

# **3 FAH-1 H-3460 OTHER PAID LEAVE**

*(TL:POH-67; 06-14-2001)*

## **3 FAH 1 H-3461 EXCUSED ABSENCE**

### **3 FAH-1 H-3461.1 Definition**

*(TL:POH-67; 06-14-2001)*

*(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)*

*(Applies to Foreign Service and Civil Service employees)*

Excused absence is an absence from duty administratively authorized or approved and does not result in a charge in leave of any kind or in loss of basic salary.

### **3 FAH-1 H-3461.2 Granting Authority**

*(TL:POH-67; 06-14-2001)*

*(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)*

*(Applies to Foreign Service and Civil Service employees)*

Excused absence for the purposes shown in 3 FAM 3464 and this FAH sub-chapter may be authorized by the leave approving officer authorized to grant annual leave listed in 3 FAH-1 H-3416.2.

### **3 FAH-1 H-3461.3 Guidance on Granting Excused Absences of Less Than One Hour for Tardiness or Emergency**

*(TL:POH-67; 06-14-2001)*

*(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)*

*(Applies to Foreign Service and Civil Service employees)*

a. *In accordance with 3 FAM 3464.1*, absences from duty for emergencies and tardiness not in excess of one hour may be excused. However, leave approving officers are reminded that this authority to grant excused absences should be used judiciously. It must not be used, in any event, to shorten the regular workday of an employee.

b. Timekeepers will report incidents of tardiness and temporary absences to the employee's leave approving officer. Under ordinary circumstances when such absences are unavoidable or unexpected and necessary for adequate reasons they should be excused. The leave approving official will determine, based on the circumstances, whether the employee is to be granted excused absence or charged leave and will notify the timekeeper accordingly.

c. In the event the employee abuses this privilege, such absence and tardiness shall be handled by a charge against annual leave or absence without leave, or by disciplinary action.

### **3 FAH-1 H-3461.4 Consultation with Counselors**

*(TL:POH-67; 06-14-2001)*

*(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)*

*(Applies to Foreign Service and Civil Service employees)*

Leave will not be charged for absence from official duty during which an employee is utilizing the service of a counselor provided by the Department. Except in unusual cases, however, the total period of absence authorized for this purpose should not exceed two hours.

### **3 FAH-1 H-3461.5 Grievance Preparation and Presentation**

*(TL:POH-67; 06-14-2001)*

*(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)*

*(Applies to Foreign Service employees)*

A member of the Foreign Service who is a grievant under Chapter 11 of the Foreign Service Act, and any employee serving as a representative of the member will be granted excused absence for a reasonable period in order to prepare and present the grievance.

## **3 FAH-1 H-3462 LOCAL HOLIDAYS**

### **3 FAH-1 H-3462.1 Absence on Local Holidays**

*(TL:POH-67; 06-14-2001)*

*(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)*

*(Applies to Foreign Service and Civil Service employees)*

The 3 FAM 3464.1(8) provides that, under certain circumstances, a post may be closed due to a local holiday. Other than as provided in 3 FAM 3463.1(8), there is no administrative discretion to excuse U.S. citizen employees from duty without charging annual leave solely on the ground that the days of absence are holidays local to the place of employment.

### **3 FAH-1 H-3462.2 Duty on Local Holidays**

*(TL:POH-67; 06-14-2001)*

*(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)*

*(Applies to Foreign Service and Civil Service employees)*

When a post has been closed for a local holiday under the provisions of 3 FAM 3464.1(8), the approving officer for each agency has authority to order such employees as are needed to work on local holidays observed by the post which come within their basic workweeks. Work on local holidays by U.S. citizen employees does not entitle them to holiday pay and does not constitute overtime unless it is in addition to the basic workweek.

### **3 FAH-1 H-3463 VOTING**

*(TL:POH-67; 06-14-2001)*

*(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)*

*(Applies to Foreign Service and Civil Service employees)*

The 3 FAM 3464.2 provides the most common circumstances when administrative leave for voting may be authorized. However, in those rare circumstances where an employee's voting place is beyond normal commuting distance and vote by absentee ballot is not permitted, the employee may be granted sufficient time off in order to be able to make the trip to the voting place and to cast a ballot.

(1) The employee must submit a written requests for excused absence in excess of three hours

(2) When more than one day is required to make the trip to the voting place, a liberal policy shall be observed in granting the necessary *annual* leave for this purpose.

(3) Time off in excess of one day shall be charged to annual leave or, if annual leave is exhausted, then to leave without pay.

### **3 FAH-1 H-3464 TIME ZONE DISLOCATION**

*(TL:POH-67; 06-14-2001)*

*(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)*

*(Applies to Foreign Service and Civil Service employees)*

When an employee is granted a time zone dislocation adjustment period upon arrival at a new temporary or permanent duty station as provided in 6 FAM 130, no leave will be charged for any portion of that adjustment period which falls during an employee's normal working hours.

### **3 FAH-1 H-3465 PACKING AND UNPACKING EFFECTS**

*(TL:POH-67; 06-14-2001)*

*(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)*

*(Applies to Foreign Service and Civil Service employees)*

a. A supervisor may excuse a member of the Service to be present at the member's residence for a period not to exceed 16 work-hours for packing and 8 hours for unpacking when required in connection with the member's:

- (1) Permanent transfer abroad;
- (2) Transfer from one post to another;
- (3) Transfer abroad to an assignment in the US; or
- (4) Transfer between domestic assignments located more than 100 miles apart.

b. In exceptional circumstances, where the member can document the need for more time for packing or unpacking, a supervisor may excuse up to an additional 16 work-hours for packing and 8 work-hours for unpacking.

**c. For Commerce:** *Where a member can document the need for more time for packing and unpacking, a supervisor may excuse up to an additional 16 work hours for packing and 8 work hours for unpacking. If three or more companies are involved in the packing and unpacking of HHE, a supervisor may excuse, for packing and unpacking, up to an additional 8 work hours for each additional company.*

d. The periods of leave need not be consecutive.

e. Absence for this purpose in excess of the specified periods in paragraphs a and b above must be charged to annual leave or leave without pay.

### **3 FAH-1 H-3466 FUNERAL LEAVE FOR RELATIVE KILLED IN LINE OF DUTY—NOT IN A COMBAT ZONE**

*(TL:POH-67; 06-14-2001)*

*(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)*

*(Applies to Foreign Service and Civil Service employees)*

a. An employee may be excused for a period not to exceed 8 hours to make arrangements for, or to attend, the funeral or memorial service for an immediate relative killed in line of duty in the U.S. Armed Forces in an area other than a combat zone (when the relative died as a result of service in a combat zone, see 3 FAM 3463).

b. For purposes of 3 FAH-1 H-3466 a and 3 FAM 3464, an “immediate” relative means the following relatives of the deceased member of the U.S. Armed Forces:

- (1) Spouse and parents thereof;
- (2) Children, including adopted children, and spouses thereof;
- (3) Parents;
- (4) Brothers and sisters, and spouses thereof; and

(5) Any individual related by blood or affinity whose close association with the deceased was such as to have the equivalent of a family relationship.

### **3 FAH-1 H-3467 THROUGH H-3469 UNASSIGNED**