

Guide for AOs/Timekeepers on ITAS Excused Absence Categories

Per [HHS Instruction 630-1](#), “Leave and Excused Absence,” excused absence is absence from duty administratively authorized without loss of pay and without charge to leave. The term “administrative leave” is sometimes used to refer to excused absence.

Excused absence categories have been added to the Request Leave screen of NIH’s timekeeping system, the Integrated Time and Attendance System (ITAS). Please refer to this guide to determine situations in which an excused absence status would be appropriate. Additionally, you may reference the [“AO/EMP/TK Requests Excused Absence w/ Drop-Down”](#) document on the [ITAS User Guides](#) website for more information.

Excused Absence		0.0	Attend Admin Hearing
Court Leave		0.0	Attend Admin Hearing
Voting Leave		0.0	Blood Donations
Bone Marrow Donor	56.0	0.0	COVID-19 – Family Member Vaccine or Booster
Organ Donor	240.0	0.0	COVID-19 – Vaccine Adverse Reaction
Preventive Health	4.0	0.0	COVID-19 – Symptoms Awaiting Testing
Time-Off Incentive	6.5	0.0	HOL PT Employee
Leave Without Pay		0.0	Investigative Leave
Leave Comments			Job Interviews for Department
			Medical Examinations and Treatments
			Notice Leave
			Civil Defense Activities
			Health and Fitness Activities
			Registration for Military Service
			Other

Attend Admin Hearing

- Employees attending administrative hearings conducted by the Office of Special Counsel, the Merit Systems Protection Board, the Equal Employment Opportunity Commission, or duly appointed arbitrators or grievance examiners are deemed within the employer-employee relationship and eligible for excused absence.

Blood Donations

- NIH employees may be granted up to 4 hours of excused absence to donate blood. The four hours includes time required to reach the donation site and return (if appropriate), as well as the time for actually donating blood and recovery.

COVID-19 – Employee/Family Member Vaccine or Booster

- Per current [Safer Federal Workforce Task Force guidance](#), agencies should grant excused absence to any Federal employee who accompanies any family member who is receiving a

COVID-19 vaccine dose. For this purpose, a “family member” is an individual who meets the definition of that term in OPM’s leave regulations (see 5 CFR 630.201). Agencies would need to grant leave-eligible employees up to 4 hours of administrative leave per dose—for example, up to a total of 16 hours of leave for a family member receiving four doses—for each family member the employee accompanies (if an employee needs to spend less time accompanying a family member who is receiving the COVID-19 vaccine, only the needed amount of administrative leave should be granted). Employees should obtain advance approval from their supervisor before being permitted to use administrative leave for COVID-19 vaccination purposes.

COVID-19 – Vaccine Adverse Reaction

- Per current [Safer Federal Workforce Task Force guidance](#), agencies should grant up to 2 workdays of administrative leave if an employee has an adverse reaction to a COVID-19 vaccine dose that prevents the employee from working (i.e., no more than 2 workdays for reactions associated with a single dose). If an employee requests more than 2 workdays to recover, the employee may take other appropriate leave (e.g., sick leave) to cover any additional absence. This policy on granting administrative leave is specific to the COVID-19 vaccine and is designed to support agencies’ missions by promoting the health and safety of the Federal workforce.

COVID-19 – Symptoms Awaiting Testing

- Per [Safer Federal Workforce Task Force guidance](#), in order to mitigate exposure in the workplace, agencies may, on a limited basis, offer up to 1 day of administrative leave to employees who have COVID-19 symptoms and are isolating while actively seeking to be tested.

HOL PT employee

- Part-time employees are not entitled to (a) holidays designated by law or executive order or (b) days observed as holidays when the actual holiday falls on one of their non-work days (see 26 Comptroller General 690, and 32 Comptroller General 378). They are not entitled to an in lieu of holiday. For example, if Christmas falls on Saturday, the in lieu of holiday is Friday for most employees. A part-time employee is not entitled to the Friday as a holiday, even if he/she were scheduled to work on that day. However, in such a situation, the employee may be granted excused absence where, for example, the office is closed. (See Comptroller General Decision B-210741, April 24, 1984.)

Investigative Leave

- This leave is to be used when an employee is subject to an investigation. There is a 10-day cap, with further extensions possible up to 120 days. Currently, final OPM regulations are pending.
- Prior to use of Investigative Leave, completion of [NIH Form 2992: Administrative Leave Request Form](#) and approval from IC/O Executive Officer or designee and the Employee and Labor Relations Branch is required.

Job Interviews for Department

- This leave is to be used for job interviews and other out-placement activities when it is determined that this is in the Department’s interest. (Downsizing is the most common but not the only example where excused absence would be appropriate.)

Medical Examinations and Treatments

- This leave is to be used for the participation in preventive health screenings. Examples of preventive health screenings include, but are not limited to, screening for prostate, cervical, colorectal, and breast cancers, sickle cell anemia, blood lead level, blood cholesterol level, immunity system disorders such as HIV, and blood sugar level testing for diabetes.
 - a. Up to four (4) hours of excused absence each leave year may be approved for employees with less than 80 hours of sick leave. Employees may request annual leave, sick leave, or leave without pay when more than four hours of administrative leave is needed.
 - b. An employee may not be granted excused absence to accompany a family member receiving preventative health screenings.
 - c. The four hours of excused absence may be used all at once or a portion at a time over more than one day during the leave year.

Notice Leave

- This leave is to be used if an employee is in a notice period of a proposed adverse action, such as suspension or removal, in coordination with Employee and Labor Relations. Excused absence for a period no longer than the notice period (ie. 30 days) should be granted. Currently, final OPM regulations are pending.
- Prior to use of Notice Leave, completion of [NIH Form 2992: Administrative Leave Request Form](#) and approval from IC/O Executive Officer or designee and the Employee and Labor Relations Branch is required.

Civil Defense Activities

- A full-time employee may be excused for up to 40 hours a year to participate in training, tests, or drills at the request of state or local civil defense authorities. For absences longer than 8 hours, employees will need to provide certification from a responsible local official confirming your participation.

Health and Fitness Activities

- An official with delegated authority may approve excused absence for an employee to participate in health and fitness activities if the activity is officially sponsored and administered and for a specific, fixed duration. Examples are Federal fitness day events, Department sponsored health screenings, agency fitness center orientation, or a smoking cessation program.

Registration for Military Service

- Employees will be excused from duty without charge to leave or loss of pay to register for military duty pursuant to statutory requirement. The excused time for this purpose shall not exceed one day, including travel time.

Other

- Per the Administrative Leave Act of 2016, in general, during any calendar year, an agency may place an employee in administrative leave for a period of not more than a total of 10 workdays.

- Prior to use of General Administrative Leave, completion of [NIH Form 2992: Administrative Leave Request Form](#) and approval from IC/O Executive Officer or designee and the Employee and Labor Relations Branch is required.
- Excused absence for any purpose other than listed above may require written approval from the respective IC/O Executive Officer or designee and a description of the excused absence in “Leave Comments.”

Contact

- For questions regarding excused absence categories, you may contact the WorkFlex Team (workflex@mail.nih.gov)