the immediate supervisor.

2. Additionally, should it become necessary because of energy shortages, severe weather conditions, times of crisis (riots, demonstrations, etc., or other emergency conditions) administrative leave shall be granted NAFI employees in the same manner as for all other civilian employees on the installation, in instances where the entire installation is closed. However, the following guidance is provided for compliance when the above described conditions only affect individual NAFI activities:

a. When normal operations of the NAFI are suspended in accordance with the above criteria, employees will be provided 24-hours advance notice in a pay status before being placed on enforced annual leave, or leave without pay. Administrative dismissals are authorized during all or part of this 24-hour notice period if insufficient time is available to notify employees while still in a duty status.

b. Employees with sufficient accrued annual leave to their credit will be placed on enforced annual leave following the 24-hour notice period.

c. Employees with insufficient accrued annual leave to their credit will be placed on leave without pay following the 24-hour notice period.

d. At the request of any employee, leave without pay will be granted in lieu of enforced annual leave.

The following information was obtained from the records of the
 Department of the Interior, Bureau of Land Management, on
 the subject of the proposed acquisition of the land
 described in the accompanying map. The land is located
 in the State of California, County of [County Name],
 and is owned by [Owner Name]. The land is situated
 in the [Location] area, and is bounded by [Boundary Description].
 The proposed acquisition is for the purpose of [Purpose].
 The land is currently being used for [Current Use].
 The proposed acquisition is subject to the following conditions:
 1. The land shall be used for [Condition 1].
 2. The land shall be used for [Condition 2].
 3. The land shall be used for [Condition 3].
 The proposed acquisition is subject to the following terms:
 1. The land shall be used for [Term 1].
 2. The land shall be used for [Term 2].
 3. The land shall be used for [Term 3].
 The proposed acquisition is subject to the following provisions:
 1. The land shall be used for [Provision 1].
 2. The land shall be used for [Provision 2].
 3. The land shall be used for [Provision 3].
 The proposed acquisition is subject to the following regulations:
 1. The land shall be used for [Regulation 1].
 2. The land shall be used for [Regulation 2].
 3. The land shall be used for [Regulation 3].
 The proposed acquisition is subject to the following restrictions:
 1. The land shall be used for [Restriction 1].
 2. The land shall be used for [Restriction 2].
 3. The land shall be used for [Restriction 3].
 The proposed acquisition is subject to the following limitations:
 1. The land shall be used for [Limitation 1].
 2. The land shall be used for [Limitation 2].
 3. The land shall be used for [Limitation 3].
 The proposed acquisition is subject to the following conditions, terms, provisions, regulations, and restrictions.
 The proposed acquisition is subject to the following limitations.

SF 71
Revised 3/79
OFFICE OF PERSONNEL MANAGEMENT
PWA Supply, 990-2, & 2-9

71-112

APPLICATION FOR LEAVE

INSTRUCTIONS: Please complete Items 1-8 after reading the Privacy Act Statement shown below.

1. Name (Print or type—Last, First, M.I.) DOE, John H.				2. Employee I.D. Number 843-02-6798						
3. Organizational Unit Bldg. 4, Snack Bar, MCX				4-A	Month	Day	Hour	A.M.	4-C Total Number of Hours	
				FROM:	3	7	0800	P.M.		
5. Thereby request (If more than one box is checked, explain in Item 6, Remarks: <input type="checkbox"/> Annual Leave. (Annual leave requested may not exceed the amount available for use during the leave year.) <input checked="" type="checkbox"/> Sick Leave. (Complete reverse side of form.) <input type="checkbox"/> Leave Without Pay. <input type="checkbox"/> Compensatory Time. <input type="checkbox"/> Other. (Specify)				4-B	Month	Day	Hour	A.M.	64	
				TO:	3	16	1630	P.M.		
6. Remarks				7. Employee's Signature <i>John H. Doe</i>				8. Date (Month, Day, Year) 3/19/84		
OFFICIAL ACTION ON APPLICATION										
<input checked="" type="checkbox"/> Approved				<input type="checkbox"/> Disapproved (If disapproved, give reason. If annual leave, initiate action to reschedule.)				Signature (Annual leave approval may not exceed the amount available for use during the leave year.) <i>John T. Smith</i>		Date (Month, Day, Year) 3/19/84

NSN 7540-00-753-5067

Please detach this notice before submitting SF 71.

PRIVACY ACT STATEMENT

Section 6311 of Title 5 to the U.S. Code authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation on you for employment or security reasons; to the Office of Personnel Management or

(Continued on Reverse)

EMPLOYEE—Check the appropriate box below (Items 1-4; if you are applying for sick leave. If your agency requires such certification, please have your doctor or practitioner complete the Certification section below. Falsification of information in this portion of the form may be grounds for disciplinary action, including dismissal.

1. I was incapacitated for duty by: <input checked="" type="checkbox"/> Sickness. <input type="checkbox"/> On-The-Job Injury. <input type="checkbox"/> Pregnancy and Confinement.	2. I was required to care for a member of my family with a contagious disease. (Give name and relationship of family member, and name of disease.)
3. I will be undergoing medical, dental, or optical examination or treatment.	4. I was exposed to a contagious disease. (Give name of disease and circumstances of exposure.)

CERTIFICATION OF PHYSICIAN OR PRACTITIONER

Employee's Name John H. DOE	Period Under Professional Care (Indicate Month, Day, Year) From: 3/7/84 To: 3/16/84
Remarks	

Viral Syndrome

I certify that the employee named was under my professional care for the period indicated above, and that the employee's condition during this period made reporting to work inadvisable.

Signature of Physician or Practitioner <i>R. T. Saunders, M.D.</i>	Date (Month, Day, Year) 3/16/84
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General Accounting Office when the information is required for evaluation of leave administration; and to the General Services Administration in connection with its responsibilities for records management.

Where the employee identification number is your Social Security Number, collection of this information is authorized by Executive Order 9397. Furnishing the information on this form, including your Social Security Number, is voluntary, but failure to do so may result in disapproval of this request.

If your agency uses the information furnished on this form for purposes other than these indicated above, it may provide you with an additional statement reflecting those purposes.

U.S. G.P.O. 1983-301-526/8251

ENCLOSURE (9)

1917

1917

Additional information
for the year 1917

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