

**UNITED STATES TRANSPORTATION COMMAND
(USTRANSCOM)
POLICY DIRECTIVE 36-8
15 December 1996**

Personnel

ANNUAL LEAVE

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- REFERENCES:**
- (a) Collective Bargaining Agreement between Commander, 375th Airlift Wing (AMC), Scott Air Force Base, Illinois and National Association of Government Employees (NAGE), Local R7-12, effective 12 February 1996
 - (b) Air Force Regulation (AFR) 40-630, Absence and Leave
 - (c) Title 5 Code of Federal Regulations (CFR) CH 630, Absence and Leave
 - (d) Title 5 United States Code (USC) CH 63, Leave

A. PURPOSE: To establish USTRANSCOM policy for supervisors to grant annual leave to their civilian employees, and to establish the proper procedures for all civilian employees to request annual leave.

B. APPLICABILITY: This Policy Directive applies to all supervisors of civilian employees and to all civilian employees assigned to USTRANSCOM.

C. POLICIES AND PROCEDURES:

1. Each year in January, supervisors of civilian employees should establish an annual leave schedule for their civilian employees. Employees are responsible for submitting a 12-month projection in January, updated monthly, of their desired annual leave dates. The purpose of the leave schedule is to provide a plan--a plan for supervisors to schedule work so the mission is not degraded; and a plan for employees to take the

needed time off they deserve. Leave schedules will be flexible--changing throughout the year as workload and personal desires change. The individual employee is responsible to schedule annual leave to avoid having an excessive leave balance at the end of the leave year. Proper attention should go into this schedule to prevent civilians from entering a "use or lose" situation; thereby, preventing employees from losing leave, and alleviating "last minute" mission disruption by having civilians use "use or lose" leave during the last month of the leave year.

- 2.** Employees have a responsibility to properly schedule and request leave; supervisors also have the responsibility to ensure that employees are provided the opportunity to take their leave as scheduled. Annual leave is normally requested by the employee submitting a Standard Form (SF) 71, Application for Leave, to the supervisor for approval/disapproval.
- 3.** Requests for annual leave will be granted except where to do so would unduly impact the organization's mission. The supervisor will give due weight in any decision to deny leave to the timeliness of the request, length, nature of the leave, reservations and other factors as well as the impact to the mission. Completion of the annual schedule does not obviate the need for timely submission of an SF 71. Unscheduled annual leave should normally be requested sufficiently in advance of the time desired to allow supervisors to plan for workload/mission accomplishment.
- 4.** Requests for annual leave due to bonafide emergencies will normally be granted. The supervisor will give due weight to the employee's situation and the impact on the mission of the organization.
- 5.** Management will not require employees to take annual leave when administrative leave would be appropriate.
- 6.** With supervisor's approval, an employee may be granted all advanced annual leave available to him/her in the current leave year if the organization's mission will allow.
- 7.** Leave will not be denied for an arbitrary or capricious reason.
- 8.** Absences for paternity reasons will be approved in accordance with applicable regulations.

9. Employee's annual leave requests, approvals, and denials should be documented in the *Supervisor Employee Work Folder*, as well as documentation regarding instances where proper leave requesting procedures were not followed.

APPROVED BY

HUBERT G. SMITH
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Deputy Commander in Chief

OPR: TCJ1-PC

Distribution: X (TCCC-P, TCCC-Q, TCCC-X, TCFP, TCIG, TCIM, TCJA, TCPA, TCRC -1 each; TCJ8, TCSG -2 each; TCJ2 - 3; TCDC-JS, TCJ5 - 4 each; JTCC, TCJ1, TCJ6 - 5 each; TCJ3/J4 -13).
