

SMG 1431.4

**FDA STAFF MANUAL GUIDES, VOLUME II – DELEGATIONS OF
AUTHORITY**

ADMINISTRATIVE – PERSONNEL

AUTHORITY TO GRANT AND RESTORE LEAVE AND EXCUSE ABSENCES

Effective Date: December 9, 2015

1. AUTHORITY DELEGATED AND TO WHOM DELEGATED

- A. The following officials are authorized to grant or excuse the absence of the entire FDA workforce:
 - 1. Deputy Commissioner for Operations and Chief Operating Officer, Office of Operations (OO)
 - 2. Director, Office of Human Resources, OO

- B. The following officials are authorized to approve advance sick leave up to 30 days; to approve advance annual leave; to approve leave without pay in excess of 30 days in any calendar year; and to order involuntary leave after consultation with servicing Employee/Labor Relations Specialist:
 - 1. Second line supervisor or above

- C. The following officials are authorized to approve sick leave; to approve use of annual leave; to approve leave without pay for 30 calendar days or less in any calendar year; to grant court leave and military leave; and to excuse absence in situations where leave is ordinarily not charged:
 - 1. Immediate Supervisor
 - 2. Deputy Commissioner for Operations and Chief Operating Officer, OO
 - 3. Director, Office of Human Resources, OO

- D. The following officials are authorized to determine an exigency of public business:
 - 1. Deputy Commissioners
 - 2. Associate Commissioners

3. Chief Counsel and Deputy Chief Counsels
 4. Chief Scientist
 5. Center Directors and Deputy Center Directors
 6. Assistant Commissioner for Regulatory Affairs, Office of Regulatory Activity (ORA)
- E. The following officials are authorized to restore an employee's annual leave:
1. Associate Director, Office of Management Services, National Center for Toxicological Research (NCTR), Office of Chief Scientist (OCS), Office of the Commissioner (OC)
 2. Associate Director for Management, Center for Food Safety and Applied Nutrition (CFSAN), Office of Foods and Veterinary Medicine (OFVM)
 3. Associate Director for Management, Center for Veterinary Medicine (CVM), OFVM
 4. Director, Office of Resource Management, Office of Regulatory Affairs (ORA), Office of Global Regulatory Programs (OGROP)
 5. ORA Regional Food and Drug Directors and District Directors, ORA, OGROP
 6. Director, Office of Management, Center for Biologics Evaluation Research (CBER), Office of Medical Products and Tobacco (OMPT)
 7. Director, Office of Management, Center for Drug Evaluation Research (CDER), OMPT
 8. Associate Director for Management, Center for Devices and Radiological Health (CDRH), OMPT
 9. Director, Office of Management, Center for Tobacco Products (CTP), OMPT
 10. Deputy Chief Operating Office, Office of Operations (OO)
 11. Director, Office of Human Resources, OO

2. REDELEGATION.

These officials may not further redelegate this authority.

3. EFFECTIVE DATE.

The Deputy Commissioner for Operations and Chief Operating Officer approved this delegation, via memorandum, on December 9, 2015.

STATUS (I, R, C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	CONTACT	APPROVING OFFICIAL
Initial	12/09/2015	N/a	OO/OHR	Walter S. Harris, MBA, Deputy Commissioner for Operations and Chief Operating Officer