

NGFTS

National Guard Full-Time Support



HUMAN RESOURCES INFORMATION LETTER



Oklahoma National Guard Human Resources Office

Joint Force Headquarters, Oklahoma National Guard
Oklahoma City, Oklahoma 73111-4398

No. 08-05

Date: 18 December 2008

Presidential Administrative Leave (Update)

Subject: Return to Duty from Leave Without Pay – Uniformed Services

Note: Refer to Human Resources Information Letter 05-05 for additional background information.

References:

CPM 2008-12
5 CFR 353, Subpart B
Executive Order 13223

OPM's Q/A Section –

<https://www.opm.gov/oca/compmemo/2003/2003-14C.asp>

Eligibility: Current Technicians who return to duty from a Contingency Operation

Effective Date: 6 August 2008

Use: To provide clarification and processing instructions concerning the eligibility for the 5 days of Presidential Administrative Leave

President George W. Bush issued a memorandum that allows agencies to authorize 5 days of Administrative Leave to technicians who return to duty from military service in connection with Operation Noble Eagle, Operation Enduring Freedom, Operation Iraqi Freedom or any other military operation subsequently established under Executive Order 13223. This includes all technicians who are called to active duty in support of the continuing Global War on Terrorism.

In order to receive 5 days of excused absence, members must spend at least 42 consecutive days on active duty in support of the Global War on Terrorism.

The intent of the President's memorandum is to grant the 5 days of paid time off to technicians to aid in their readjustment to civilian life. Once the technician has notified their supervisor of their date of return from military service, the supervisor should grant the entire 5 days of excused absence immediately prior to the employee's actual resumption of duties. The technician's Time and Attendance Cards should state "Presidential Administrative Leave" on the days that the Presidential Administrative Leave is taken. Technicians entitled to the 5 days of Presidential Administrative Leave must have been a technician, activated for the Contingency Operation and exercised their Uniformed Service Employment and Reemployment Rights Act (USERRA) rights for reemployment. The 5 days will not affect the time limits for exercising restoration rights. Technicians can receive the 5 days of Presidential Administrative Leave only once in a 12 month period. The 12 month period begins on the first day of excused absence and ends 365 days later. A new 12 month period begins after the first use of excused absence, regardless of the number of times activated.

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