

ARTICLE 19

OTHER LEAVE PROVISIONS

SECTION 1: RELIGIOUS COMPENSATORY TIME

- A. An employee normally will be granted annual leave or LWOP for a workday which occurs on a religious holiday, so long as the employee requests such leave at least three (3) workdays in advance.
- B. An employee whose personal religious beliefs require the abstention from work during certain periods of time may elect to earn and use religious compensatory time (RCT) for the purpose of taking off without charge to leave.
- C. To the extent that such modifications in work schedule do not interfere with the efficient accomplishment of the Employer's mission, the Employer will in each instance: (1) afford the employee the opportunity to earn RCT; and (2) approve use of earned RCT to an employee requesting such time off for religious observances when the employee's personal religious beliefs require that the employee abstain from work during certain periods of the workday or workweek.
- D. The employee may earn such RCT before or after its use. A grant of advanced RCT must be repaid by the appropriate amount of RCT earned within four (4) pay periods of the date the RCT time was used. RCT will be earned and used in one-quarter (1/4) hour increments.
- E. The Employer will make RCT procedures available for timekeeping purposes and will make a concerted effort to ensure that RCT is accurately and timely processed.

SECTION 2: MILITARY LEAVE

- A. Any employee who is a member of the National Guard or a Reserve component of the Armed Forces shall be entitled to fifteen (15) calendar days of regular military leave in a fiscal year for active duty or active duty training as provided for in 5 USC 6323, as amended, and implementing regulations. For part-time employees, military leave is calculated according to 5 USC 6323. Employees who do not use the entire fifteen (15) days can carry over the time in accordance with appropriate laws and regulations. Military leave is charged in increments of one hour.
- B. Approval of the military leave provided in the foregoing will be based upon the copy of the orders directing the employee to active duty and the copy of the certification of attendance and completion of such duty by an appropriate authority.
- C. Any employee contemplating the use of military leave will advise the Employer as soon as possible of the anticipated dates of such leave.

SECTION 3: COURT LEAVE

An employee with a regular scheduled tour of duty is entitled to court leave in accordance with law and regulations. Court leave is appropriate for:

- A. jury duty with a federal, District of Columbia, state, or local court; and
- B. an employee who is summoned as a witness in a judicial proceeding in which the Federal, State, or local government is a party.

An employee who is called for court service should present the court order, subpoena, or summons to her or his supervisor. Any documentation provided by the court confirming the employee's presence must be provided to the supervisor upon the employee's return to duty. Fees, except for travel and parking, received by an employee granted court leave must be submitted to the appropriate HHS finance office.

SECTION 4

All other absences other than that outline in Section 2A above will be charged in one-quarter (1/4) hour increments. Absence pursuant to 2A above (military leave) is currently charged in one-hour increments.

SECTION 5

A request for leave under this Article will be approved or denied as soon as practicable after it is submitted to an appropriate leave-approving official.