

# 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. 09-02  
Date: 2 April 2009

## Advanced Sick Leave

**Subject:** Requesting Advanced Sick Leave

**References:**

5 U.S.C. Chapter 63, Subchapter I

5 C.F.R., part 630, subparts B and D

**Eligibility:** Oklahoma National Guard (NG) Technicians

**Effective Date:** 1 January 2009

**Use:** All Technicians are entitled to request Advanced Sick Leave due to medical, dental or optical examinations or treatment. The Advanced Sick Leave may be used to provide care for a family member who is incapacitated by a medical or mental condition or attends to a family member receiving medical, dental, or optical examination or treatment. It can be used to provide care for a family member with a serious health condition. The maximum Sick Leave, to include the Advanced Sick Leave, that a full-time employee can use to care for a family member is 480 hours in any leave year. A full-time employee may have maximum of 30 days Advanced Sick Leave to their credit at any time. For part-time employees or employees with an uncommon tour of duty, the maximum amount of Advanced Sick Leave credit at any time is prorated according to the number of hours in the employee's regularly scheduled administrative workweek.

**NOTE:** If an employee is separated and they have any Advanced Sick Leave in their account, that employee will receive a debt for the unpaid Advanced Sick Leave credit.

Your points of contact are LtCol Shirley Kyles at (405) 228-5578 or CPT Mandee Barbee at (405) 228-5527.

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