

**Glenn Research Center
Leave Program Fact Sheet**

ADVANCED SICK LEAVE

Purpose

Advanced sick leave is available to assist employees who are suffering from a serious illness or disability.

Eligibility

In order to be eligible, an employee must:

- have no available accrued sick leave;
- be suffering from a serious illness or disability; and
- is expected to absent for an extended period of time (at least 3 consecutive work days).

Sick leave will normally not be advanced to:

- employees for whom future accrual of sick leave is doubtful; or
- an employee whose absence is the result of a work-related injury that is covered by the workers' compensation.

Sick leave may be advanced even if an employee has annual leave available. Any unused portion of the advanced sick leave is automatically canceled upon the employee's return to duty.

Limitation

The maximum amount of advanced sick leave that may be granted is limited to:

- 30 work days for non-temporary employees;
- for an employee serving under a limited appointment or one which will be terminated on a specific date, the total amount of sick leave which the employee would earn during the remaining period of the appointment; or
- 40 hours for a full-time employee (or number of hours in a workweek for part-time employees or employees in an uncommon tour of duty) to care for a family member with an illness.

Authority to Grant

The Personnel Officer is delegated the authority to approve or deny a request for advanced sick leave. All requests must be submitted through supervisory channels to the Personnel Officer.

**Glenn Research Center
Leave Program Fact Sheet**

ADVANCED SICK LEAVE

Application

An employee applies for an advance of sick leave by submitting:

- a letter that specifies the number of hours of advanced sick leave being requested and the reason/justification for the advance;
- supporting documents, including a medical certificate that identifies the illness or injury causing the absence, conclusion as to why it is a serious medical condition, and an expected return to work date.

The advanced sick leave request must be submitted no later than 15 workdays after the employee's return to duty.

Repayment

If an employee is indebted for advanced sick leave, the employee is not entitled to use sick leave being earned until the amount of indebtedness is liquidated.

Advanced sick leave will be liquidated by

- a charge to sick leave earned in the following pay periods;
- by substituting annual leave retroactively for the sick leave advanced as long as it is not done to avoid forfeiture of annual leave at the end of the leave year; or
- by a refund upon separation unless a refund is not required.

References:

5 USC Chapter 63

GLPG 3630.1, Absence and Leave

OHR-13, Delegations of Authority

Office of Human Resources Web site

<http://www.grc.nasa.gov/WWW/OHR/leave.htm>

Office of Personnel Management Leave Administration Web Site

<http://www.opm.gov/oca/leave/index.htm>