

New Article 16

Old Article 21

Other Leave Provisions

~~21.1—Compensatory Time for Religious Observances~~

~~Employees are permitted to work compensatory overtime for the purpose of taking time off for religious observances. Such overtime may be worked before or after the compensatory time off.~~

~~The following provisions apply:~~

~~21.1.1 Compensatory time may be accrued by working before or after regular working hours or on weekends, at the discretion of the supervisor;~~

~~21.1.2 Employees paid at the statutory maximum are entitled to work compensatory time for the purpose of taking time off for religious observances. (Ordinarily, such employees may not be paid for overtime or receive compensatory time.);~~

~~21.1.3 Compensatory time earned or used for religious observances must be identified as such for Time and Attendance (T&A) reporting purposes;~~

~~21.1.4 Supervisors are responsible for assuring that any compensatory time used in advance is subsequently earned. Normally, this should be accomplished within two pay periods after the pay period in which the time is used;~~

~~21.1.5 The periods of time in which to use or lose compensatory time as set forth in Article 32 apply to compensatory time accrued for religious observances; and~~

~~21.1.6 Only Office Directors may make the determination that an employee will be denied compensatory time for religious observances. Such a denial must meet the criterion that such time off would interfere with the efficient accomplishment of the agency's mission.~~

21.2 Military Leave

Military leave will be granted in accordance with applicable statutes, Office of Personnel Management (OPM) regulations and Comptroller General decisions.

21.3 Court Leave

All court leave will be granted in accordance with applicable statutes, OPM regulations and Comptroller General decisions.

21.4 Leave Use Increments

All annual leave, sick leave, leave without pay, and restored leave will be charged in ~~1/10 hour~~ increments of no greater than 15 minutes.

~~21.5—Leave Abuse~~

~~21.5.1 The provisions of this section apply when an employee is reasonably suspected of abusing sick leave or annual leave or has actually abused sick leave or annual leave. An employee's supervisor may require the employee to submit a medical certificate (as defined in 16.5) in support of each sick leave request. Additionally, an employee's supervisor may require the employee to submit, in advance and in writing, a request for each period of annual leave. When, due to an emergency the employee must request annual leave, the request must be made in advance and may be made verbally to the supervisor.~~

~~21.5.2 Such leave requirements shall be communicated to the employee in writing. The requirements will be specifically stated, will give the basis for their imposition, and will advise the employee of the consequences of continued unapproved absence. The requirements will continue in effect for 90 days from the date of issuance. The supervisor may extend these requirements for subsequent 90-calendar day periods if suspected or actual leave abuse continues.~~