

# memorandum

DATE: January 21, 2011  
REPLY TO:  
ATTN OF: AD-442:Aytes  
SUBJECT: **LEAVE, WORK SCHEDULES, AND USE OF CREDIT TIME**  
TO: All Oak Ridge Office Employees

As we begin a new leave year, this memorandum is intended to serve as a reminder of the regulatory requirements concerning leave, work schedules, and credit time. Guidelines and procedures are described below.

## **Leave**

Employees must use either form OPM-71, Request for Leave and Approved Absence, or the electronic leave request feature in the Automated Time Attendance and Production System (ATAAPS) when requesting annual, sick, or leave without pay irrespective of the amount of leave being requested. An electronic version of the OPM-71 can be found at: <http://www.oro.doe.gov/pmab/Forms/OPM71.pdf>. If leave is requested through ATAAPS, employees should provide a copy of approved requests to their Timekeeper. Employees are expected to request leave or use of credit hours in advance unless an unforeseen event (e.g., car breakdown, family emergency) prevents advance approval. Per DOE O 322.1C, unapproved employee absences must be recorded as Absent Without Leave (AWOL).

## **Annual Leave**

Oak Ridge Office policy requires supervisors to prepare a tentative leave schedule for their organizations no later than May 1 of each year. Therefore, employees should identify their projected leave for the remainder of the year, and provide these projections to supervisors prior to May 1, 2011.

## **Preventive Health Care**

Employees may be granted up to four hours of excused absence each leave year in order to participate in preventive health screenings. The remarks section of form OPM-71 should be used to document such requests.

Examples of preventive health screenings include, but are not limited to, screening for breast, cervical, colorectal, and prostate cancer; sickle cell anemia; blood pressure level; blood cholesterol level; immune system disorders (such as HIV); and blood sugar level testing for diabetes.