

**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:

Part 370.630 – Attendance and Leave

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

Insert:

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 6: Excused Absence

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

1. **Definition.** An excused absence is an absence from duty administratively authorized without loss of pay and without charge to leave. While excused absence is ordinarily authorized on an individual basis, groups of employees may be excused under certain conditions.

2. Releasing Groups of Employees.

A. Offices in the Washington Metropolitan Area. Excused absences of groups of employees (50 or more) in Washington, D.C., require the approval of the Director, MMS. Conditions in the periphery of the metropolitan area may require different procedures. The Associate Director for Administration and Budget authorizes excused absences of groups of employees outside of the Capital Beltway.

B. Offices outside of the Washington Metropolitan Area. Heads of field offices are authorized to excuse groups of employees only when normal operations are interrupted by events or emergencies beyond the control of the office or employees, such as extreme weather conditions, serious interruption to public transportation, disasters such as fire and flood, power failure, or any other condition which prevents employees from working or reporting to work.

3. Leave Charge When a Dismissal Notice is Given.

A. Office Closed Part of the Workday.

(1) If the employee was on duty and was excused, there is no charge to leave for the remaining hours of the workshift following excusal.

(2) If the employee was on duty and departed on annual leave after official word was received but before the time set for dismissal, leave is charged only from the time the employee departed until the time set for dismissal.

(3) If the employee was scheduled to report for duty after a period of leave and dismissal is given before the employee can report, leave is charged until the time set for dismissal.

(4) If the employee was absent on approved leave for the entire workday, the absence is charged to the pertinent leave for the entire day.

B. Office Closed for Entire Workday. An employee on previously authorized leave will not be charged leave for the day the office closed.

4. **Excusing Individual Employees.** A full-time or part-time employee may be excused from duty for the following reasons, limited to the time shown. The first level supervisor can approve the absence:

A. Up to 4 hours to take an examination or be interviewed for a position for which the employee is to be considered or recommended by his/her bureau or office.

B. For the time necessary to take the Certified Public Accountant's examination or professional registered engineer's examination (one time only).

C. For the time necessary to take a physical examination required by the MMS or other Federal agency.

D. For the time necessary to take a physical examination required for entry into the Armed Forces.

E. For the time necessary to register or vote in any election or in referendums on civic matters as listed below:

(1) Three hours after the polls open or 3 hours before they close whichever requires the lesser amount of time off, provided the polls are not open for at least 3 hours either before or after an employee's regular workday. The following shall determine when the polls in their local political subdivision are open and notify employees residing therein as to the length of time they may be excused:

(a) Field offices not co-located with an Administrative Service Center or the Washington Metropolitan Area – chiefs of field offices.

(b) Administrative Service Centers – Service Center Managers.

(c) Washington Metropolitan Area – Chief, Human Resources Division.

(2) Such additional time as may be needed under the particular circumstances to enable an employee to vote, but not to exceed 1 workday. Where circumstances require a longer period of absence, it shall be charged to annual leave or to leave without pay if annual leave is exhausted.

(3) An employee may not be excused to register if the registration can be made on a nonworkday and the registration place is with reasonable 1-day, round trip travel distance of the employee's place of residence.

F. Up to 4 hours in any 1 day to participate as active pallbearers or as members of military firing squads or guards of honor in funeral ceremonies for employee members of the Armed Forces

returned to the United States for final interment when the participating employee is also a veteran.

G. The balance of the day to obtain treatment for an injury sustained in the performance of duty.

H. Up to 1 hour for tardiness or unavoidable absence for reasons that are satisfactory to the supervisor. However, when tardiness is due to disruption of public or private transportation because of hazardous weather conditions, strike, civil disturbance, etc., and a general dismissal notice has not been granted, the employee may be excused up to 2 hours. Excused absence is only to be granted after careful consideration of the employee's individual situation.

I. Up to 4 hours to donate blood, provided the employee does not receive pay for the blood.

J. The time required to take part in public activities in which the Federal Government participates or is interested in encouraging, provided the employee can be spared without detriment to the work and their absence will not require the employment of a relief worker or the payment of overtime.

K. Up to 40 hours during a calendar year to participate in state and local civil defense emergency training programs. This applies only to full-time employees. Supervisors shall obtain and maintain evidence from appropriate civil defense authorities of the employee's participation in the program. Supervisors shall also maintain records to ensure that the maximum excused hours are not exceeded.

L. The time required to participate in emergency rescue or protective work under the same provisions as stated in K. above.

M. Up to 3 days to serve as a member of a National Guard called to duty by a state Governor when the National Guard duties are in the nature of civil duties other than to enforce the law.

N. Up to 3 days to make arrangements for or to attend the funeral of or memorial service for an immediate relative who died as a result of wounds, disease, or injury incurred while serving as a member of the Armed Forces in a combat zone. Immediate relative means any of the following relatives of the deceased member of the Armed Forces:

(1) Spouse and parents thereof.

(2) Children, including adopted children, and spouses thereof.

(3) Parents.

(4) Brothers, sisters, and spouses thereof.

(5) Any individual related by blood or affinity whose close association with the deceased was such as to have been the equivalent of a family relationship.