

**DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL**

TRANSMITTAL SHEET

Release No. 307

SUBJECT: Administrative Series
 Part 370.630 Attendance and Leave
 Chapters 1-9

EXPLANATION OF MATERIAL TRANSMITTED:

These chapters establish Minerals Management Service (MMS) policy concerning the administration of leave and explain applicable regulations.

Director

Remove:

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Chapter 1 – General Provisions
Chapter 2 – General Provisions for
 Annual and Sick Leave
Chapter 3 – Annual Leave
Chapter 4 – Sick Leave
Chapter 5 – Court Leave
Chapter 6 – Excused Leave
Chapter 7 – Leave Without Pay
Chapter 8 – Family and Medical Leave Act
Chapter 9 – Military Leave

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Part 370.630 – Attendance and Leave

Chapter 1 – General Provisions
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OPR: Human Resources Officer
Date: October 22, 2008

**Minerals Management Service
Minerals Management Service Manual**

Effective Date: October 22, 2008

Series: Administrative

Part 370.630: Attendance and Leave

Chapter 1: General Provisions

Originating Office: Human Resources Division, Office of Administration and Budget

1. **Purpose and Scope.** This chapter establishes Minerals Management Service (MMS) policies concerning the administration of leave.

2. **Objective.** The objective of this chapter is to establish standard procedures for the administration of leave within the MMS while retaining flexibility where appropriate.

3. **Policy.** It is the policy of the MMS to administer a leave program according to the appropriate law and regulations.

4. **Authority.** The basic statute governing the Federal leave system is 5 U.S.C. 63. The Office of Personnel Management (OPM) has also issued guidance including the Handbook on Alternative Work Schedules. OPM guidance is available at the following website:
<http://www.opm.gov/>.

5. **Responsibilities.**

A. The Human Resources Division is responsible for developing and interpreting leave policies in cooperation with the Administrative Service Centers.

B. Supervisors and managers are responsible for verifying leave requests before approval and for ensuring that leave is taken in accordance with applicable law, regulation, and policy. Supervisors of bargaining unit employees covered by a labor management agreement should also adhere to the articles within that agreement pertaining to attendance and leave.

C. Employees have a mutual responsibility along with management to plan and schedule annual leave throughout the leave year so as to avoid forfeiture at the end of the leave year. Except in emergencies, employees are required to obtain prior approval of annual leave.

6. **Delegation of Authority.** Immediate supervisors are authorized to approve most leave requests, unless otherwise restricted by higher level management. When feasible, approval authority for the following leave requests shall be assigned to at least one level above the immediate supervisor:

A. Annual leave in excess of 15 continuous working days.

B. Advance annual leave.

C. Advance sick leave.

D. Leave without pay (LWOP) for up to 30 consecutive days.

E. Up to 3 months of LWOP for employee relocation.

F. Up to 6 months of LWOP for service with a non-Federal, public, or quasi-public organization, for care of family during illness, pregnancy, maternity, or adoption purposes. (See also time off based on the Family Medical Leave Act of 1993 (FMLA), chapter 8 of this issuance.)

G. Absence not chargeable to leave (more than 1 hour).

7. **Absence without Leave.** Absence without leave (AWOL) is an absence from duty which is not authorized or for which a request for leave has been denied. The employee receives no pay for the period of the absence. Disciplinary action may also be taken when considered appropriate. If the absence is later excused because the circumstances surrounding the absence are such that the absence would have been approved, the charge to absence without leave will be changed to the appropriate approved leave account.

8. **Standard Leave Charge.** The minimum charge for leave is 15 minutes. Additional charges and credits are also recorded in 15-minute increments. An exception is made for AWOL which shall be recorded for actual time absent.