

**Glenn Research Center  
Leave Program Fact Sheet**

**Military Leave**

**Entitlement**

An employee is entitled to leave, without loss of pay or time, for certain types of active or inactive duty in the National Guard or as a Reserve of the Armed Forces.

**Eligibility**

Any full-time Federal Civilian employee whose appointment is not limited to 1 year is entitled to military leave. Military leave under 5 USC 6323(a) is prorated for part-time career employees and employees on uncommon tours of duty (see examples in OPM Fact sheet for pro-rated amount). Temporary, intermittent, or when-actually-employed employees are not entitled to military leave.

**Center Policy**

It is the Center's policy to grant any military leave available during the fiscal year whenever an employee is ordered to active duty. If an employee is not entitled to, does not request, or has exhausted his or her military leave, the employee will be granted annual leave or LWOP, as requested, for performance of active or inactive duty, except in those cases in which the employee elects to be separated.

**Types of Military Leave**

5 USC 6323 (a) provides 15 calendar days per fiscal year for active duty, active duty training, and inactive duty training. An employee can carry over a maximum of 15 calendar days into the next fiscal year.

Other types of military leave may be found on the OPM Fact sheet.

**Days of Leave**

Military leave is credited to a full-time employee on the basis of an 8-hour workday. The minimum charge for military leave is 1 hour. An employee may be charged military leave only for hours that the employee would otherwise have worked and received pay.

Employees who request military leave for inactive duty training will only be charged with the amount of military leave necessary to cover the period of training and necessary travel. Members of the Reserves and National Guard will not be charged for weekends and holidays that occur within the period of military service.

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**Effect on Pay**

An employee's pay remains the same for periods of military leave for active duty, active duty training and inactive duty training, including any premium pay (except Sunday premium pay) an employee would have received if not on military leave. (See OPM Fact Sheet for effects on pay for military leave taken for other purposes.)

**Military Leave Request Procedures**

1. Employee should submit requests for military leave in advance through their immediate supervisor. This may be done using e-mail. A copy of the military orders for active duty or training must be provided in support of this request.
2. The immediate supervisor approves the request, if in accordance with established requirements, and forwards the approved request to the Payroll Office.
3. The time and attendance worksheet should reflect the use of military leave as requested and approved.
4. A certification by the appropriate military officer, as evidence that the active duty or training was performed, must be submitted through the supervisor to the Payroll Office upon completion of the military leave.
5. If the certification is not submitted as outlined in the number 4 above, the absence will be charged to annual leave or LWOP, as requested.

**Calls to Active Duty**

Employees called to active duty may elect to:

- Available military leave.
- Accrued and accumulated annual leave.
- Advanced annual leave.
- Leave without pay.
- Be separated from Federal service with reemployment rights upon conclusion of their active duty assignment.

Employees called to active duty should submit an e-mail to his/her supervisor indicating they have been called to active duty with a copy to the designated representative in the Benefits Office. A copy of the orders must also be provided to the supervisor. The request should include:

- The date active duty will begin.
- The type of leave the employee is requesting (accrued/accumulated annual leave, military leave, advanced annual leave, including the approximate dates of the start and end dates of the different leave category.
- An indication that the employee wants a lump sum payment of annual leave.
- An indication that the employee wants to be separated in lieu of leave.

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**Calls to Active Duty (Continued)**

If the employee does not specify the type of leave they would want, the employee will automatically be placed on available military leave, use or lose annual leave (if the employee's return date is past the end of the leave year, and then leave without pay.

Upon release from active military duty, an employee must report to work in a timely manner. Contact with your supervisor should occur as soon as possible to arrange the return to work date. If an employee fails to adhere to the reemployment requirements provided for in law and regulation, the reemployment rights and job protections may not be applicable.

**Office of Human Resources and Workforce Planning**

Questions regarding military leave eligibility or usage should be directed to the Office of Human Resources and Workforce Planning at 3-2506 or 3-2507.

**References:**

5 USC 5519

5 USC 6323

Public Law 106-554, December 21, 2000

OPM Military Leave Fact Sheet:

<http://www.opm.gov/oca/leave/HTML/military.HTM>

OPM Frequently Asked Questions on Military Leave:

<http://www.opm.gov/oca/leave/html/MILQA.asp>

OPM Memorandum, Subject: Rights and Benefits of Reservists Called to Active Duty:

<http://www.opm.gov/oca/compmemo/2001/2001-09.htm>

NPG 3600.1, Attendance and Leave

GLPG 3630.1, Absence and Leave

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