



FACT SHEET

Leave

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Background

PHS officers are on duty 365 days a year, 24/7. That means an officer may be recalled to duty while on station, annual, administrative or terminal leave. It also means that prior approval is required for most leave from the Absence Request Approving Official (this can be either the supervisor, Reviewing Official, or any individual serving as a proxy to the official supervisor or Reviewing Official). The table below describes the types of leave available to PHS Officers.

Eligibility

- ▶ Officers earn 2.5 days of annual leave per 30 days based on the fiscal year.
- ▶ Officers are not eligible for benefits under the following acts: 1) Family and Medical Leave Act, 2) Americans with Disabilities Act of 1990, and 3) The Rehabilitation Act of 1973.

Highlights

- ▶ Commissioned Corps follows a fiscal year leave schedule (October 1 – September 30). Maximum annual leave that can be carried over from one fiscal year to the next is 60 days. This means that on October 1, any accrued leave over the maximum allowed 60 days will be lost.
- ▶ All leave is calculated based on the number of days that fall within a period of leave, including non-workdays and holidays. Non-workdays and holidays immediately preceding or following a period of leave are not counted.
- ▶ Alternative Work Schedules are not altered for leave (i.e., leave is for a work day, not 8 hours).
- ▶ All leave requests must be entered into the electronic Commissioned Officer Resources Processing System (eCORPS). If an officer or their Absence Request Approving Official cannot access eCORPS, leave can be requested using the form PHS-1345. All leave requested on a PHS-1345 must be entered into eCORPS once access is obtained.

Type of Leave	Description and Requirements
Annual leave	Any period of one workday or more during which an officer is relieved from his or her scheduled working hours (other than sick leave) including all non-workdays falling within such period. Annual leave is charged as one full calendar day.
Station leave	Absence from duty and station for completing tasks that cannot be done outside of work hours and that require less than one work day to complete. In addition to training programs that an officer may be directed to attend, station leave may be granted for not more than ½ work day per week to attend other training at no expense to the government.
Sick leave	Leave granted when an officer is in need of medical services or is incapacitated for the performance of duties by sickness, injury, pregnancy or postpartum recovery period (maternity leave). There is no accrual of sick leave under the PHS leave system; however, sick leave is not without limits. An officer who becomes ill while on Annual Leave may request to have Annual Leave request amended.
Maternity leave	Period of approved sick leave related to pregnancy and postpartum recovery after delivery, consisting of 84 consecutive days beginning from the day after discharge from the hospital. Any sick leave beyond those limits must be justified by the officer's actual incapacity to return to full or limited duty.
Paternity leave	Non-chargeable leave up to 10 consecutive days within 45 days after the birth of a child. Only authorized for married PHS officers. May be combined with annual leave.
Adoption leave	Up to 21 days of non-chargeable leave in a calendar year for the purpose of adopting a child. In the event that two officers who are married to each other adopt a child, only one such officer shall be

	granted adoption leave. Not authorized if the child already lives with the officer, such as step-children or foster-to-adopt.
Emergency leave	Chargeable annual leave granted for personal or family emergencies involving the officer or a member of his/her immediate family (officer or spouse's parents, stepparents, grandparents, siblings, children & spouse). The initial period is usually for no more than 30 days unless the officer has a negative leave balance in which case the leave granting authority may consider only that which is absolutely necessary to take care of the emergency situation.
Emergency leave of absence	Non-chargeable leave, not to extend more than 14 days. Used for a medical condition of a member of an officer's immediate family or for any hardship approved by the Assistant Secretary of Health. May only be used once during an officer's career. Granted only to prevent the officer from entering excess leave status that could result in recoupment of any pay/allowance.
Administrative leave	Excused from duty for a full workday or more without charge to annual leave. Up to 5 days per calendar year may be granted for attendance at professional meetings or taking professional exams, and up to 13 days may be granted for permanent change of duty station (PCS) (up to 3 days at each end of the move and up to 7 days for house hunting). When administrative leave exceeds 5 days, an officer may request permissive temporary duty leave.
Permissive Temporary Duty Leave	Also known as Post-Deployment Respite Absence (PDRA). This is a type of Administrative Leave for an authorized absence to 1) participate or attend an official or semi-official program for which funding is not appropriated (e.g., a national convention hosted by uniformed service-connected organizations or a recruiting event), 2) house hunting in connection with a PCS, 3) accompanying a dependent or a military member to a military treatment facility outside the local area, or 4) resting or recuperating after a deployment of 14 or more consecutive days away from permanent duty station (>50 mile radius). Up to 14 consecutive days can be granted for PDRA depending on the duration of deployment and must start within 48 hours upon return to the location of the officer's permanent duty station.
Court leave (jury duty)	Non-chargeable leave of absence from duty without loss of pay or charge to annual leave to perform jury duty in a Federal, State, tribal or municipal court or to serve as a witness for the United States, the District of Columbia, or a State or local government.
Terminal leave	Any approved annual leave taken after an officer has submitted a request for separation or retirement from the Corps. Terminal leave can be all days carried over (up to 60 days) and additional earned days. Member is still active duty and receives all pays and entitlements during terminal leave.

Resources

- ▶ Commissioned Corps Instructions on Leave, CC361.01:
<https://dcp.psc.gov/ccmis/ccis/documents/CC361.01.pdf>
- ▶ Commissioned Corps Instructions on Sick Leave, including updated Maternity Leave, CCI363.01:
http://coausphs.org/media/1478/official-policy_maternity_leave_cc36301.pdf
- ▶ Personnel Operations Memorandum for Post-Deployment Respite Absence, POM 15-002:
https://dcp.psc.gov/ccmis/ccis/documents/POM15_002.pdf
eCORPS resources including FAQs: https://dcp.psc.gov/ccmis/eCORPS_m.aspx
- ▶ Form PHS-1345 to request leave when there is no access to eCORPS:
[https://dcp.psc.gov/CCMIS/PDF_docs/PHS-1345-7-2-2008%20\(2\).pdf](https://dcp.psc.gov/CCMIS/PDF_docs/PHS-1345-7-2-2008%20(2).pdf)

Note: Feedback and suggestions for this fact sheet are welcome and may be sent to PPACBenefitsSC@gmail.com.

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