HRDG 4630 - Absence and Leave - Introduction

Last Modified:

Subchapter 4630 - Absence and Leave
Introduction

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Purpose of this Subchapter	This Subchapter gives managers/supervisors/employees information needed to understand and administer leave benefits within Marketing and Regulatory Programs (MRP): Agricultural Marketing Service (AMS), Animal and Plant Health Inspection Service (APHIS), and Grain Inspection, Packers and Stockyards Administration (GIPSA); and to ensure that leave benefits conform to law and regulation.
Related Regulations	This Subchapter supplements the regulations stated in **MRP Directive 4630.1** (212.37 KB).

The following terms appear throughout the text of this document:

Accrued leave - Leave earned by an employee during the current leave year that is unused at any given time in that year.

Accumulated leave - The unused leave remaining to the credit of an employee at the beginning of the leave year.

Active Service - Is service on active duty or full-time National Guard duty. See Title 10 United States Code (USC) 101(d)(3).

Administrative leave - An authorized absence, without loss of pay and without a charge to leave which is charged to Transaction Code (TC) 66 on the Time and Attendance (T&A) report. It is granted for reasons determined to be in the Government's interests. An employee on it is not acting within the employer-employee relationship and is not subject to the control or responsibility of the Department as an employer.

Adjusted home departure policy - Policy permitting employees to leave home later than their normal departure times.

Adjusted work dismissal policy - Policy permitting employees to leave work early, relative to their normal departure times.

Administrative workweek - The period of 7 consecutive calendar days designated by Marketing and Regulatory Programs as Sunday through Saturday.

Adoption - A legal process in which an individual becomes a legal parent of another's child.

Advance leave - Leave requested and granted before it is earned.

Application for leave - SF-71 (Application for Leave) or other acceptable format, e.g., memo from the employee, etc.

Appropriate (or established) channels - Process for reviewing and approving various documents, as determined by the organizational entity.

Basic work requirement - The number of hours, excluding overtime hours, that an employee is required to work or account for by leave or otherwise.

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