

**BY ORDER OF THE COMMANDER
CANNON AIR FORCE BASE**

AIR FORCE INSTRUCTION 36-815



**CANNON AIR FORCE BASE
Supplement**

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Personnel

ABSENCE AND LEAVE

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-815, *Absence and Leave*, 8 July 2015. It establishes responsibilities and procedures for managing all 27 SOW civilian absence and leave specifics. This instruction applies to all 27 SOW units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s through local functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

SUMMARY OF CHANGES

This supplement has been rewritten and should be reviewed in its entirety. This revision clarifies local guidance for documenting leave requests, approval of exigencies, use of restored leave, use of advance sick leave, and processing leave recipient requests. Changes were made to reflect new paragraph numbers.

2.1.7. The Civilian Personnel Officer is designated.

2.2. Immediate (first level) supervisors are authorized to approve all leave requests for their employees, unless otherwise re-designated by higher-level management.

2.3.3. Employees will request unscheduled and emergency annual leave through their immediate supervisors or the second-level supervisor in the absence of the immediate supervisor, not later than two hours after the start of their duty day. Employees will be advised if, due to the work situation, the request must be made sooner than two hours after the start of the workday. Employees who occupy positions providing security, utilities, or safety services, may be required to request unscheduled or emergency leave at least two hours before their shift begins. **NOTE:** Employees will not assume the requested leave is approved until the supervisor's determination is made.

4.14.1.4. The appropriate Group Commander approves exigencies for all employees under their direct command jurisdiction. The 27th Special Operations Wing Director of Staff approves exigencies for all employees in Wing Staff Agencies.

4.14.3.2.1. **(Added)** Supervisors are responsible for ensuring that employees use their restored annual leave in accordance with the time period specified in the AFI.

4.14.3.2.2. **(Added)** Employees with 40 hours or less of restored leave should be encouraged to use the restored leave before using regular annual leave. Employees with more than 40 hours of restored leave should be encouraged to prorate the use over the entire time limit. Supervisors must ensure that when restored leave is used, it is charged against the restored leave balance and not against the annual leave balance.

5.13. **NOTE:** Coordination with the Civilian Personnel Section will be obtained prior to informing employees of the decision to approve or disapprove the request. Supervisors will forward employee's request for advance sick leave, along with their recommendations for approval to the 27 SOFSS/FSMC as far in advance as possible. This will assist employees in avoiding a possible leave without pay situation.

10.1.3. If it is known in advance that an activity will be closed, arrangements should be made to have affected employees work in another area or take annual leave, credit hours, compensatory time, or leave without pay.

11.5.1. All requests to become a Leave Recipient must be coordinated through the Civilian Personnel Section prior to approval/disapproval. Approving authority of the applications to become a leave recipient is designated to Group Commanders. The 27th Special Operations Wing Director of Staff is appointed the approval official for all other civilian personnel not otherwise included in the above organizations serviced by the Civilian Personnel Section.

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Commander