BY ORDER OF THE INSTALLATION COMMANDER

AIR FORCE INSTRUCTION 36-815

6TH AIR MOBILITY WING
Supplement

20 JULY 2006
Certified Current on 10 October 2012
Personnel

ABSENCE AND LEAVE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 6 MSS/DPCE
Supersedes AFR40-630_MACDILLAFBSUP1, 12 February 1990

Certified by: 6 MSG/CC (Col Moriarty)
Pages: 4

AFI 36-815, *Absence and Leave*, 5 September 2002, is supplemented. This publication establishes responsibilities and guidance for the MacDill Air Force Base (AFB) Absence and Leave Program. This supplement applies to all assigned, tenant, and attached units/staff agencies serviced by the Civilian Personnel Flight at MacDill AFB. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://afrims.amc.af.mil/**. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: Paragraph **1.2.1.** designates the Civilian Personnel Officer (CPO) as the overall administrator of the civilian leave program. Paragraph **1.2.2.** designates the first level supervisor as the leave approving official. Paragraph **2.10.** provides information regarding leave restoration. Paragraph **2.10.3.** reflects that employees must request restoration within 45 days after the end of the leave year. Paragraph **3.5.3.1. (Added)** provides procedures if a supervisor suspects sick leave abuse. Paragraph **3.10.1. (Added)** implements procedures for requesting leave without pay (LWOP) for an on-the-job injury. Paragraph **4.1.2.2.1. (Added)** implements procedures for documenting the Request for Personnel Action (RPA) when an employee requests LWOP to accompany spouse on a permanent change of station (PCS). Paragraph **4.5.1. (Added)** implements procedures for activated Reservists. Paragraph **7.6.4. (Added)** outlines procedures if MacDill AFB must be evacuated due to unforeseeable circumstances. Paragraph **8.9.6. (Added)** clarifies procedures for employees attending luncheon meetings. Paragraph **8.15. (Added)** adds guidance on excused absence for participation in physical fitness activities. Paragraph **9.2.** designates the CPO as

the approving official for the Leave Transfer Program. All paragraphs have been renumbered and revised to coincide with the basic instruction.

1.2.1. The Civilian Personnel Officer is designated to act for the Wing Commander in the overall administration of the civilian leave program.

1.2.2. The first level supervisor is authorized to approve leave.

2.10. **Restoration of Forfeited Annual Leave.** The Civilian Personnel Flight (CPF) will advise supervisors and employees of the requirements for restoration of annual leave at least once during the leave year.

2.10.3. Restoration requests must be submitted to the CPF within 45 days after the end of the leave year.

3.5.3.1. (Added) When an employee is believed to be abusing sick leave, the supervisor may require a medical certificate for any period of alleged illness by using the following procedures: Issue a letter to the employee advising him/her of the reason for requiring a medical certificate. Identify the length of time that the employee must provide such a certificate for the use of sick leave, i.e., one hour, one day, etc. Identify the expected duration of restriction or future circumstances that may dictate when the supervisor may consider lifting the restriction. Supervisor will coordinate the letter with the 6th Mission Support Squadron, Labor Relations (6 MSS/DPCE). Forward a copy of the signed letter to the CPF.

3.10.1. (Added) When an employee is placed in a leave without pay (LWOP) status as the result of an on-the-job injury, the supervisor will submit a Request for Personnel Action (RPA) to the CPF. Upon the employee's return to duty, the supervisor will submit a return to duty RPA terminating LWOP. This is required to assure that LWOP due to the on-the-job injury is recorded as this is fully creditable time for within-grade increases, etc.

4.1.2.2.1. (Added) When an employee submits a request for not more that 150 days of LWOP to accompany spouse of military, civilian, or a non-federal employee on a permanent change of station (PCS), the following statement will be placed in Part D of the RPA:

"I request ____ days of LWOP, effective _____, to accompany my spouse who has received permanent change of station (PCS) orders. I understand that if I am not appointed to the Government's rolls during this period, my resignation will become effective the day after the LWOP expires."

4.5.1. (Added) Employees must notify their supervisor when they receive notification that they will be activated in the Reserves. The supervisor or employee will then notify the CPF. The employee must provide a copy of their orders and complete the Air Force Personnel Center (AFPC) checklist. The supervisor will initiate an RPA placing the employee on Leave Without Pay – Uniformed Services (LWOP-US). The CPF will process the RPA to HQ AFPC and fax the orders and completed checklist to the Benefits and Entitlements Service Team. When the Reservist returns to civilian status, the supervisor must initiate a return to duty (RTD) RPA and forward it to the CPF. The employee then completes the AFPC RTD checklist to reinstate the employee's benefits.

7.6.4. (Added) The CPF will notify employees serviced by the MacDill CPF through organizational commanders and the appointed civilian liaisons if the base must be evacuated due to inclement weather or unforeseeable circumstances. If the base is to be closed for a day or more, supervisors are responsible for contacting affected employees to advise them not to report to work.

8.9.6. (Added) Luncheon meetings for base employees, supervisors, and managers featuring guest speakers sponsored by the CPF, by an activity of the Equal Employment Opportunity Program, or similar official base organization, are presented as training activities. Absences to attend those functions will not

exceed two (2) hours, and can immediately precede or follow the normal lunch hour of the employee concerned. These absences will be considered official duty without charge to leave. Employees must obtain approval from their immediate supervisor prior to attending these functions. Supervisors will normally approve such requests based on mission requirements. If attendance cannot be approved, supervisors will explain to their employee the reason for such denial and what impact such an absence would have upon the organization.

8.15. (Added) **Absences for Participation in Physical Fitness Activities.** MacDill AFB has a policy in place that provides employees the opportunity to participate in officially sanctioned events while in a duty status. Activities that are specifically physical fitness in nature are limited to three (3) hours per week for certain employees. Contact 6 MSS/DPCE for the specific procedures for participating in this program.

9.2. **Administrative Procedures.** The Civilian Personnel Officer is designated as approving official for the leave transfer program.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 37-123, *Management of Records*

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