

SUBJECT: Annual Leave -- Implementation of Special Leave Accrual Policy**1. Purpose**

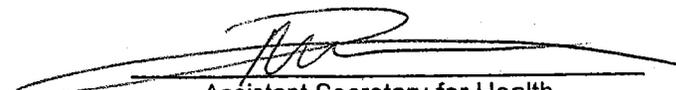
The purpose of this Manual Circular is to implement a special leave accrual policy for one (1) year and amend Section D.2 of Subchapter CC29.1, INSTRUCTION 2. The policy will authorize the retention of excess annual leave for officers who would otherwise lose annual leave due to their involvement in the 2005 hurricane response and relief efforts.

2. Authorities

- a. 42 U.S.C. 210-1, 10 U.S.C. 701 and Subchapter CC29.1, INSTRUCTION 2.
- b. The Secretary has delegated the authority to administer the Commissioned Corps of the U.S. Public Health Service (Corps) to the Assistant Secretary for Health. The Surgeon General (SG) is responsible for assuring day-to-day management of Corps operations (68 FR 70507 dated 18 December 2003).

3. Policy

- a. This policy applies to officers serving on extended active duty on or after 29 August 2005 who were unable to take annual leave because of their direct or indirect involvement in the 2005 hurricane response and relief efforts. These officers may carry forward up to 90 annual leave days until 31 December 2006. The Office of the Surgeon General, through the Office of Commissioned Corps Operations (OCCO), shall be responsible for implementing this policy consistent with the requirements listed in this subsection. OCCO shall coordinate information system requirements through the Office of Commissioned Corps Force Management.
- b. Officers are reminded that there is a lifetime limit of 60 days of unused annual leave for which the officer may receive a lump sum leave payment at the time of his or her separation or retirement from active duty. (See 37 U.S.C. 501(f)). It is imperative that officers exercise due diligence with respect to using their annual leave so that benefits accrued under the Corps' annual leave program are not lost. Part of this due diligence includes coordinating with their supervisor and/or leave granting authority to ensure that annual leave carried over into 2006 is used consistent with departmental and programmatic needs, e.g., officer does not wait until end of year to use all of excess annual leave.
- c. Section D.2 of Subchapter CC29.1, INSTRUCTION 2, is revised consistent with this policy. This policy does not apply to Corps officers detailed to the Armed Forces.
- d. Effective Date: This Manual Circular is effective upon signature by the Assistant Secretary for Health.



Assistant Secretary for Health

EXPIRATION DATE: Once effective, this policy expires 31 December 2006.

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Office of the Surgeon General