

Part 415 – Leave
Subpart A

WV415.1 Responsibilities

- A.** Supervisors are responsible for explaining the leave program to employees under their supervision. They are also responsible for approving leave, within their purview, in a fair and equitable manner and for dealing promptly with employees whose leave usage is indicative of abuse. Supervisors must plan and schedule substantial periods of annual leave in accordance with regulations, policy and work load. Leave may be denied based on workload and work requirements and other potential circumstances.
- B.** Employees are responsible for planning and requesting leave in advance except on very rare and unusual circumstances. In all cases, it is the employee's responsibility to notify his/her immediate supervisor, or other appropriate official with delegated authority to approve or deny leave, of anticipated absence and the type of leave desired.

WV415.2 Policy

B. Annual Leave

(7) Supervisors may require an [OPM-71](#), Request for Leave or Approved Absence, for all leave requests, regardless of length or type. When absence results from an emergency, employees are to notify their supervisor (or authorizing official) as soon as possible but no later than the start of core time.

(8) The second-line supervisor or STC is the approving official for leave request over 80 hours. Requests are sent through channels with a recommendation from the first-line supervisor.

D. Advancing Annual Leave

(4) The State Conservationist is the approving official for advancing annual leave. Requests for the State Conservationist's approval are sent through channels with a written justification and recommendation from the supervisor and the second-line supervisor.

E. Sick Leave

(6) Medical documentation should be requested if there is reason to suspect the employee is not sick or incapacitated, if an individual is on sick leave in excess of three (3) consecutive workdays, or if an employee is on leave restriction.

(7) The State Conservationist is the approving official for leave over 80 hours. Requests are sent through channels with a recommendation from the first-line supervisor and by the second-line supervisor.

F. Advancing Sick Leave

(4) The State Conservationist is the approving official for advancing sick leave. Requests for the State Conservationist's approval are sent through channels with a written justification and recommendation from the supervisor and the second-line supervisor.

G. Sick Leave for Family Members

(4) There is no longer a requirement for an employee to maintain a minimum sick leave balance in order to use more than 40 hours of sick leave for family care and bereavement purposes. (Per NHQ memorandum dated September 25, 2006.)

(7)(iv) An employee is required to provide administratively acceptable evidence no later than 15 calendar days after the documentation is requested.

(7)(v) In situations where it is not practical for the employee to provide the information within 15 calendar days, the employee must provide the evidence no later than 30 calendar days.

K. Leave for Parental Purposes

(2)(i) Leave for uncomplicated delivery and recuperation is customarily six weeks.

L. Leave Without Pay

(8) The STC is the approving official for all LWOP.

O. Court Leave/Witness Service

(8)(iv) Fees. Detailed information on fees for jury service is provided in [GM-250, Part 400, Subpart B](#).

R. Military Leave

An SF-52 must be submitted with orders to Human Resources for Military Leave over 30 calendar days.

Title 360 – General Manual

Attachment to WV Amendment GM 360, Part 415 – Leave

The following supplements 360-GM, Amend. WV# 47, April 2007, to provide a guide to the types of leave, method of requesting and the approving official.

<u>Type of Leave</u>	<u>Method of Requesting</u>	<u>Approving Official</u>
B. Annual: 3 days or less	Supervisor Discretion	Supervisor
Over 3 days	OPM-71	Supervisor
B. Annual: Over 80 hours	OPM-71	Recommendation: Supervisor Approval: Second-line supervisor or STC
D. Annual: advance leave	OPM-71	Recommendation: Supervisor Recommendation: Second-line supervisor Approval: STC
E. Sick: 3 days or less	Supervisor Discretion (Medical documentation may be requested.) See GM-360, Part 415 & Amendment	Supervisor
E. Sick: more than 3 consecutive workdays	OPM-71 & medical documentation should be requested	Supervisor
E. Sick: over 80 hours	OPM-71 & medical documentation	Recommendation: Supervisor Recommendation: Second line supervisor Approval: STC
F. Sick: advance leave	OPM-71 & medical documentation	Recommendation: Supervisor Recommendation: Second line supervisor Approval: STC
G. Sick Leave for Family Members	OPM-71 , written request & medical certification if appropriate	Recommendation: Supervisor Approval: Second-line supervisor or STC
J. Family & Medical Leave Act (FLMA)	OPM-71 , written request & medical certification if appropriate	Recommendation: Supervisor Approval: Second-line supervisor or STC
L. LWOP	OPM-71	Recommendation: Supervisor Recommendation: Second-line supervisor Approval: STC
N. Excused Absence due to weather		Supervisor (must follow current procedures)

Title 360 – General Manual

N. Excused Absence – other		STC
O. Court Leave (jury duty) (witness service)	OPM-71 and subpoena or jury notice	Supervisor
P. Credit Leave: 3 days or less Over 3 days	Supervisor Discretion OPM-71	Supervisor Supervisor
R. Military Leave: 30 days or less	OPM-71 & military orders	Supervisor
R. Military Leave: Over 30 days	OPM-71 & military orders	STC

Where the Management Team member is a recommending official and does not recommend approval of a request, it should be denied and not forwarded to the STC. A copy of the request and back up material should be maintained by the Management Team member and the Timekeeper.

Human Resources should be contacted with any question or concern about approving or disapproving of leave or the requirement of any documentation.