

SUBPART F - ADMINISTRATIVE LEAVE

WV415.72(e)

WV415.70 Hazardous weather.

(a) Where SCS offices are located in areas where other USDA agencies do not exist, individuals in these offices are to obtain approval for administrative leave for hazardous weather from the Area Conservationist through normal supervisory channels. The State Conservationist is the approval authority for administrative leave for hazardous weather for employees at the State Office.

WV415.71 Leave without pay

(a) The State Conservationist will approve/deny all requests for leave without pay. Approval of such leave will depend upon administrative determination of merit on an individual case basis. Leave without pay will not be approved for vacation.

(c) When employees are granted extended leave without pay (LWOP in excess of 30 calendar days) they can expect to be returned to a position of like pay, status, and grade when possible.

WV415.72 Absence for maternity reasons

(b) An employee should make known her intent to request leave for maternity reasons including the type of leave, approximate dates, and anticipated duration, to allow management to prepare for any staffing adjustments which may be necessary.

(c) Leave policy as stated in the annual leave, sick leave, and leave without pay sections of this Part apply to leave requests for maternity purposes.

(d) Sick leave may be used to cover the time required for physical examinations and to cover the period of incapacitation. After delivery and recuperation, the employee may desire a period of adjustment or need time to make arrangements for the care of the child. These additional leave requirements may be taken care of by the use of accrued annual leave or leave without pay.

(e) An employee who is not planning to return to work should submit her resignation at the expiration of her period of incapacitation.

WV415-23(1)