

## ***Introduction to Leave and Absences***



During this session, you will be reviewing leave benefits – what they are, how they are administered, and what your role as an HR Advisor is regarding them. It may be a good idea for you to locate and print [AFI 36-815](#) so you can easily refer to throughout this lesson.

There are some common misconceptions regarding proper administration of leave and other approved absences. This session will help you understand the proper uses of leave and to recognize when supervisors and employees have misunderstandings that need to be corrected.

Remember, leave is an important and significant benefit for all employees. There is a mutual employee-management responsibility to plan and schedule the use of annual leave throughout the year.

The scheduling of leave is so important that by law it is a prerequisite to the restoration of annual leave that may be forfeited because of exigencies of the service or sickness.

Managers must administer leave and excused absences on a uniformed and equitable basis within the scope of applicable laws and regulations. They must base their decisions to deny leave requests and cancel approved leave on the necessity for the employee's services. Denial or cancellation of leave is not disciplinary in character and must not be used as a punitive measure.

In granting leave, managers must consider the needs of the Air Force and the welfare of the employees. Authority to approve leave requests is normally delegated to the lowest supervisory level having personal knowledge of the work requirements and the employee's leave record.

The AFI 36-815, Chap 1, para 1.2.3., lists four supervisory responsibilities for approving employee leave:

- Ensure that all employees under their supervision are informed of the procedures(s) they must follow in requesting and using leave.
- Ensure that all absences from duty are appropriately charged according to applicable laws and regulations.
- Request advice and assistance from the servicing Civilian Personnel Section (CPS) when there is a question concerning employee entitlements and the type of leave appropriate to the situation.
- Approve annual leave requests or projected annual leave when work schedules permit. When a request for annual leave cannot be initially approved or is subsequently denied, then make every effort to reschedule the annual leave

commensurate with the needs of the organization and the desires of the employee.

Supervisors are encouraged to establish a written leave request policy to ensure all employees understand the expectations. Emphasize that management may deny leave if mission dictates it. We will discuss more about this as we go through the different types of leave.

Employees earn or accrue four types of leave: (Each item is hyperlinked to the OPM leave programs fact sheets)

- [Annual leave](#)
- [Sick leave](#)
- [Military leave](#) (for some employees)
- [Home leave](#) (certain employees overseas).

Each has its own purpose for being, and there are some limitations on the use of them that the supervisor is primarily responsible for maintaining. We will cover each of these types of leave in this module.