

**BY ORDER OF THE COMMANDER
21ST SPACE WING**



AIR FORCE INSTRUCTION 36-815

**21ST SPACE WING
Supplement**

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Personnel

ABSENCE AND LEAVE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-815, *Absence and Leave*. It describes 21st Space Wing (SW) procedures for use in conjunction with the basic AFI. It identifies the local bargaining unit, delegates lower level approval authorities for certain leave matters, instructs supervisors regarding leave abuse procedures, provides guidance and forms for requesting advanced sick leave and approval of exigencies for restoration of forfeited annual leave, provides base out-processing guidance for departing employees, and explains eligibility for use of excused absence for preventive health screenings. This supplement applies to all personnel serviced by the Civilian Personnel Section (CPS, or FSMC), 21st Force Support Squadron (21 FSS), Peterson AFB CO. This publication applies to Air Force Reserve Command (AFRC) Units. Maintain records created as a result of processes prescribed herein in accordance with (IAW) AFMAN 33-363, *Management of Records*, and dispose of records IAW the Air Force Records Information Management System (AFRIMS) *Records Disposition Schedule* (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 through the appropriate functional chain of command. This publication may not be supplemented.

SUMMARY OF CHANGES

This entire document is substantially revised and must be completely reviewed. Changes were made to reflect added roles and responsibilities section, current reorganization, update procedures for extended Leave Without Pay (LWOP), remove references to Information

Management Tools (IMT), remove social security number requirement for 21 SW Form 322, rescind 21 SW Form 237 and references thereto, and other minor changes. A margin bar (|) indicates revision from the previous edition.

1. Roles and Responsibilities.

1.2.3.6. **(Added)** First Level Supervisors are delegated the authority to approve and deny leave requests from employees.

1.2.3.7. **(Added)** Supervisors of bargaining unit employees must be familiar with and apply the requirements in the Memorandum of Agreement between Peterson AFB Complex and American Federation of Government Employees (AFGE) Local 1867, pertaining to scheduling, requesting, and approving leave for bargaining unit employees.

1.2.3.8. **(Added)** First-level supervisors will ensure completion of the base clearance process for employees under their supervision who fail to clear properly.

2.10.1.4.1. **(Added)** The following officials are designated as approval authorities for exigencies causing cancellation of leave for employees in their organizations: For NORAD/USNORTHCOM, the Chief of Staff and directors; for HQ AFSPC, the Director of Staff and directors, for wings, the Vice Commander and group commanders; for others, direct reporting unit commanders and tenant unit commanders. For employees reporting directly to any of the designated officials above, the approval authority for exigencies is the next higher level official.

2.10.2.6. **(Added)** 21 SW Form 298, *Request for Approval of Exigency*, and 21 SW Form 298A, *Request for Approval of Restoration of Forfeited Annual Leave*, are used to coordinate the process of restoring cancelled leave. As soon as it is known that leave must be cancelled and forfeiture is unavoidable, the supervisor submits a completed 21 SW Form 298 to the appropriate approval authority for approval or disapproval. A copy of the approved or disapproved form is provided to the Civilian Personnel Section (CPS, or 21 FSS/FSMC).

2.10.2.7. **(Added)** The employee initiates a written request for restoration of leave (21 SW Form 298A), with the approved exigency attached (21 SW Form 298) and submits it through the appropriate supervisory chain to the CPS for review within 30 calendar days after the end of the leave year.

3.5.3.1. **(Added)** Normally the supervisor should counsel the employee, include a detailed explanation of why the employee is suspected of sick leave abuse, and warn that if the practice continues, medical documentation may be required for all absences for which sick leave is requested. Document the counseling in a memorandum and file in the Supervisor's Employee Work Folder (SEWF). The employee should be given the opportunity to sign or initial the memorandum and corresponding annotation on the Supervisor's Employee Brief. The memorandum is retained until no longer needed, pending grievance, appeal, Equal Employment Opportunity (EEO) complaint, or unfair labor practice.

3.5.3.2. **(Added)** If the counseling does not resolve the suspected sick leave abuse, or in cases where preliminary counseling is not appropriate, give the employee a Notice of Leave Restriction requiring medical documentation for every period of absence for which sick leave is requested or used. Include specific reasons why the employee is suspected of sick leave abuse.

The supervisor coordinates the Notice of Leave Restriction with the CPS before issuing to the employee.

3.11.3.1. **(Added)** The employee submits a completed 21 SW Form 322, *Request for Advanced Sick Leave*, to his or her supervisor along with an OPM Form 71, *Request for Leave or Approved Absence*, for approval or disapproval.

3.11.3.2. **(Added)** When the supervisor receives the request for advanced sick leave, he or she coordinates with the CPS before making a decision. The supervisor notifies the employee in writing if the request is disapproved and why. If the request is approved, the supervisor endorses 21 SW Form 322 and submits to the CPS (21 FSS/FSMC).

4.2.1. **(Added) Amount of LWOP.** Employees will contact the Benefits and Entitlements Service Team (BEST) for benefit counseling. BEST will provide specific procedures for employees to follow to either cancel or continue Federal Health Benefits.

4.4.1. **(Added) Who Approves LWOP.** As a basic condition for approval of LWOP, supervisors must reasonably expect that an employee will return to duty at the end or during the approved period. Supervisors may grant LWOP for 30 days or less without completing a Request for Personnel Action (RPA), except when LWOP is for an absence resulting from an on-the-job injury. In this case, if the LWOP extends or is expected to extend for 80 hours or more, an RPA must be completed.

8.1.1.1. **(Added)** Civilian employees must clear all required organizations on their last duty day using Civilian Personnel Base Clearance procedures. The CPS (21 FSS/FSMC) provides the clearance procedures to separating employees. Employees may be granted up to 3 hours of duty time to clear the base. Supervisors may approve additional time, if necessary. Employees remain in a paid duty status during the clearance process. Employees who abuse the clearance time period may be placed in an Absent Without Leave (AWOL) status. Employees cannot clear base after their last day in duty status. Should an employee fail to clear, his or her supervisor must complete the clearing process on the next duty day. The clearance is not complete until the CPS (21 FSS/FSMC) has acknowledged receipt of the clearance procedures in writing.

8.8.1. **(Added)** Employees with fewer than 80 hours of sick leave to their credit are eligible to use 4 hours of excused absence each leave year for preventive health screenings. Examples of preventive health screenings include, but are not limited to, screening for prostate, cervical, colorectal, and breast cancer, blood lead level, and blood cholesterol level.

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Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-815, *Absence and Leave*, 2 Sep 2002

Prescribed Forms

21 SW Form 298, *Request for Approval of Exigency*

21 SW Form 298A, *Request for Approval of Restoration of Forfeited Annual Leave*

21 SW Form 322, *Request for Advanced Sick Leave*

Adopted Forms

AF 847, *Recommendation for Change of Publication*

AF 971, *Supervisor's Employee Brief*

OPM Form 71, *Request for Leave or Approved Absence*

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AWOL—Absence Without Leave

BEST—Benefits and Entitlements Service Team at Air Force Personnel Center, Randolph AFB

CPS—Civilian Personnel Section

EEO—Equal Employment Opportunity

LWOP—Leave Without Pay

HQ AFSPC—Headquarters, Air Force Space Command

NORAD/USNORTHCOM—North American Aerospace Defense Command/United States Northern Command

OPR—Office of Primary Responsibility

PAFB—Peterson Air Force Base

RDS—Records Disposition Schedule

RPA—Request for Personnel Action

SEWF—Supervisor's Employee Work Folder

21 FSS/FSCM—*21st Force Support Squadron, Civilian Personnel Section*