



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333 - 0001

REPLY TO
ATTENTION OF

20 OCT 1999

AMCPE-C

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Emergency Leave Transfer Program Policy Guidance

1. This is the AMC Emergency Leave Transfer Program Policy Guidance, established under the authority of U.S. Code 6391. This Program is separate from the Federal Leave Sharing Program which is authorized under 5 U.S. Code 6332 and 6362. The Emergency Leave Transfer Program should be used in conjunction with the excused absence provisions contained in the Department of Defense 1400.25-M, DOD Civilian Personnel Manual, Subchapter 610, Hours of Duty.

2. Under the Emergency Leave Transfer Program, the use of donated leave is not restricted to medical emergencies, and approved leave recipients are not required to exhaust their own accrued and accumulated annual and sick before using donated annual leave. Employees may use leave donated under the Emergency Leave Transfer Program for personal needs or to care for a "family member" (as defined in 5 CFR 630.902) who is affected by an emergency. In addition, beginning no earlier than the date of the emergency, donated annual leave may be substituted retroactively for:

a. Any period of leave without pay used by an employee (s) as a result of the emergency

b. Liquidating indebtedness incurred by an employee who used advanced annual or sick leave as a result of the emergency.

3. In case of an emergency, each activity is responsible for ensuring that a viable emergency leave transfer program is established which can quickly facilitate leave transfers to affected employees. In an extreme emergency, when locally donated annual leave is insufficient, please notify Teresa Greene, HQ AMC who will, in turn, notify the Civilian Personnel Management Service, Department of

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Defense. If solicitation within Department of Defense provides inadequate leave donations, the Office of Personnel Management will coordinate a government-wide annual leave solicitation and transfer effort from donors to recipients.

4. Regarding premium pay for emergency work, exceptions to the biweekly premium pay limitation are permissible only with the approval of higher headquarters. When such exceptions are granted, employees who are performing overtime work in connection with the emergency must be paid premium pay under the annual limitation of GS-15, step 10 rather than GS-15, step 10 biweekly limitations. If authorized, the effective date of overtime pay is the first day of the pay period in which the emergency began. Again, however, this is only with the approval of higher headquarters.

5. The point of contact for this action is Teresa Greene, telephone (703) 617-3408 or DSN 767-3408.

6. AMC -- Your Readiness Command . . . Serving Soldiers Proudly!

FOR THE COMMANDER:



MELINDA McMILLON DARBY
Deputy Chief of Staff
for Personnel

DISTRIBUTION:

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