

NAVAIRWARCENACDIV INSTRUCTION 12630.3

From: Commander, Naval Air Warfare Center Aircraft Division

Subj: LEAVE AND ABSENCE OF CIVILIAN EMPLOYEES

Ref: (a) NAVAIRWARCENACDIVINST 12630.2 of 21 Jan 94

Encl: (1) [Annual Leave](#)
(2) [Sick Leave](#)
(3) [Excused Absence](#)
(4) [Unauthorized Absence/Tardiness](#)
(5) [Leave Without Pay](#)
(6) [Court Leave](#)
(7) [Military Leave](#)
(8) [Bone Marrow and Organ/Tissue Donation](#)
(9) [Voluntary Leave Transfer Program](#)
(10) [Time-Off for Religious Practices](#)

1. Purpose. To establish policy and procedures for requesting and granting leave for civilian employees.

2. Cancellation. NAEC Instruction 12630.7A; NATC Instruction 12630; and NAPC Instruction 12630.3B.

3. Scope. This instruction applies to all Naval Air Warfare Center Aircraft Division civilian employees and employees of commands/activities serviced by the Human Resources Office (HRO). This instruction excludes Naval Air Systems Command Headquarters and Program Executive Office employees. Provisions of negotiated agreements supplement this instruction for employees covered by the agreements. In the event of a conflict between an agreement and this instruction, the provision(s) of the agreement will prevail.

4. Responsibilities

a. The HRO is responsible for interpreting the policies concerning leave entitlements and responsibilities and for advising employees and supervisors on all leave matters.

b. Supervisors are responsible for granting/denying or recommending leave approval/disapproval consistent with this instruction. In the case of employees who work for a single team leader (TL), a supervisor may delegate leave approval

authority to the TL. 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 shall 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 employees absence.
- (2) Timely approving or disapproving leave requests.
- (3) Providing reasons to employees when disapproving leave.
- (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 abusing his or her leave privileges.
- (6) Contacting HRO when contemplating action against employees for suspected leave abuse.
- (7) Indoctrinating employees on their responsibilities regarding leave.
- (8) Returning approved/disapproved Standard Form 71 to employees.

c. TL only has authority to approve leave if so delegated by supervisor.

d. Employees are responsible for requesting leave in accordance with the policies and procedures described in this instruction, or in accordance with controlling labor agreements.

5. Review. The Director, HRO, Code 730000A is responsible for keeping this instruction current. Substantive changes will be raised with the Naval Air Warfare Center Aircraft Division Partnership Council prior to implementation.

6. Forms. The forms required by issuance of this instruction are enclosed as Appendices A through H and may be obtained through your servicing Customer Service TL:

- a. [Appendix A](#) - Family Friendly Leave Act Tracking Form.
- b. [Appendix B](#) - Court Leave Table (utilized for guidance purposes only).
- c. [Appendix C](#) - Information Pertaining to Jury Service.
- d. Appendix D - United States Office of Personnel Management (U.S. OPM) Optional Form 630 Leave Recipient Application Under the Voluntary Leave Transfer Program.
- e. [Appendix E](#) - Disposition of Application for Transferred Leave memorandum.
- f. Appendix F - U.S. OPM Optional Form 630-A Request to Donate Annual Leave to Leave Recipient (*Within Agency*) Under the Leave Transfer Program.
- g. [Appendix G](#) - Disposition of Leave Donor Application memorandum.
- h. Appendix H - U.S. OPM Optional Form 630-B Request to Donate Annual Leave to Leave Recipient (*Outside Agency*) Under the Leave Transfer Program.

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