

MANUAL: Personnel
 Chapter Series CC--Commissioned Corps Personnel Manual
 Part 2--Commissioned Corps Personnel Administration

DEPARTMENT OF HEALTH AND HUMAN SERVICES
 Public Health Service

Chapter CC29--Officer's Relations, Services, and Benefits
 Subchapter CC29.1--Leave of Absence
 Personnel INSTRUCTION 2--Annual Leave

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Section A. Purpose and Scope

This INSTRUCTION prescribes the policies and procedures related to annual leave for Public Health Service (PHS) commissioned officers.

Section B. Authority

1. Statutory authority for annual leave is contained in Section 219 of the PHS Act (42 U.S.C. 210-1), 37 U.S.C. 501 as amended, and 5 U.S.C. 5534a. PHS regulations on annual leave are set forth in INSTRUCTION 1, Subchapter CC49.1, of this manual.
2. Officials who have been delegated authority to approve annual leave are listed in INSTRUCTION 1, Subchapter CC39, of this manual.

Section C. Definitions

For purposes of this INSTRUCTION the following definitions apply:

1. A leave year or year means a calendar year, i.e., the period beginning January 1 and ending December 31.
2. A workday means a day on which an officer is scheduled to perform more than brief periods of work, including a day when an officer is scheduled to serve as officer of the day, to be on call, or to perform official travel.
3. A nonworkday means a day designated by an officer-in-charge on which an officer has no scheduled working hours including a day on which an officer is ordinarily scheduled to perform only brief periods of work, such as ward rounds in a hospital.
4. Annual leave means any period of one workday or more during which an officer is relieved from his/her scheduled working hours (other than sick, administrative, or court leave) including all nonworkdays within such period.
5. Accrued annual leave means the annual leave credited to an officer during one leave year.
6. Accumulated annual leave means unused accrued annual leave remaining to the credit of an officer that is carried forward from one leave year into the next leave year.
7. Terminal leave means any approved annual leave taken after an officer has submitted a request for separation or retirement from active duty in the PHS Commissioned Corps.
8. Lump sum leave payment is the payment for unused accumulated and accrued annual leave made to officers of the PHS Commissioned Corps upon separation under honorable conditions, or to survivors upon the officer's death.

Section D. Accrual and Accumulation of Annual Leave

1. Accrual rate

- a. An officer accrues annual leave at the rate of 30 days for each full year of active service. For any portion of a year, leave is accrued at the rate of 2 1/2 days for each month of service, except that no annual leave is accrued during any period in which an officer is (1) on leave without pay detail; (2) absent without authorized leave (hereinafter referred to as AWOL); or (3) called to active duty for a short tour of duty of less than 30 days.
- b. See Exhibit I for determining leave accrual for periods of less than a full month upon call to active duty for a period of 30 days or longer or upon an officer's separation or retirement.

2. Maximum accumulation

Annual leave accrued during a leave year but unused at the end of such year is carried forward as accumulated leave for use in succeeding leave years. However, the maximum annual leave which may be carried forward from one leave year to the next is 60 days. The 60-day limitation on the amount of unused annual leave that can be carried forward from one leave year to the next is imposed by statute. Thus, the limitation is not subject to waiver.

Section E. Granting Annual Leave

1. Forms Supply. All forms necessary for the proper documentation of annual leave records may be obtained through normal forms supply channels.

2. Requests for Leave

- a. Annual leave must be requested and approved in advance on Form PHS-1345, "Request and Authority for Leave of Absence," unless an emergency makes this requirement impossible. The original and two copies of Form PHS-1345 are completed by the officer and forwarded to the officer's supervisor. The supervisor will recommend that the request be approved or disapproved, and forward it to the officer's leave granting authority for final action. If the leave granting authority disapproves the request, the original and copies of the Form PHS-1345 will be returned to the officer.
- b. Annual leave shall not be authorized for an officer who has been incarcerated pursuant to conviction for a criminal offense. Under such circumstances, the officer will be placed in AWOL status.
- c. For leave requested in conjunction with temporary duty travel, see paragraph 10, below.

3. Approval of Leave

If the request is approved, the leave granting authority will return the original and one copy of the form to the officer and send one copy to the leave maintenance clerk. The officer, upon return from leave will complete Item 4 of the original of Form PHS-1345 and forward it to the leave maintenance clerk who will retain the original copy and destroy the copy previously forwarded as notice of leave approved. In an emergency situation, the officer is required to promptly notify the leave granting authority who will indicate approval on Form PHS-1345, send one copy to the leave maintenance clerk and retain the original for completion by the officer upon return to duty. The completed original will then be forwarded to the leave maintenance clerk. If it is necessary to cancel an officer's annual leave after the leave has been approved, the leave granting authority may inform the officer orally but shall confirm cancellation of the leave in writing.

4. Computation of Leave Taken

Annual leave is granted in full days only. (See INSTRUCTION 1, Subchapter CC29.1, "Leave of Absence; General," for rules governing absence from duty for less than a full workday, i.e., station leave.) Specific rules for computing annual leave taken in conjunction with temporary duty travel are contained in paragraph 10, below. The number of days of annual leave taken is computed by counting each calendar day during the period of leave, including nonworkdays and holidays. Nonworkdays immediately preceding or following a period of annual leave are not chargeable to annual leave. For example, if an officer is absent from duty on annual leave for a week beginning on Monday and ending on Friday of the same week, annual leave is charged only for Monday through Friday. If, however, the officer is absent from duty all day on annual leave beginning on Friday of one week and ending on Friday of the following week, annual leave is charged for the Saturday and Sunday following the first Friday. A consecutive period of absence from duty may not be authorized in two or more parts to avoid charging annual leave for nonworkdays that fall within the period. If an officer is on annual leave and other officers and employees at his/her duty station are authorized administrative leave, e.g., for building shutdown, inclement weather, etc., the officer will continue to be charged annual leave for the days in question.

5. Advancing Annual Leave

- a. In case of emergency or extreme hardship, the leave granting authority may grant annual leave to an officer in advance of its actual accrual, not to exceed 30 days. However, annual leave shall not be advanced to an officer until he/she has reported to his/her permanent duty station upon call to active duty.

- b. Any deficit in the leave account at the end of the year will be carried forward to the next leave year for charge against annual leave accrued in the new leave year. Any deficit in leave at the time of separation or retirement from active duty will require reimbursement from the officer.

6. Leave While Attending School

An officer attending school while on active duty accrues annual leave on the same basis as any other officer on active duty and will be charged annual leave for any absence for one day or more during scheduled classes or work assignments, including all nonworkdays and holidays which fall within the period of annual leave. If the officer is not already on annual leave, he/she will not be charged annual leave for:

- a. Days off in a clinical or similar setting; and
- b. All national holidays or other days for which the school has no scheduled classes and the officer has no scheduled work assignments.

7. Leave While on Leave Without Pay (LWOP) Assignments

An officer on an LWOP assignment does not accrue annual leave during such assignment. Annual leave will be provided in accordance with the policies and procedures of the organization to which the officer is assigned and such annual leave will not be reported to PHS. However, all periods of sick leave of one day or more must be reported to the Chief, Medical Branch, Commissioned Personnel Operations Division (CPOD), Office of Personnel Management (OPM), Office of Management (OM), PHS, as prescribed in INSTRUCTION 4, Subchapter CC29.1, of this manual. See Section H.2, below, concerning disposition of leave records during LWOP assignments.

8. Transfer of Leave

Under the transfer authority set forth in 10 U.S.C. 716, PHS officers who transfer from PHS to another uniformed service--or officers of other uniformed services who transfer to PHS--will have their unused annual leave transferred. However, annual leave is not transferred to another uniformed service if the officer separates from PHS to accept appointment in another uniformed service. For information on the transfer of leave when an officer is appointed to a Federal civil service position, see INSTRUCTION 3, CC29.1, of this manual.

9. Terminal Leave

PHS commissioned officers may be authorized terminal leave subject to the conditions and in accordance with the procedures which follow:

- a. The officer's leave granting authority has responsibility to approve or deny requests for terminal leave. The leave granting authority will deny a request for terminal leave when granting such leave would not be in the best interest of the program to which the officer is assigned. Moreover, the leave granting authority must deny any request by an officer for terminal leave if, upon separation or retirement from active duty, the officer would be denied lump sum payment for unused annual leave under the provisions of Section F.5, below.
- b. Terminal leave must be requested by the officer and approved by the leave granting authority on Form PHS-1345 prior to the date the officer submits his/her Form PHS-1373, "Separation of Commissioned Officer." Any terminal leave requested by the officer must also be recorded in Item 7 of the Form PHS-1373. All days, including nonscheduled workdays such as Saturday and Sunday, will count as terminal leave after an officer's last day at his/her duty station. For example, if the officer's last day at the duty station is Friday and the officer has requested terminal leave, the following Saturday, whether or not a scheduled workday, will count as a day of terminal leave. See INSTRUCTION 3, Subchapter CC23.6, of this manual, and "Information on Commissioned Officers' Separation," CCPM Pamphlet No. 32, for instructions governing the submission of the Form PHS-1373. If the leave granting authority approves the request for terminal leave, the officer shall complete Item 4 on the original of Form PHS-1345, and forward it to his/her leave maintenance clerk.
- c. Commissioned Officer Student Training and Extern Program (COSTEP) officers are not required to submit a Form PHS-1373 prior to separation inasmuch as the separation date for a COSTEP officer is established by the Personnel Order that calls the officer to active duty. Therefore, the policies and procedures relating to terminal leave are not applicable to them. Annual leave may be granted to COSTEP officers for any day between the date of call to duty and the date of separation.
- d. A request may be approved for an amount of terminal leave which does not exceed the number of days of unused annual leave that would otherwise be credited to the officer upon the date of his/her separation from active duty in PHS. Annual leave accrues while the officer is on terminal leave.
- e. An officer will be charged for the entire period of terminal leave which he/she has requested and which is approved by the leave granting authority regardless of whether the officer actually takes the full amount of leave, except that:
- (1) Leave will not be charged to the officer for any day for which the leave granting authority revokes approval of such leave because of program requirements;

- (2) A day or days of terminal leave may be authorized as sick leave rather than annual leave, provided that the officer submits to the leave granting authority a written statement signed by a physician which certifies that the officer was ill on the day or days in question.

When a period of terminal leave is either revoked or changed to sick leave, the leave granting authority must immediately notify CPOD by telegram of such revocation or change so that appropriate adjustments can be made in the officer's request for lump sum leave payment for unused annual leave.

- f. If an officer does not request terminal leave prior to the date of submission of his/her Form PHS-1373, terminal leave shall not be approved except for emergency purposes. For this purpose, an emergency is defined as serious illness or death in the family. In instances where terminal leave is granted for emergency purposes, the leave granting authority shall immediately notify CPOD by telegram of the amount of terminal leave granted so that appropriate adjustments can be made in the officer's request for lump sum payment for unused annual leave.
- g. An officer is on active duty while on terminal leave and thus maintains the responsibilities, duties, obligations, privileges, and benefits applicable to all PHS commissioned officers.
- h. Under 5 U.S.C. 5534a, a PHS commissioned officer on terminal leave may, if otherwise eligible, accept a Federal civilian position and be entitled to receive pay of the civil service position in addition to pay and allowances as a PHS commissioned officer on active duty.
- i. An officer may not accept appointment to another uniformed service while he/she is on terminal leave.
- j. While on terminal leave an officer may accept non-Federal employment and continue to receive his/her active duty pay provided that such employment does not contravene requirements of the Ethics in Government Act, the PHS Standards of Conduct, and the Standards of Conduct of the agency to which the officer is assigned.
- k. A period of terminal leave is creditable toward completion of any period of obligated service with PHS and is also creditable for purposes of determining eligibility for programs administered by the Veterans Administration.

10. Leave in Conjunction with Official Temporary Duty (TDY) Travel

- a. TDY travel is to be used only for official purposes, and never as a means of providing Government-paid travel for personal reasons.

Therefore, annual leave shall not be granted for use in conjunction with official travel if such use would give the appearance of impropriety. In general, a request for annual leave should be denied if the TDY is for a very short period or if the proposed leave is substantially longer than the TDY assignment.

- b. When annual leave is taken in conjunction with TDY which is less than 30 consecutive days in duration, the number of days chargeable as annual leave is computed as follows (if the TDY is 30 days or longer, use the normal rules for computing leave, subject to the provisions of paragraph c, below):
 - (1) Determine the number of calendar days that the officer would have been unavailable for duty at the permanent duty station (regardless of whether normal workdays or nonworkdays) due to official travel status if the TDY had been completed without the use of leave, using available schedules and modes of transportation that best meet the needs of the Government.
 - (2) Determine the number of calendar days that the officer was actually unavailable for duty at the permanent duty station (regardless of whether normal workdays or nonworkdays).
 - (3) The difference between the number of days determined in subparagraph (1) and the number determined in subparagraph (2) is the number of days chargeable to annual leave.

An officer will be considered unavailable for duty at the permanent duty station if he/she is outside the vicinity of that station for any portion of a calendar day.

- c. When an officer on TDY is permitted for personal reasons to use a mode of travel other than the mode which the Government would normally select for purposes of the ordered travel, all full days of travel in excess of the travel days which would have occurred using the normal mode are chargeable to annual leave.

Section F. Lump Sum Leave Payment

1. Upon Separation

- a. An officer will, if his/her application is approved, receive payment for the number of days, not to exceed 60, of unused annual leave to his/her credit at the time of separation from active duty. However, under 37 U.S.C. 501(f), there is a lifetime limit of 60 days of unused annual leave for which lump sum leave payment may be made after February 9, 1976. This limitation applies to all lump sum leave payments made to an officer by any of the uniformed services after February 9, 1976. The following examples illustrate these statutory requirements:

- (1) An officer separates from active duty with 30 days of unused accrued annual leave and the officer had previously received a lump sum leave payment (from any uniformed service) for 40 days annual leave when he/she separated from active duty on April 1, 1976 (a date after February 9, 1976). The officer will receive lump sum leave payment for only 20 days annual leave because of the 60-day lifetime limitation on lump sum leave payments made after February 9, 1976. In addition, the officer will not be eligible for any future lump sum leave payments in any of the uniformed services.
 - (2) An officer has 65 days unused annual leave to his/her credit at the time of separation from active duty. The officer previously received a lump sum leave payment for 30 days annual leave upon an earlier separation from active duty on May 1, 1975 (a date prior to February 9, 1976). Upon separation from active duty, the officer will receive lump sum leave payment for 60 days unused annual leave because lump sum payments made prior to February 9, 1976, do not count toward the 60-day lifetime limitation. However, the officer will not be eligible for future lump sum leave payments in any of the uniformed services because he/she has reached the 60-day lifetime limitation.
- b. Payment for unused annual leave will be computed on the basis of the officer's grade at the date of separation or retirement, notwithstanding that the officer may have held a higher grade previously. Payment will consist of the officer's basic pay and allowances for subsistence and quarters. A Variable Housing Allowance is not included in the lump sum leave payment, nor will any other elements of pay be included. Federal and State income tax will be deducted from the basic pay portion of the lump sum leave payment. (See INSTRUCTION 3, Subchapter CC29.1, of this manual regarding transfer of leave and refund of lump sum leave payments when an officer accepts a Federal civilian appointment.)

2. Upon Death

The survivors of an officer who dies while on active duty or before receipt of lump sum leave payment upon separation from active duty will receive a lump sum leave payment for the number of days of unused annual leave to the officer's credit at the time of death, not to exceed 60 days, less the number of days for which lump sum annual leave payment has previously been made after February 9, 1976. (See 10 U.S.C. 2771 regarding the final settlement of accounts for deceased officers.)

3. Break in Active Service

Lump sum leave payments must be either paid or denied at the time an officer is released from active duty even though the officer intends to, or has signed an agreement to, return to active duty at a later date. This also pertains to officers who are released from active duty pursuant to suspension of a National Health Service Corps scholarship obligation. An accrued leave balance shall not be maintained for any officer who is not on active duty.

4. Application for Lump Sum Leave Payment

Officers, other than COSTEP officers, must make application for lump sum payment for unused annual leave in item 8 of Form PHS-1373. **NOTE:** Payment will not be authorized unless Form PHS-31, "Officer's Leave Record," certified by the appropriate officials, is received in CPOD. The Form PHS-31 should be received in CPOD on or before the officer's last day of active duty.

Form PHS-31 is required for COSTEP officers within 30 days after separation in order for payment to be authorized for any unused annual leave.

5. Denial of Lump Sum Leave Payments

- a. In accordance with 37 U.S.C. 501(g)(1), (2), and (3), a lump sum leave payment may not be made to an officer whose appointment expires or is terminated and who, without a break in active service, accepts a new appointment; who is retired for age in time of war and is continued on, or recalled to, active duty without a break in active service; or who is transferred to another department or agency of the United States under circumstances in which, by law, the leave may be transferred. Under 10 U.S.C. 716, officers who apply for transfer from PHS to another uniformed service will have their unused annual leave transferred. This also applies to officers from other uniformed services who apply for transfer to PHS. However, if an officer separates from PHS to accept a direct appointment to another uniformed service, the officer, if otherwise eligible, will receive a lump sum leave payment. (Legal opinions from the other services indicate that they cannot accept transfer of leave under these circumstances.)
- b. If an officer retires and is recalled to active duty without a break in service, a lump sum leave payment will not be made until the officer is separated from active duty. In addition, 37 U.S.C. 501(g) provides authority to approve applications for lump sum leave payments or for transfer of unused annual leave to another department or agency. Based on this authority, applications for lump sum leave payment or for transfer of unused annual leave to another department or agency will be denied if the officer concerned:

- (1) Fails to fulfill a service obligation incurred as a result of participation in an extramural training program (see INSTRUCTION 2, Subchapter CC25.2, of this manual);
 - (2) Fails to fulfill a service obligation incurred as a result of participation in extramural training which is part of an intramural training program (see INSTRUCTION 3, Subchapter CC25.2, of this manual);
 - (3) Fails to fulfill a service obligation incurred pursuant to receipt of special or incentive pay under Title 37, United States Code;
 - (4) Serves less than one year on active duty, other than on an approved short tour of active duty;
 - (5) Fails to comply with lawful orders with respect to separation or retirement from active duty;
 - (6) Has his/her commission terminated for being in AWOL status;
 - (7) Has his/her commission terminated involuntarily during the probationary period (see INSTRUCTION 1, Subchapter CC23.7, of this manual);
 - (8) Has his/her commission terminated pursuant to a determination of marginal or substandard performance (see INSTRUCTIONS 4 and 6, Subchapter CC23.7, of this manual);
 - (9) Has his/her commission terminated as a result of action taken under PHS disciplinary regulations (see INSTRUCTION 1, Subchapter CC46.4, of this manual);
 - (10) Fails to submit a request for voluntary separation or retirement (Form PHS-1373) in a timely manner so that it is received in CPOD at least 30 calendar days prior to the last day that the officer will be physically present at his/her duty station; or
 - (11) Fails to complete his/her National Health Service Corps, or any other active duty obligation.
- c. If an officer's application for lump sum payment for unused annual leave or for transfer of such leave is denied, the officer will be so notified in writing by CPOD.

Section G. Annual Leave Records

1. General

- a. Annual leave records represent pay and, therefore, must be safeguarded in the same way as other records involving funds. Leave maintenance clerks are responsible for the currentness, completeness, and accuracy of the records maintained by them.
- b. Leave records are subject to the provisions of the Privacy Act of 1974. INSTRUCTION 7, Subchapter CC26.1, "Rights, Responsibilities, and Personnel Records of PHS Commissioned Officers Under the Privacy Act," of this manual, sets forth the procedures to be followed in the maintenance of these records. The applicable systems of records are: 09-90-0017, "Pay, Leave, and Attendance Records, HHS/OS/ASPER"; 09-37-0002, "PHS Commissioned Corps Personnel Records, HHS/OASH/OM"; and 09-37-0008, "PHS Commissioned Corps Unofficial Personnel Records and Other Station Files, HHS/OASH/OM."

2. Leave Folder

A leave folder will be maintained for each commissioned officer in which will be filed:

- a. The original Form PHS-1345 which is completed by the officer upon return from annual leave; and

(NOTE: In the case of sick leave, the original leave Form PHS-1345 will be forwarded to the Medical Branch, CPOD, Room 4-35 Parklawn Building, Rockville, MD 20857, with a copy retained in the leave folder. See INSTRUCTION 4, Subchapter CC29.1, of this manual.)

- b. Form PHS-31, "Officer's Leave Record."

3. Form PHS-31

Form PHS-31 is designed for use by the leave maintenance clerk for recording leave earned and taken by the officer. IN USING FORM PHS-31, THE LEAVE MAINTENANCE CLERK WILL CREDIT ANNUAL LEAVE TO THE OFFICER ON A MONTHLY BASIS AS THE LEAVE IS ACCRUED. For example, 2 1/2 days of leave will be credited to the officer's leave account under the "Leave Earned" column at the end of each month (January 31, February 28, March 31, etc.). Leave taken will be entered under the appropriate column listing the starting date and the number of days for each period of leave. AT THE END OF EACH MONTH, LEAVE ACCRUED WILL BE ENTERED IN THE "LEAVE EARNED" COLUMN AND THE END-OF-MONTH BALANCE WILL BE ENTERED IN THE "BALANCE" COLUMN AS INDICATED IN EXHIBIT III. See Exhibit I for computation of annual leave for periods of less than a full month. A minus leave balance will be entered in the "Balance" column (e.g., -4) and carried forward for deduction from annual leave accrued in

subsequent months (see Section E.5. of this INSTRUCTION for information about granting leave in advance of accrual).

4. Verification of Leave Record

On September 30 of each year, the leave maintenance clerk will complete and forward a Form PHS-3842, "Report of Commissioned Officer Annual Leave," to each officer for whom he/she maintains a leave record (see Exhibit IV). This form will give the officer an opportunity to verify his/her leave balance. Form PHS-3842 will show the balance at the beginning of the leave year, the amount of annual leave used through September 30, and the amount of annual leave that will be forfeited if not used by December 31. Any disagreement will be resolved by the leave granting authority on the basis of the leave reports on file in the officer's leave folder.

Section H. Disposition of Leave Records

1. Upon Transfer

The individual responsible for the officer's leave record in the officer's new assignment will be responsible for requesting the officer's leave record from the individual who maintained the leave record for the officer in his/her former assignment. If the officer has been on leave without pay, the record should be requested from the Director, CPOD, at the address listed in H.3, below.

2. Leave Without Pay

- a. When an officer enters on leave without pay status, the leave maintenance clerk will verify the accuracy of the leave balance as of the date of entry on such status. The leave balance must be verified on Form PHS-31 by completing the following statement after the last entry on the card:

"I certify that I have reexamined and reconstructed the leave records of this officer, and that the entries contained on this leave record card are true and correct to the best of my knowledge."

- b. The statement will be signed by the leave maintenance clerk and countersigned by the leave granting authority. The card will be forwarded to the Director, CPOD. The leave card will be filed in the officer's official personnel folder until the officer returns to pay status at which time the card will be forwarded to the officer's new duty station.

3. Upon Separation from Active Duty

- a. When an officer is separated from active duty, including retirement, the following actions should be taken:

- (1) The officer's leave maintenance clerk will verify the accuracy of the leave balance as of the officer's separation date on his/her Form PHS-31 by completing the following statement after the last entry on the card:

"I certify that I have reexamined and reconstructed the leave records of this officer, and that the entries contained on this leave record card are true and correct to the best of my knowledge."

- (2) The certified Form PHS-31 should include all terminal leave approved for the officer through the date of the officer's separation or retirement from active duty. The Form PHS-31 should then be submitted to the officer's leave granting authority who must countersign the form.
- (3) The officer's Form PHS-31 and copies of Form PHS-1373 should be forwarded through the appropriate administrative channels of the agency or staff office concerned to:

Officer Services Branch
Commissioned Personnel Operations Division/OPM/OM
Room 4-35 Parklawn Building
Rockville, Maryland 20857

NOTE: The Form PHS-1373 is not required for COSTEP officers.

- b. CPOD will determine whether the officer's request for lump sum payment for unused annual leave or transfer of such leave to another department or agency is to be denied or approved. If the officer is denied such payment or transfer, he/she will be notified directly in writing by CPOD. If payment or transfer is approved, CPOD will verify the accuracy of the officer's leave balance as listed on the final certified Form PHS-31, add any leave which accrues during travel time authorized pursuant to separation, and determine if any previous lump sum leave payments have been made to the officer after September 1, 1976. The officer will be paid for the amount of lump sum leave payment authorized. If the leave is to be transferred to another department or agency, CPOD will certify the number of days to be transferred in accordance with the requirements of the department or agency concerned.

- c. A copy of the officer's Form PHS-31, together with copies of the officer's Forms PHS-1345, all prior leave cards, and related correspondence will be retained at the officer's last duty station for at least two years for audit purposes. These copies may be destroyed after the two-year period has expired. THE OFFICER'S LEAVE FOLDER SHOULD NOT BE FORWARDED TO THE COMMISSIONED PERSONNEL OPERATIONS DIVISION.

EXHIBIT IDetermining Leave for Service of Less Than a Month

1. The following table will be used to determine the amount of leave earned for the month in which an officer is (1) called to active duty, or (2) restored to a pay status from leave without pay.

<u>First Day of Active Duty Is</u>	<u>Leave Credited That Month</u>
1st - 6th	2 1/2 days
7th - 12th	2 days
13th - 18th	1 1/2 days
19th - 24th	1 day
25th - 31st	1/2 day

2. The following table will be used to determine the amount of leave earned for the month in which an officer is (1) separated from the PHS (termination, inactivation, retirement, or death), or (2) placed on leave without pay.

<u>Last Day of Active Duty Is</u>	<u>Leave Credited That Month</u>
1st - 6th	1/2 day
7th - 12th	1 day
13th - 18th	1 1/2 days
19th - 24th	2 days
25th - 31st	2 1/2 days

EXHIBIT II

Form PHS-1345, "Request and Authority for Leave of Absence"

REQUEST AND AUTHORITY FOR LEAVE OF ABSENCE

1. TO BE COMPLETED BY THE OFFICER (Type or Print)				
NAME	GRADE	SERVICE NO.	TYPE OF LEAVE	
			<input type="checkbox"/> ANNUAL	<input type="checkbox"/> OTHER (Explain)
DUTY STATION	PERIOD OF ABSENCE			
	NO. DAYS	FROM	TO	
ADDRESS (Where Officer can be contacted during leave period)	REMARKS			
I have read and understand the information contained on the reverse of this form.				
SIGNATURE				DATE
2. TO BE COMPLETED BY SUPERVISOR				
RECOMMENDATION	SIGNATURE		TITLE	
<input type="checkbox"/> APPROVED				
<input type="checkbox"/> DISAPPROVED				
3. TO BE COMPLETED BY LEAVE GRANTING AUTHORITY				
ACTION	SIGNATURE		TITLE	DATE
<input type="checkbox"/> APPROVED				
<input type="checkbox"/> DISAPPROVED				
4. TO BE COMPLETED BY OFFICER UPON RETURN FROM LEAVE				
TYPE LEAVE TAKEN	NO. DAYS	FROM	TO	SIGNATURE

PHS-1345 (REV. 9-77)

(See Privacy Act statement on reverse of Part 3)

* G.P.O.: 1982-377-078

EXHIBIT III

Form PHS-31, "Officer's Leave Record"

NAME ACTIVE DUTY DATE STATION OR DIVISION (Form 11)

LEAVE TAKEN		LEAVE EARNED			LEAVE TAKEN		LEAVE EARNED			LEAVE TAKEN		LEAVE EARNED			LEAVE TAKEN		LEAVE EARNED			
STARTING DATE	DAYS	DATE	DAYS	BALANCE	STARTING DATE	DAYS	DATE	DAYS	BALANCE	STARTING DATE	DAYS	DATE	DAYS	BALANCE	STARTING DATE	DAYS	DATE	DAYS	BALANCE	
		1985																		
		12/31		60*																
		1986																		
1/15	2			58																
		1/31	2½	60½																
2/3	4			56½																
2/19	1			55½																
		2/28	2½	58																
		3/31	2½	60½																

OFFICER'S LEAVE RECORD

NAME ACTIVE DUTY DATE STATION OR DIVISION (Form 11)

EXHIBIT IVForm PHS-3842, "Report of Commissioned Officer Annual Leave"REPORT OF COMMISSIONED OFFICER ANNUAL LEAVE 19

Name: _____ Address: _____

- * 1. As of January 1, you had a balance of _____ days leave
- 2. Between January 1 and December 31, you will earn 30 days leave
- 3. On December 31 your total leave credit will be _____ days leave
- 4. Between January 1 and September 30 you have taken _____ days leave
- 5. On December 31, you will have a net balance of _____ days leave
- 5. By December 31, you must take, or forfeit _____ days leave

* Not more than 60 days leave may be carried forward to a new calendar year

PHS-3842
REV. 3/81

(see reverse)