



DEPARTMENT OF THE NAVY  
NAVAL AIR SYSTEMS COMMAND  
RADM WILLIAM A. MOFFETT BUILDING  
47123 BUSE ROAD, BLDG 2272  
PATUXENT RIVER, MARYLAND 20670-1547

IN REPLY REFER TO  
NAVAIRINST 12630.4  
AIR-7.3.1  
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NAVAIR INSTRUCTION 12630.4

From: Commander, Naval Air Systems Command

Subj: LEAVE AND ABSENCE OF CIVILIAN EMPLOYEES

Ref: (a) 5 USC Chapter 63  
(b) 5 CFR Part 630  
(c) DoD 1400.25-M

Encl: (1) Policy and Procedures for Leave Administration Handbook

1. Purpose. To establish policy and procedures for requesting and granting leave for civilian employees, including Senior Executive Services (SES) employees, per reference (a) through (c). Enclosure (1) explains the regulations and policies governing the use of leave.

2. Scope. This instruction applies to all civilian employees of the Naval Air Systems Command (NAVAIR) and the Program Executive Offices (PEOs). In the event of a conflict between a negotiated agreement and this instruction, the provision(s) of the agreement will prevail.

3. Responsibilities

a. The servicing Human Resources Office (HRO) or Department is responsible for interpreting leave regulations and advising employees and supervisors on all leave matters.

b. Supervisors are responsible for the administration of leave regulations consistent with this instruction and must ensure that their employees are familiar with their rights, responsibilities, and privileges under the current leave laws. For program team members who are physically located with or in close proximity to their Team Leader (TL) and who spend greater than 70 percent of their time on the program led by the TL, the supervisor is strongly encouraged to delegate authority for approval of leave to the TL who will coordinate with the supervisor to keep him/her informed. The supervisor must consider the needs of all teams the employee supports in approving leave or determining whether to delegate leave approval. Only a supervisor may disapprove an employee's request for leave. If a TL with delegated leave approval authority is unable to grant an employee's leave request, the employee may forward the leave request to the supervisor for approval/disapproval. Consistent with the above, supervisors are responsible for:

- (1) ensuring office workload is met during an employee's absence;
- (2) timely approval or disapproval of leave requests;
- (3) providing an explanation to employees when leave has been disapproved;

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(4) ensuring employees do not lose annual leave at the end of the year because leave was not scheduled;

(5) taking appropriate action when an employee is having attendance problems or abusing his or her leave privileges;

(6) contacting HRO when contemplating action against employees for attendance problems or suspected leave abuse;

(7) informing employees of their responsibilities regarding leave; and

(8) returning approved/disapproved Office Personnel Management Form 71, (June 2001), Request for Leave or Approved Absence, (formally known as the SF-71) to employees.

c. Employees are responsible for requesting leave in accordance with policies and procedures described in this instruction. Employees are responsible for scheduling their use of annual leave so that they are not in a position of forfeiting leave at the end of the leave year. Employees who spend a significant amount of time, but less than 70 percent, supporting a particular team, must ensure that affected TLs are informed of their leave plans.

4. Forms. Forms that are not included in this instruction are available on the Internet at [www.OPM.gov](http://www.OPM.gov) or from the servicing Human Resources Office.

5. Review. The Head, Civilian Personnel Programs and Policy, AIR-7.3.1, will review this instruction annually.

  
By direction

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**POLICY AND PROCEDURES FOR LEAVE ADMINISTRATION  
HANDBOOK**

**POLICY AND PROCEDURES FOR LEAVE ADMINISTRATION**  
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