

Personnel Employee Bulletin

September 3, 2008

Excused Absence for Employees Returning from Active Military Duty

On November 14, 2003, President George W. Bush directed the heads of agencies to grant Federal employees who are returning from active duty five days of excused absence from their civilian duties. On August 6, 2008, the Office of Personnel Management issued a Memorandum for Heads of Executive Departments and Agencies, entitled "Update on Excused Absence for Employees Returning from Active Military Duty." This memorandum directs agencies to grant Federal civilian employees, as members of the National Guard or Reserve, five days of uncharged leave (excused absence) from their civilian duties **each time** they return from active military service in the continuing Global War on Terrorism to include Operation Noble Eagle, Operation Enduring Freedom, Operation Iraqi Freedom, or any other military operation subsequently established under EO 13223.

Each employee is entitled to the equivalent of one workweek of excused absence for each deployment. The intent of the President's memorandum is to provide returning employees with a continuous period of paid time off to spend with their families before returning to Federal civilian service. The five days of excused absence must be granted as soon as the employee reports back for Federal civilian duty or notifies the agency of his or her intent to return to civilian duty.

If this issue applies to you and you already returned to Federal civilian service prior to the issuance of the Presidential memorandum on November 14, 2003, or were not granted the five days of excused absence for a second or subsequent deployment, contact your supervisor to discuss a time mutually agreeable to you and the agency to take the five days of excused absence.

The OPM Memorandum in its entirety can be found at the following site:

<http://www.chcoc.gov/Transmittals/TransmittalDetails.aspx?TransmittalID=1481>

For additional information, please contact your servicing DLA Human Resources Center, <http://www.hr.dla.mil/cntctus.htm>. The Personnel Employee Bulletin will be published on the first Wednesday of each month.