MANAGEMENT

GRANTING EXCUSED ABSENCE

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PURPOSE This MAPP outlines the policies and procedures on granting excused absence to civilian employees in the Center for Drug Evaluation and Research (CDER). For policies and procedures on leave and absence related to hazardous weather and other emergency situations, refer to the CDER MAPP 4657.7, *Leave and Absence for Hazardous Weather and Other Emergency and Administrative Situations*.

REFERENCES

- HHS Instruction 630-1-80A-D, Excused Absence, November 7, 1983.
- HHS Exhibit 630-1-A, Delegation of Authority to Grant Leave, Excuse Absence, and Approve the Restoration of Annual Leave, November 7, 1983.
- HHS Guide for Timekeepers, Chapter 5, Section C, Paid Leave, October 1, 1986.
- CDER MAPP 4657.7, *Leave and Absence for Hazardous Weather and Other Emergency and Administrative Situations*, December 6, 1996.
- Family and Medical Leave Act (FMLA) of 1993.

DEFINITION

Excused Absence. Also referred to as administrative leave, is absence from duty without loss of pay or charge to leave.

POLICY

- Immediate supervisors with delegated authority may approve excused absence of up to one hour at their discretion, or another amount as indicated for the situations listed below. Good judgment should be used in approving excused absence. The approving official should evaluate the needs of the office and may consult with the Program Management Services Branch, Division of Management Services, Office of Management, CDER, for advice and information on the requirements, policies, and practices within the organization. Evidence acceptable to the approving official may be requested to support the absence.

- For purposes of excused absence for voting and registration, it will be assumed that all employees are working the official Agency work hours (8:00 a.m. to 4:30 p.m.). If the polls are open three hours prior to the regular Agency opening or close at least three hours after regular business hours, excused absence will not be granted.

- Tardiness and brief absences of <u>up to one hour</u> may be excused only after the immediate supervisor has evaluated the needs of the office and determines that the reason for the tardiness or brief absence is adequate. **Higher level supervisors are not permitted to grant additional excused absence when the excused absence limit of one hour has already been met.**

- Other situations where excused absence may be granted include, <u>but are not limited to</u>, the following:

  1. **Job Interviews**. At the discretion of the supervisor, excused absence may be granted to an employee for job interviews within the Department.

  2. **Blood Donation**. Excused absence (generally two hours) may be granted for an employee to donate blood. Additional leave may be granted for travel to the donation site and/or for recovery purposes.

  3. **Bone Marrow and Organ Donation**. In accordance with the Family and Medical Leave Act (FMLA) of 1993, seven days of excused absence each year (in addition to annual and sick leave) may be granted for an employee serving as a bone marrow or organ donor. The excused absence covers time off for such activities as donor screening,

transplantation, and recovery time.

4. **Health and Fitness Activities**. Excused absence may be granted for short periods for participation in officially sponsored and administered physical fitness programs. The supervisor may grant additional excused absence at his/her discretion for Agency- or Department-sponsored health and fitness activities, e.g., annual Parklawn Classic.

5. **Health Unit Visits**. Excused absence of less than one hour may be granted for an employee to visit a health unit for medical purposes. If the visit lasts one hour or more, the employee may use the excused absence granted by the supervisor and make up the difference with his/her own leave. The supervisor may grant additional excused absence at his/her discretion for Agency- or Department-sponsored health activities, e.g., physical examinations, cholesterol screenings, mammography screenings.

6. **Military Service Registration**. Excused absence of up to one workday may be granted for an employee required to register for military service including travel time and registration. The employee must take leave for additional time.

7. **Physical Examinations for Military Service Entry**. Excused absence may be granted for an employee ordered to report for a physical examination for entry into the U.S. Armed Forces. The employee must take leave for additional time if the absence extends for more than one workday.

8. **Military Funerals**. Excused absence of up to four hours in a day may be granted to an employee for participation in a military funeral as a pallbearer or honor guard in a funeral ceremony for a member of the armed services whose remains are returned from abroad (outside the continental United States) for final interment in the United States. The employee granted excused absence must be a veteran of a declared war, or must have served in a campaign or expedition for which a campaign badge has been authorized, or must be a member of an honor or ceremonial group of those veterans.

- Commissioned Corps Officers do not observe the same leave policies and procedures as civilian employees, therefore 6., 7., and 8. above do not apply to them. For information on leave for Commissioned Corps Officers, contact the CDER Commissioned Corps Personnel Contact in the Division of Management

Services, Office of Management.

PROCEDURES

For time and attendance procedures on recording excused absence (or administrative leave), refer to the HHS Guide for Timekeepers, Chapter 5, Section C, Paid Leave.

APPROVAL AUTHORITY

Immediate supervisors with delegated authority may approve excused absence of up to one hour at their discretion, or another amount as indicated for the situations listed above.

EFFECTIVE DATE

This MAPP is effective upon date of publication.