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OFFICE OF THE UNDER SECRETARY OF THE NAVY
SECRETARIAT/HEADQUARTERS CIVILIAN PERSONNEL OFFICE
WASHINGTON, DC 20380-1000

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S/HCPO INSTRUCTION 12630.1A

From: Director, Secretariat/Headquarters Civilian Personnel
Office

Subj: LEAVE FOR CIVILIAN EMPLOYEES

Ref: (a) Federal Personnel Manual, Chapter and Supplement 630
(b) CPI 630.1 and Supplement 630.S
(c) NAVCOMPT Manual, Vol 3, Chapter 3

Encl: (1) Leave for Civilian Employees

1. Purpose. This instruction describes the various types of leave that may be charged to civilian employees and the policies and procedures for administering leave. It supplements information found in references (a), (b) and (c).

2. Cancellation. S/HCPOINTST 12630.1.

3. Scope. This instruction applies to employees serviced by the Secretariat/Headquarters Civilian Personnel Office (S/HCPO).

4. Action. Addressees should ensure that the provisions of this instruction are implemented and that the contents are made known to appropriate officials and employees under their direction. The S/HCPO Employee Relations Branch is available to provide guidance and assistance in implementing this instruction.


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(see Page 2)

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LEAVE FOR CIVILIAN EMPLOYEES

1. General. Civilian employees earn and accrue annual and sick leave as prescribed by law. Approving leave is a matter of management discretion and, for most types of leave, the first-line supervisor (civilian or military) should make the decision to approve or disapprove a leave request. Appendix A outlines the delegation of authority for approval of leave. A checklist for assisting supervisors in discussing leave requests with employees is provided at Appendix E.

2. Definitions.

a. Accrued Leave. The leave earned by an employee during the current leave year that is unused at any given time during the leave year.

b. Accumulated Leave. The unused leave remaining to the credit of an employee at the beginning of a leave year.

c. Contagious Disease. A disease requiring isolation of the patient, quarantine, or restriction of movement as prescribed by health authorities.

d. Leave Year. The period beginning with the first day of the first complete pay period in a calendar year and ending with the day immediately before the first complete pay period in the following calendar year.

e. Medical Certificate. A written statement signed by a registered practicing physician or other licensed practitioner certifying to the incapacitation, examination, or treatment of a patient, or the period of disability while the patient was receiving professional treatment and the diagnosis.

3. Annual Leave

a. Purpose of Annual Leave. Annual leave is provided for two general purposes:

(1) To allow every employee an annual vacation period of extended leave for rest and recreation, and

(2) To provide periods of time off for personal and emergency purposes.

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b. Earning Rates. Full-time employees earn annual leave for each biweekly pay period as follows:

<u>Length of Service</u>	<u>Accrual</u>	<u>Total Days/Year</u>
Less than 3 years	4 hrs/pay period	13
Three but less than 15 years	6 hrs/pay period except last full pay period of the calendar year, in which 10 hours is given	20
15 or more years	8 hrs/pay period	26

c. When Leave is Earned. Employees who are appointed to positions not limited to 90 days or less are entitled to annual leave upon completion of their first biweekly pay period. If an appointment is for less than 90 days, the employee is not entitled to annual leave until after being employed for a continuous period of 90 days under successive appointments without a break in service of 1 workday or more.

d. Accumulation of Annual Leave. Annual leave accrued and not used may accumulate from 1 year to another until it reaches a maximum of 240 hours (30 days) at the beginning of any leave year. Any annual leave balance at the beginning of the leave year greater than the maximum accumulation allowed will be forfeited unless the provision for restoration of forfeited annual leave, as described in Appendix B, is met. Annual leave accrued by an individual while serving in a position in the Senior Executive Service is not subject to these limitations on accumulation. Presidential appointees do not earn annual or sick leave.

e. Charges to Leave. The minimum charge for leave is one-half hour, and additional charges are in multiples thereof. However, some activities have elected to use 1 hour as the minimum charge for leave. If an employee is unavoidably or necessarily absent for less than 1 hour, the supervisor may, for adequate reasons, excuse the employee without charge to leave.

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f. Criteria for Approval of Annual Leave. Although employees automatically earn annual leave, they do not have an unrestricted right to the use of annual leave. It is the prerogative of management to make the final decision on when leave is to be used. In acting on a request for annual leave, a supervisor should consider the following:

(1) Whether the employee's services can be spared without seriously disrupting the work of the office;

(2) How much leave the employee has to his/her credit. When at all possible, supervisors should schedule leave to avoid forfeiture by employees. Employees having accumulated compensatory time for overtime work should use the compensatory time before using annual leave. Similarly, restored annual leave should be used before annual leave. Appendix B provides information on the restoration of forfeited annual leave.

g. Procedures for Requesting Annual Leave

(1) Employees should request annual leave as far in advance as possible. Supervisors should approve or disapprove these requests in a timely manner. There is no automatic entitlement to leave on the sole basis that unforeseen circumstances, in the employee's opinion, require absence from duty.

(2) Supervisors must ensure that a request for annual leave is valid (the employee has a sufficient balance) for the specified period before approving the leave or signing the Application for Leave, Standard Form 71 (SF-71).

(3) When there is doubt that the employee has enough accrued leave to cover the period of requested annual leave, the supervisor may ask the employee to submit a copy of his/her current Leave and Earnings Statement or obtain the leave balance by calling the S/HCP customer service representative on (703) 697-6181.

(4) For a period of leave of 5 days or less, the employee must obtain verbal approval from the supervisor (unless written requests are required by the supervisor), and then notify the appropriate timekeeper of the leave that is to be taken. However, activities may institute other procedures which must be

followed to gain approval of leave (i.e., submission of an SF-71 to the supervisor regardless of the length of absence). For periods of leave in excess of 5 days, the employee must complete the SF-71, and submit it to the supervisor for approval in advance. After the supervisor approves the leave, the signed SF-71 should then be forwarded to the timekeeper.

h. Emergency Leave Requests. An employee who cannot report to work as scheduled should notify his/her supervisor at the beginning of the employee's workday. Only emergencies should prevent or delay such reporting. The supervisor must use his/her discretion in approving or denying emergency leave requests. It is management's prerogative to approve or disapprove leave.

i. Advanced Annual Leave

(1) In some cases, an employee may be advanced annual leave. Advanced annual leave will not exceed an amount which will be earned during the balance of the leave year. In addition, advanced leave will not exceed an amount which is reasonably assured will be subsequently earned before the employee may resign, retire, etc. Appendix F provides pertinent information for the supervisor to consider when acting upon requests for advanced leave.

(2) In requesting advanced annual leave, employees will submit an SF-71 and the Civilian Request for Extended Leave, NDW-NRFC 12630/2 which is provided in Appendix C. Requests for advanced annual leave should be submitted to the supervisor, or via the supervisor to the appropriate level for the particular activity approval process. Those levels are identified in Appendix A.

j. Use of Annual Leave Instead of Sick Leave. An employee may elect to take annual instead of sick leave. This election should be made in the pay period in which the leave is taken. Many employees wish to do this because sick leave is creditable for retirement purposes under the provisions of the Civil Service Retirement System (CSRS). In addition, absences properly chargeable to sick leave will be charged against annual leave if the employee does not have enough sick leave to his/her credit.

k. Annual Leave on Separation. On separation, an employee is paid a lump sum for unused annual leave. Accumulated annual leave includes the regular carryover balance from the previous year, plus any accrued and unused annual leave during the current leave year, plus any unused restored annual leave.

1. Annual Leave, Senior Executive Service (SES). There is no maximum limitation on annual leave accumulated while employees are serving in positions in the SES. The other provisions cited in this instruction relating to crediting, using, advancing and restoring leave apply to SES members.

4. Sick Leave

a. Purpose of Sick Leave. Sick leave is granted for periods of incapacitation in performing regular duties, or lighter duties if available, due to illness; injury; pregnancy; medical, dental, or optical examination or treatment; or alcohol or drug abuse treatment or rehabilitation. It may also be granted when an employee is exposed to a contagious disease or is required to care for an immediate family member so exposed.

b. Earning Rates. Full-time employees earn sick leave at the rate of 4 hours for each full biweekly pay period. Sick leave is earned from the first pay period of employment and its earning is not affected by length of service.

c. Accumulation of Sick Leave. Unused sick leave accumulates without limit. Employees should be encouraged to accumulate large amounts of sick leave since a major illness or injury can cause an extended absence from the job and under Civil Service Retirement System (CSRS) computation rules it is credited as additional service for retirement purposes.

d. Charges to Sick Leave. The minimum charge for sick leave is one-half hour, and additional charges are in multiples thereof. However, some activities have elected to use 1 hour as the minimum charge.

e. Request for and Approval of Sick Leave

(1) Absence for Medical, Dental, or Optical Treatment. Depending on activity policy, the employee will obtain verbal approval in advance from the supervisor and is responsible for notifying the appropriate timekeeper of the leave that is taken. In some cases activity policy may require the employee to complete an SF-71 and submit it to the supervisor for approval. After the supervisor approves the leave, the signed SF-71 should then be forwarded to the timekeeper.

(2) Unable to Report for Duty Due to Illness or Injury. The employee should report the absence to the first-line

supervisor (or individual designated by the supervisor) at the time the employee is to report for work, or as soon as possible thereafter. Except when impracticable to do so, continued absence should be reported to the supervisor on each succeeding day. If the employee is initially unable to call and the call is made by a relative or friend, the employee should also call as soon as possible.

(3) Mandatory Approval of Sick Leave. If the employee requesting sick leave has: (1) followed leave procedures, (2) provided documentation acceptable to the activity, and (3) accrued sick leave, the request for sick leave will be approved for any of the following reasons:

(a) The employee is required to receive treatment as a disabled veteran,

(b) The employee is incapacitated by illness, injury, or pregnancy,

(c) The employee is receiving emergency medical, dental, or optical examination or treatment,

(d) The employee's presence on the job would jeopardize the health of others because of exposure to a contagious disease (generally results in a quarantine by local health officials), or

(e) The employee is required to take a physical examination on behalf of the National Guard or military reserves.

(4) Discretion in Approving Use of Sick Leave. The approval of a sick leave request is at the discretion of the supervisor when any of the following circumstances exist:

(a) The employee fails to follow leave procedures,

(b) The employee fails to provide documentation acceptable to the activity,

(c) Abuse or fraud is suspected or evident,

(d) The request is for a non-emergency medical, dental, or optical examination or treatment, or

(e) The employee does not have any sick leave accrued.

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(5) Denial of Sick Leave. When leave is denied, and the employee does not report for duty, the absence is charged to Absence Without Leave (AWOL). When leave is denied, it is not appropriate to charge leave without pay.

(6) No Sick Leave Accrued. The supervisor may approve the use of annual leave; charge the absence to restored leave (if available), Leave Without Pay (LWOP), or Absence Without Leave (AWOL); or consider granting advanced sick leave (if requested by the employee).

(7) Absence for More than 3 Days. -The employee, within 7 days after return to duty, must submit an SF-71 with appropriate medical certification of incapacitation for work due to illness or injury. The reverse side of the SF-71 may be used for the physician's certificate or a separate statement may be attached. If a medical certificate cannot be obtained because the illness did not require the services of a physician or for other reasons, the employee should present a written statement explaining the circumstances in support of the claim for sick leave.

f. Excessive Use of Sick Leave and Sick Leave Abuse

(1) If an employee's sick leave record shows an excessive amount of intermittent absences of short periods, even if the employee presents apparently legitimate reasons in support of sick leave absences, the employee should be counseled by the supervisor. In determining whether the employee has used an excessive amount of sick leave or seems to be abusing sick leave, the supervisor should consider the following:

(a) Is there a pattern to the use of sick leave?

-sick leave on the first workday after pay days;

-sick leave on Fridays or Mondays;

-sick leave when the workload is heaviest;

-or sick leave when annual leave has been denied.

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(b) Is the employee using more sick leave than is being accrued?

(c) Is the employee using sick leave as soon as it is earned?

(2) In counseling employees, supervisors should ensure that employees are fully aware of the values and benefits of sick leave and leave regulations and procedures. Information should be imparted sympathetically as a means of encouraging the employee to do what is within his/her own power to improve the sick leave record. The employee should be advised that continued excessive use of sick leave may result in the requirement to support any future grant of sick leave, regardless of duration, with a medical certificate.

(3) If abuse of sick leave is evident, the supervisor may issue a Letter of Requirement, requiring the employee to bring in a medical certificate for all future illnesses, regardless of duration. This is not done to create financial hardship on the employee but rather to make him/her aware of the need to report for duty as scheduled, except for serious cases of illness. The letter may be canceled as soon as it is determined that the employee is no longer abusing sick leave. Before issuing the letter please contact the S/HCPO Employee Relations Branch.

(4) If the provisions of the Letter of Requirement are not met, an absence may be charged to AWOL. These charges may be a basis for disciplinary action. Please contact the S/HCPO Employee Relations Branch prior to initiating such action.

g. Visits to Dispensaries

(1) Time spent in obtaining examination and emergency treatment of on-the-job injuries will be regarded as duty status and will not be charged to leave.

(2) Employees authorized to visit dispensaries during regular scheduled working hours for reasons other than those stated above will normally have an absence in excess of 1 hour charged to leave or leave without pay. This would include: employees visiting dispensaries for routine reexamination or treatment of previously diagnosed and treated job-related injuries; employees who became ill after reporting to work; and

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employees receiving routine medical assistance as prescribed by physicians.

h. Advanced Sick Leave

(1) In cases of serious disability or ailments, sick leave may be advanced to an employee before it is earned when the employee will become incapacitated or will otherwise require a large amount of sick leave. Approval of advanced sick leave is subject to the following conditions:

(a) The amount of advanced sick leave to an employee's account may never exceed 30 days at any time.

(b) All available accumulated sick leave to an employee's credit must be exhausted. Also, an employee can be required to use any annual leave which might otherwise be forfeited before advanced sick leave is granted.

(c) There must be reasonable assurance that the employee will return to duty.

(d) The amount of sick leave advanced to an employee serving under a temporary appointment will be limited to the amount which would be earned subsequently during the course of the appointment.

(e) Payment of advanced sick leave will cease if circumstances warrant its termination.

✓ (2) An employee will request advanced sick leave by submitting to the supervisor a completed NDW-NRFC 12630/2 (Appendix C) and an SF-71, supported by an appropriate medical certificate stating the nature of the illness or disability and the length of time the employee will be incapacitated for work. Requests must be approved by the designated official in accordance with Appendix A and the activity's local implementing instruction or practice. Appendix F provides guidance for the supervisor in acting upon requests.

(3) The approving official should have reasonable assurance of the employee's return to duty. If the employee, after receiving advanced sick leave, separates from federal service by disability retirement or resignation or other action, the activity probably will not be able to recover the money paid to the employee for advanced leave.

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5. Absence for Maternity Reasons

a. Appropriate Leave. Pregnancy is a condition which eventually requires the employee to be absent from the job because of incapacitation. The same leave policies, regulations, and procedures apply as are applicable to requests for leave generally. Sick leave may be used to cover the time required for physical examinations and the period of incapacitation. Approval for other absences (for example, to make child care arrangements or to spend more time with the child) may be requested and are chargeable to annual leave (if available) or to leave without pay if the absences are approved.

b. Procedures for Requesting Leave

(1) When the employee plans to return to work after delivery, she should submit a completed SF-71 and NDW-NRFC 12630/2 (Appendix C) for approval. A physician's statement should be included, showing a diagnosis of pregnancy and the estimated date of delivery. The SF-71 and NDW-NRFC 12630/2 should be submitted to the supervisor. The request must be approved by the designated official in accordance with Appendix A and the activity's local implementing instruction or practice. The request should be made early enough to allow the office to prepare for any staffing adjustments which may be necessary. After the delivery, additional documentation may be requested to show the length of time properly chargeable to sick leave. When the leave is approved, the forms should be attached to the Time and Attendance document.

(2) If the employee does not plan to return to work after delivery, she will submit a resignation on a Request for Personnel Action, Standard Form 52, to be effective at the end of the approved leave. An SF-71 and NDW-NRFC 12630/2 will also be submitted in accordance with the procedures described above. Normally this resignation will be considered binding.

6. Leave for Parental and Family Responsibilities. The Department of the Navy endorses a flexible policy of granting annual, sick, leave without pay, or any appropriate combination of leave for parental and family responsibilities. This policy is part of DON's philosophy to help strengthen the role of the family.

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7. Leave Without Pay. Leave without pay is a temporary nonpay status and absence from duty granted upon the employee's request. It constitutes leave requested by the employee and approved by the supervisor and rarely can be used to form the basis for disciplinary action. When an employee's absence in a nonpay status totals 80 hours or multiples thereof in a leave year, annual and sick leave credit is reduced by the corresponding biweekly accrual rate or appropriate multiples thereof, respectively.

a. Criteria for Approval of Leave Without Pay. The authorization of leave without pay is a matter of administrative discretion. With few exceptions, employees cannot demand that they be granted leave without pay as a matter of right. Each request for leave without pay should be examined closely to assure that the value to the Government or the serious needs of the employee are sufficient to offset the inconveniences. Before approving extended leave without pay (30 days or more), the activity should feel certain that the employee will return to duty and that at least one of the following benefits will result: increased job ability, furtherance of a program of interest to the Government, protection or improvement of an employee's health, or retention of a desirable employee.

b. Instances in Which Extended Leave Without Pay Will Be Granted. In the following instances, leave without pay for periods exceeding 30 days will be approved:

(1) Leave without pay will be granted to an injured employee for at least the first year the employee is receiving injury compensation.

(2) Leave without pay totalling 90 days is granted to employed dependents of transferring military personnel and to employees who are dependents of transferring Federal civilian employees who are required to relocate by their employing activity. This will be granted only when the dependent plans to seek Federal employment at the new location and his/her work has been satisfactory so as to warrant continued Federal employment.

c. Instances in Which Extended Leave Without Pay May Be Approved. The following are a few examples of situations in which it would be proper to approve extended leave without pay:

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(1) For educational purposes, when the completion of the educational program will contribute to the activity's interests.

(2) For service with non-Federal public or private enterprise, when the job is of a temporary nature and there is a reasonable expectation that the employee will return.

(3) For the purpose of recovery from illness or disability not of a permanent or disqualifying nature.

d. Procedures to be Used

(1) Requests for leave without pay for 29 days or fewer should be made on the SF-71. For requests for extended leave without pay (30 days or more) the NDW-MRFC 12630/2, Appendix C, should be submitted. Requests must be approved by the designated official in accordance with Appendix A and the activity's local implementing instruction or practice. When the leave without pay is approved, the forms should be attached to the Time and Attendance document.

(2) Whenever leave without pay extends for 30 or more calendar days, the office must submit an SF-52 to the S/HCPO Operations Branch. Another SF-52 must be submitted when the employee returns to duty.

(3) For an employee who is injured or disabled on the job and whose leave without pay will be at least 80 hours, the office must submit an SF-52 to S/HCPO, showing the employee in a leave without pay status.

8. Enforced Leave. In a nondisciplinary situation, when an employee is not ready, willing, and able to work, he/she may be placed on annual leave, sick leave, or leave without pay, as the circumstances and status of leave account require. Please contact the S/HCPO Employee Relations Branch in these instances as soon as possible.

9. Unauthorized Absence. As stated in paragraph 7 on leave without pay, unauthorized absence results from a determination that an employee will not be granted any type of leave (including leave without pay) for a period of absence. The absence is

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charged to AWOL. The employee is charged for the amount of time absent in tenths of an hour.

10. Other Types of Leave

a. Military Leave

(1) Entitlement. A reservist of the Armed Forces or a member of the National Guard who is a permanent or temporary indefinite employee is entitled to 15 calendar days of military leave in any fiscal year. The 15 days or fewer not used may be carried forward to the new fiscal year.

(2) Computation of Time. Nonworkdays falling within a period of absence on military training duty are charged against the 15 days, but there is no charge for nonworkdays occurring at the beginning or end of the period.

(3) Use of Annual Leave. Absence which is not chargeable to military leave can be charged to annual leave. Reservists who are called to duty for a period beyond 15 days can use any carry over military leave from the previous fiscal year, or use annual leave for the excess period.

(4) Procedures for Approval of Military Leave. Requests for military leave should be submitted on an SF-71 and NDW-NRFC 12630/2, Appendix C, for approval and attached to the Time and Attendance document. A copy of the employee's military orders must accompany the SF-71 and NDW-NRFC 12630/2.

b. Court Leave. Court leave is the authorized absence of an employee from work status duty for attending judicial proceedings as a witness in a non-official capacity when the United States, District of Columbia, a state or a local government is a party.

(1) Policy Regarding Jury Service. It is Department of the Navy policy to consider responses to calls for jury and other court services a civic responsibility of all employees. Release from jury duty will not be requested except in unusual situations when the public interest would be better served by the employee on the job.

(2) Duration of Court Leave. An employee who is under proper summons from a court should be granted court leave of absence with pay for the period of service.

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(3) Court Leave in Relation to Other Types of Work Status. Depending on the nature of the service, employees may be placed in an official duty status on court leave, on annual leave, or on leave without pay. Appendix D shows the various types of absences.

(4) Jury Fees and Reimbursement Expenses. Jury and witness fees must be turned into the employee's activity for forwarding to the S/HCP Operations Branch. Expense reimbursements (for mileage, subsistence, etc.) may be kept by the employee. The employee should carefully examine the document provided by the court to determine if the money is a fee or reimbursement.

(5) Procedures for Requesting Court Leave. Requests for court leave should be submitted to the supervisor on the SF-71 and NDW-NRFC 12630/2, Appendix C, for approval prior to the beginning date of the jury or witness service. A true copy of the summons for jury or witness service must be attached to the SF-71. Upon return to work from court leave, the employee must present a statement from the court certifying completed court service. The statement and completed forms should be attached to the Time and Attendance document.

11. Excused Absence. An excused absence is an absence from duty administratively authorized without loss of pay and without charge to leave. While excused absence is ordinarily authorized on an individual basis, groups of employees may be excused under certain conditions. Any questions on excused absence should be directed to the S/HCP Employee Relations Branch. Some examples of excused absences are discussed briefly below.

a. Registration and Voting. It is policy to allow employees a reasonable amount of time to vote or register. Generally, an employee is excused from duty to permit him/her 3 hours before the polls open in the morning or close in the evening, whichever results in the lesser amount of time off.

b. Blood Donation. Participation in the DON Blood Donor Program is strongly encouraged, and employees who serve as blood donors may be excused from work without charge to leave for the time necessary for donation and recuperation. This is granted only at the discretion of the supervisor. Time allowed will normally be 2 hours and not exceed 4 hours.

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c. Tardiness and Brief Absence. Brief absences from duty of less than one hour may be excused when the reasons are justifiable to the supervisor.

d. Examinations and Interviews

(1) Employees will not be required to use leave for the purpose of tests or interviews when such tests or interviews are required under the Navy Merit Promotion Program and the competition is for positions at the activity where they are currently employed (an S/HCPPOINT serviced activity).

(2) An employee may, at the discretion of the head of the activity, be excused without charge to leave or loss of pay to participate in tests and interviews when it is in the best interest of DON to allow such absences. For example, the employee is under notice of separation by reduction in force.

(3) Time spent in examinations or interviews in other circumstances will be charged to annual leave or leave without pay as long as proper leave request procedures are followed.

e. Attending Conferences or Conventions. Employees will be excused to attend conferences or conventions when it is determined by the supervisor that attendance will serve the best interests of the Federal service.

f. Preparation and Presentation of Appeals, Grievances, and Discrimination Complaints. Employees and their representatives will be given a reasonable amount of time for presenting discrimination complaints and grievances and for hearings in adverse actions, discrimination complaints, and grievances. Details of permissible use of official time are contained in the instructions pertaining to these subjects or in the action documents.

g. Selective Service Registration and Examination. Employees will be excused for the time necessary to register, not to exceed 1 day. Employees will also be given time for examination.

h. Civil Defense Activities. Employees may be excused to participate in Federally recognized civil defense programs for a reasonable amount of time up to 40 hours in a calendar year.

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i. Participation in Military Funerals. Employees who are veterans may be excused up to 4 hours in a day to participate in funeral services as pallbearers, members of firing squads, or honor guard.

j. Funeral of an Immediate Relative Killed in Line of Duty in the Armed Forces. A reasonable amount of time off will be given to attend the funeral of an immediate member of the family or household member killed in line of duty in the Armed Forces.

k. Meetings of and with Employee Organizations and Official Boards, Panels, and Committees; (e.g., EEO Committee). Employees should be granted sufficient time to perform their duties in these organizations.

l. Group Dismissals. Groups of employees may be excused from duty, as prescribed under separate directives, when they are prevented from coming to work or are relieved from work.

m. Tobacco Prevention Program. In accordance with reference (b), activity heads, if they deem it necessary, may develop a policy on granting brief smoke breaks.

n. Participation in Health and Wellness Programs. Excused absences may be granted by activity heads for brief periods of time to employees for participation in physical fitness programs, or other disease prevention/health improvement activities where it is determined that such activities will likely enhance individual and/or organizational effectiveness or well-being.

12. Religious Observances. It is DON policy to accommodate the religious needs of employees whenever possible. An employee will be granted and may elect to work compensatory overtime in lieu of a charge to annual leave or leave without pay when a personal religious belief requires the employee to abstain from work during certain periods of the workday or workweek. Employees who elect such overtime work waive their right to premium overtime pay rates for such work. Compensatory overtime for religious observance will be maintained in a special account.

13. Time and Attendance Reporting. Please refer to reference (c) for instructions on time and attendance reporting.

14. Leave Sharing Program. Please refer to Appendix G for details on the Voluntary Leave Transfer Program.

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APPENDIX ADELEGATION OF AUTHORITY TO APPROVE LEAVE

<u>Type of leave</u>	<u>Form of Request</u>	<u>APPROVING AUTHORITY</u>	
		<u>Supervisor</u>	<u>Div Dir., Dir., Major Staff Office</u>
Annual Leave (5 days or less)	Oral, unless directed otherwise	XX	
Annual Leave (over 5 days)	SF-71	XX	
Advanced Annual Leave	SF-71 & NDW-NRFC 12630/2	XX 1/	
Sick Leave (3 days or less)	Oral, unless directed otherwise	XX	
Sick Leave (over 3 days)	SF-71 & Physician's statement	XX	
Advanced Sick Leave	SF-71, Physician's statement & NDW- NRFC 12630/2		XX 1/
Leave for Maternity Reasons	SF-71, NDW-NRFC 12630/2, & Physician's statement; (if resigning, SF-52 to Civilian Personnel Office)		XX

1/ For BUPERS employees, Pers-01B is the approving authority.

Appendix A to
Enclosure (1)

S/HCPPOINT 12630.1A

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APPROVING AUTHORITY

<u>Type of Leave</u>	<u>Form of Request</u>	<u>Supervisor</u>	<u>Div. Dir./ Dir., Major Staff Office</u>
Leave Without Pay (10 days or less)	SF-71	XX	
Leave Without Pay (11 days to 29 days)	SF-71 & NDW-NRFC-12630/2		XX 1/
Extended Leave Without Pay (30 days and over)	SF-71, NDW-NRFC 12630/2 (SF-52 to Civilian Personnel Office)		XX 1/2/
Extended LWOP for Dependents	SF-71, NDW-NRFC 12630/2, & (SF-52 to Civilian Personnel Office)		XX 1/
Military Leave	SF-71 & Military Orders		XX
Court Leave	SF-71, NDW-NRFC 12630/2, Copy of Summons/ Subpeona		XX

1/ For BUPERS employees, Pers-01B is the approving authority.

2/ For OPNAV employees, OPNAV Principal Officials are the approving authorities.

Appendix A to
Enclosure (1)

A-2

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APPENDIX B

RESTORATION OF FORFEITED ANNUAL LEAVE

1. Conditions Under Which Forfeited Annual Leave May Be Restored. Annual leave forfeited at the end of the leave year may be restored under the following conditions:

a. Administrative Error. Annual leave forfeited because of an administrative error may be restored to a current employee when the error caused loss of leave accruable after 30 June 1960. Annual leave forfeited due to an administrative error may be paid in a lump sum to an employee who was separated prior to the discovery of the administrative error. The employee must file a claim with the last agency of employment within 3 years immediately following the date of discovery of the error.

b. Exigencies of the Public Business. Even with the best planning and scheduling of annual leave throughout the year, critical operational demands and exigencies of the public business may not permit the use of annual leave, as scheduled and approved, by some employees. The controlling factor is whether the exigency was of such importance as to prevent the use of scheduled annual leave. Another factor is the statutory requirement that the annual leave must have been scheduled in writing before the start of the third biweekly pay period prior to the end of the leave year. Exigencies should be distinguished from traditionally heavy workload periods. In accordance with reference (b) determinations of exigency of the public business will be made by activity heads or this authority can be redelegated. For Navy Secretariat and Staff Offices, office heads may make the determination or re-delegate. For the Chief of Naval Operations, the determination is made by the Principal Officials. For the Bureau of Naval Personnel, determinations are made by Pers-01B.

c. Sickness of the Employee. When it has been determined that illness, injury, or other medical condition for which paid sick leave would be approved, interfered with or prevented the use of annual leave, the leave may be restored for later use provided the annual leave was scheduled in writing before the start of the third biweekly pay period prior to the end of the leave year and the period of absence due to illness or injury occurred at such a time in the leave year or was of such duration that the annual leave could not be rescheduled for use before forfeiture.

Appendix B to
Enclosure (1)

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2. Procedures for Restoration of Forfeited Annual Leave

a. Administrative Error. Requests for restoration of annual leave forfeited due to administrative error should be made by memorandum explaining the circumstances leading to the forfeiture. Any available documentation should be included. Employees who have been separated from the Federal service before discovery of the administrative error must file a claim with the last agency of employment within 3 years immediately following the date of discovery of the error.

b. Exigency of the Public Business. Before annual leave may be restored, the determination that an exigency is of major importance and therefore annual leave may not be used by an employee to avoid forfeiture, must be made by the head of the agency or someone designated by him/her to act on this matter. Except if made by the head of the agency, the determination may not be made by any official whose leave would be affected by the decision.

(1) When an exigency has been approved. If the leave cannot be rescheduled, the employee will submit a request for restoration of leave to the supervisor and include the following information:

(a) A copy of the determination that an exigency existed.

(b) The beginning and ending dates of the exigency.

(c) The dates during which the leave was scheduled for use and the number of hours scheduled.

(d) A copy of the approved SF-71 (documenting the leave request).

(2) The supervisor will then submit this package directly to the Commanding Officer, Navy Regional Finance Center (NRFC), requesting that the leave be restored. For BUPERS employees, the package will be submitted to NRFC via Pers-01B.

c. Sickness of the Employee. Employees forfeiting annual leave because of sickness may request restoration by submission

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of a memorandum to the supervisor. The following information must be included:

(1) A copy of the approved SF-71 documenting the dates during which the annual leave was scheduled for use and the number of hours scheduled.

(2) The dates of the illness and the charges to leave during the period of illness.

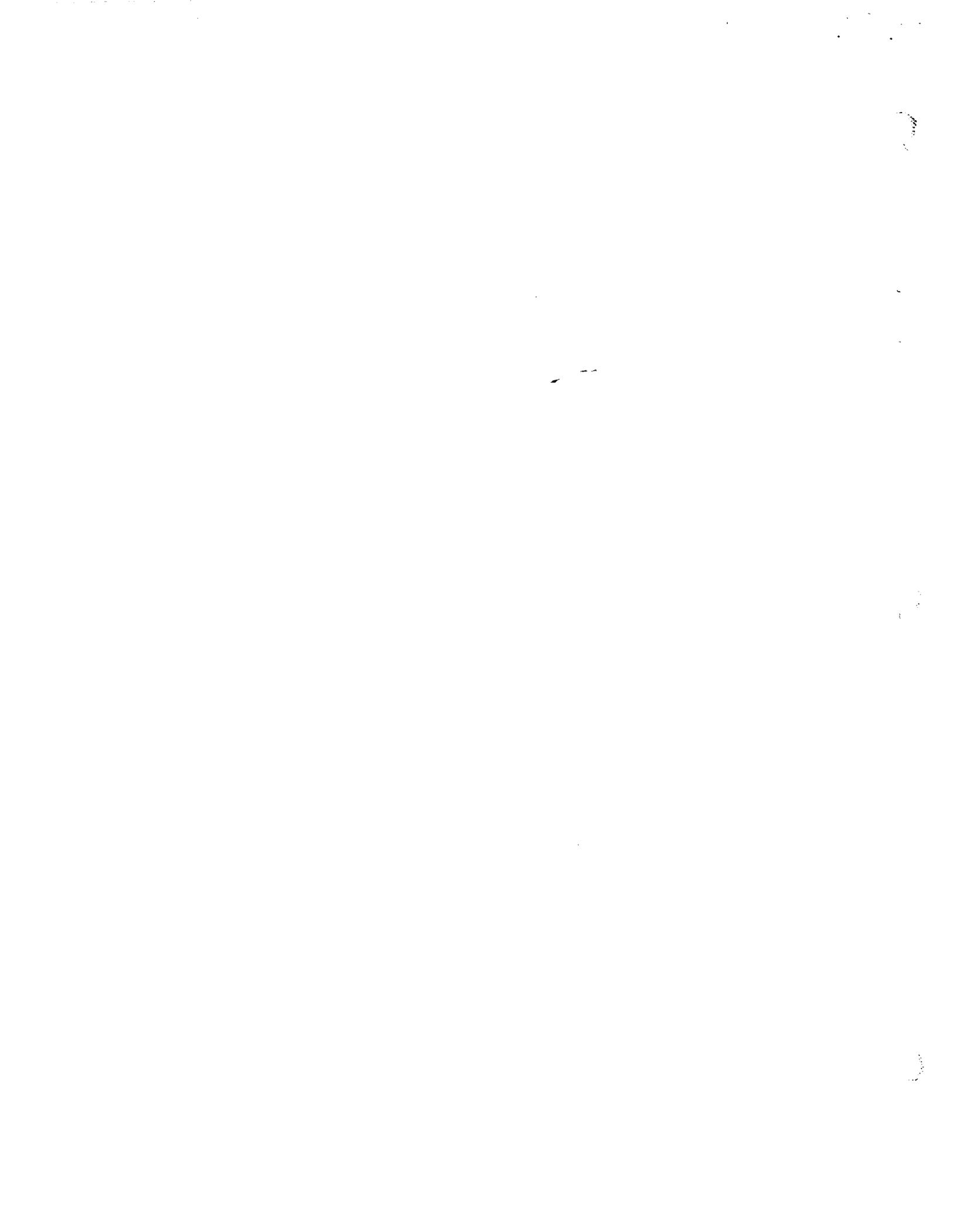
(3) Any dates for which the leave was later rescheduled. (A copy of the approved SF-71 should be submitted). If it was not feasible to reschedule the leave, a statement must be submitted. Workload considerations affected by an employee's absence due to illness may not be used unless the requirements relating to an exigency of the public business are satisfied.

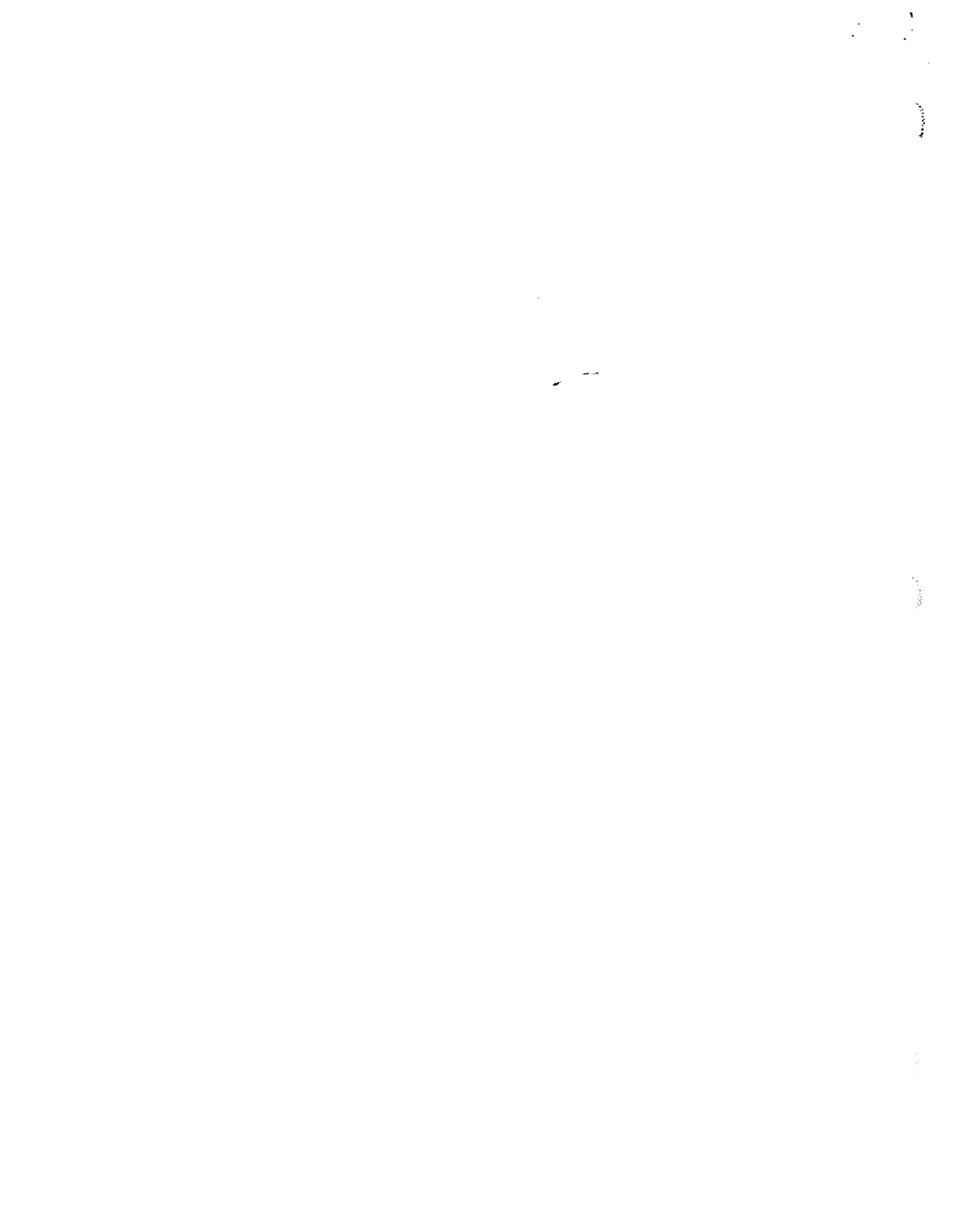
3. Time Limit for Use of Restored Annual Leave. Restoration of forfeited annual leave is made to enable employees to get away from the job for rest and relaxation and to attend to necessary personal business. Thus, the intention is that the restored leave is for use and not accumulation. Restored annual leave must be scheduled and used no later than the end of the leave year ending two years after the appropriate date below:

a. The date annual leave was restored in correcting an administrative error.

b. The date fixed as the termination date of the exigency of the public business which resulted in forfeiture of the annual leave.

c. The date the employee is determined to be recovered and able to return to duty if the leave was forfeited because of sickness.





INSTRUCTIONS FOR COMPLETION OF FORM

1. **REASON FOR REQUEST/DOCUMENTATION** - Provide a brief summary of the situation that requires non-routine leave and any documentation needed to support the request. See SHHROINST 12630.1A for specific documentation required.

2. **SUPERVISORY APPROVAL/COMMENTS** - SHHROINST 12630.1A provides criteria supervisors should consider in deciding whether or not to approve non-routine leave. An explanation of the basis of a decision to disapprove all or a portion of a leave request must be made in the COMMENTS section.

3. Policies governing approval of requests for non-routine leave are contained in SHHROINST 12630.1A. Employees/managers with questions concerning non-routine leave requests should contact the Employee Relations Branch at (703) 614-2985 or DSN 664-2985.

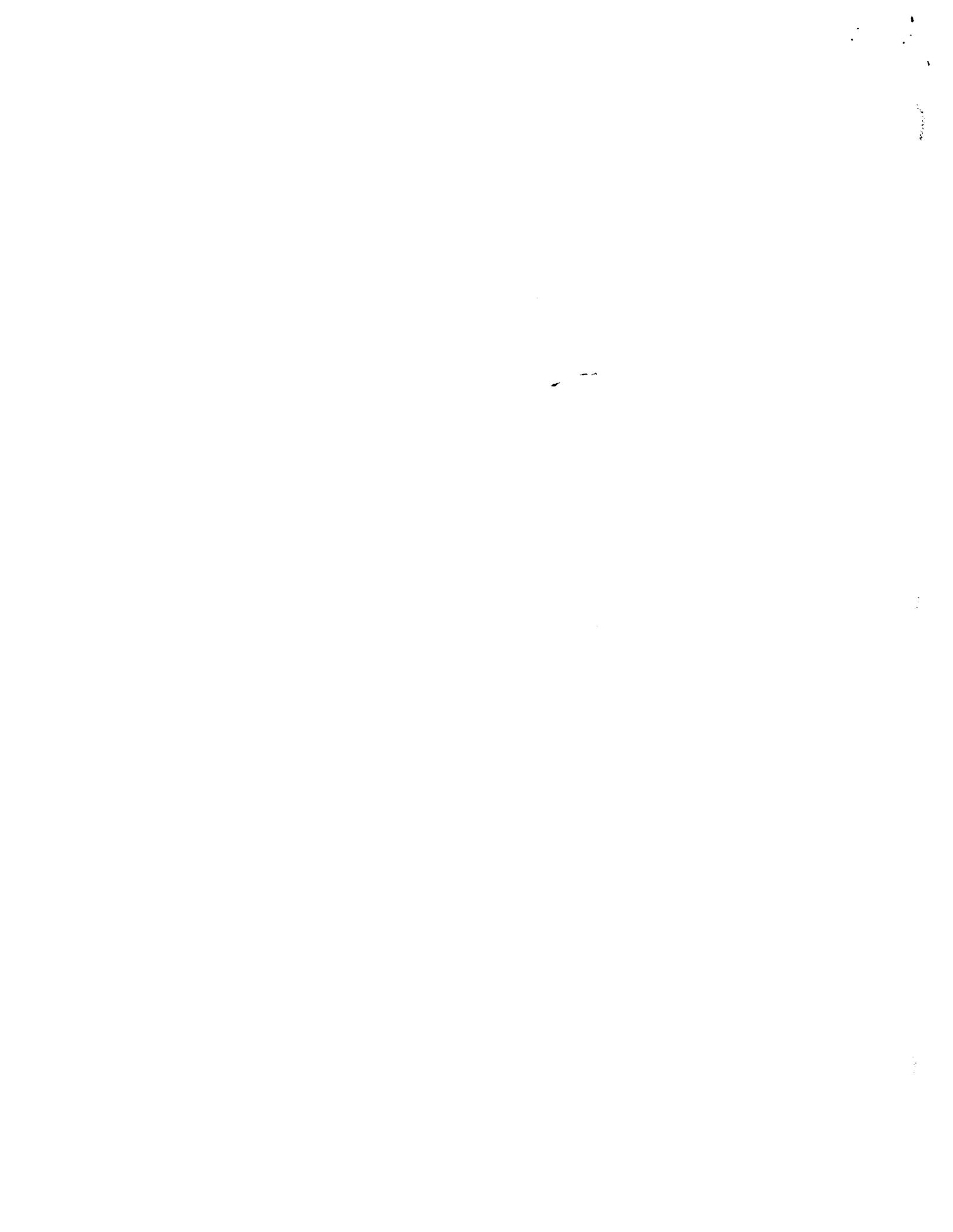
PRIVACY ACT STATEMENT

Authority: 5 USC 301, Departmental Regulations, and E.O. 9397.

Purpose: To process requests for non-routine leave.

Routine Uses: The SSN will be used by the activity CSR for the purpose of entering approved leave hours into the DFAS Civilian Payroll system. This form will be retained for 3 years by the CSR and then destroyed.

Disclosure: Disclosure of SSN is voluntary. However, failure to disclose the requested information may result in a delay in processing your leave request.



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APPENDIX C

CIVILIAN EMPLOYEE REQUEST FOR EXTENDED LEAVE

NDW-NRFC 12630/2 (Rev 7-79)

1. IT IS ESSENTIAL THAT FORM BE FULLY COMPLETED. Forward original to Navy Regional Finance Center (FCP), Washington, DC 20371.
 2. NRFCWASHINST 7410.3 CONTAINS POLICIES CONCERNING NON-ROUTINE LEAVE REQUESTS. IT SHOULD BE REVIEWED PRIOR TO REQUESTING OR RECOMMENDING APPROVAL OR DISAPPROVAL OF NON-ROUTINE LEAVE REQUESTS. POINTS TO BE CONSIDERED ARE:

- a. Effect of employee's absence on workload.
 b. Employee's leave record.
 c. Seriousness of illness (in case of advanced sick leave)
 d. Use of accrued annual leave prior to advancing sick leave.
 e. Probability of return to duty.

PART I TO BE COMPLETED BY REQUESTING EMPLOYEE			
EMPLOYEE'S NAME (last, first, middle initial)		OFFICE CODE	OFFICE EXTENSION
EMPLOYEE'S TITLE AND GRADE	LAST 6 DIGITS OF EMPLOYEE NUMBER	CONTROL NUMBER	DISTRIBUTION NUMBER
TYPE OF LEAVE REQUESTED		PERIOD COVERED BY LEAVE REQUESTED	
<input type="checkbox"/> ADVANCED ANNUAL <input type="checkbox"/> LEAVE WITHOUT PAY IN EXCESS OF 10 DAYS <input type="checkbox"/> ADVANCED SICK LEAVE (Doctor's statement must be attached stating nature of illness or incapacitation and dates employee cannot work. <input type="checkbox"/> OTHER		FROM _____ THROUGH _____ REASON FOR REQUESTING NON-ROUTINE LEAVE:	
EMPLOYEE'S SIGNATURE		DATE OF REQUEST	

PART II SUPERVISORY RECOMMENDATION ON APPROVAL OF REQUESTED LEAVE		
	APPROVED	DISAPPROVED
SIGNATURE OF FIRST LEVEL (IMMEDIATE) SUPERVISOR		
SIGNATURE OF DIVISION DIRECTOR OR EQUIVALENT		

PART III TO BE COMPLETED BY THE CIVILIAN PERSONNEL OFFICE			
Employee's Leave Balances as of Pay Period Ending _____			
SICK LEAVE	ANNUAL LEAVE	AWOL/LWOP	
HOURS	HOURS	HOURS	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		COMMENTS	
SIGNATURE OF PERSONNEL SPECIALIST		DATE	

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APPENDIX D

EMPLOYEES ABSENCES FOR COURT OR COURT-RELATED SERVICES

NATURE OF SERVICE	TYPE OF ABSENCE				FEES		GOVERNMENT TRAVEL EXPENSES	
	COURT LEAVE	OFFICIAL DUTY	ANNUAL LEAVE OR LWOP	NO	YES		NO	*YES
					RE-TAIN	TURN IN TO AGENC		
I Jury service								
(A) U.S. or D.C. court	X			X			X	
(B) State or local court	X					X	X	
II Witness service								
(A) On behalf of U.S. or D.C. government		X		X				X
(B) On behalf of state or local government								
(1) in official capacity		X				X		X
(2) not in official capacity	X					X	X	
(C) On behalf of private party								
(1) in official capacity		X				X		X
(2) not in official capacity								
(a) when a party is U.S., D.C., or State or local gov't	X					X	X	
(b) when a party is not.....			X		X		X	

* Offset to the extent paid by the court, authority, or party which caused the employee to be summoned.

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APPENDIX E

CHECKLIST FOR ORIENTATION OF EMPLOYEES IN USE OF LEAVE

I. Purpose of Leave

_____ Annual leave is for vacations, religious observance, to conduct personal business that can only be disposed of when the employee would normally be working, to take care of emergencies, and in lieu of sick leave.

_____ Sick leave is for incapacitation in performing regular duties or lighter duties (if available) due to illness or injury; medical, dental, or optical examination or treatment; confinement due to pregnancy; exposure to contagious disease or requirement to care for an immediate family member so exposed; or alcohol or drug abuse treatment or rehabilitation.

_____ Explain how many hours the employee will earn in annual and sick leave per pay period.

II. Office Policy in Requesting Leave

_____ Request leave _____ days in advance from _____ or _____ (name) by _____ (e.g., orally, submit SF-71)

_____ Request emergency annual leave or unscheduled sick leave by calling _____ or _____ (name) by _____ (time).

_____ If emergency or unscheduled sick leave is approved, call _____ (how often, i.e., each day).

_____ Request leave to cover tardiness, call _____ or _____ (name) by _____ (time). If unable to call see _____ to provide an explanation for absence and to request the appropriate leave.

_____ When requesting leave approval, present the latest Leave and Earnings Statement to confirm leave balance to _____.

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III. Documentation to Support Absence

_____ May request a physician's certificate to support an absence due to sick leave under some circumstances (i.e., employee had requested the day off but leave was denied; however, the employee called in sick). For more than 3 work days a doctor's certificate is required.

_____ May request documentation to support emergency annual leave (physician's certificate verifying office visit to treat employee's child).

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APPENDIX F

FACTORS TO BE CONSIDERED IN GRANTING A
REQUEST FOR ADVANCED SICK OR ANNUAL LEAVE

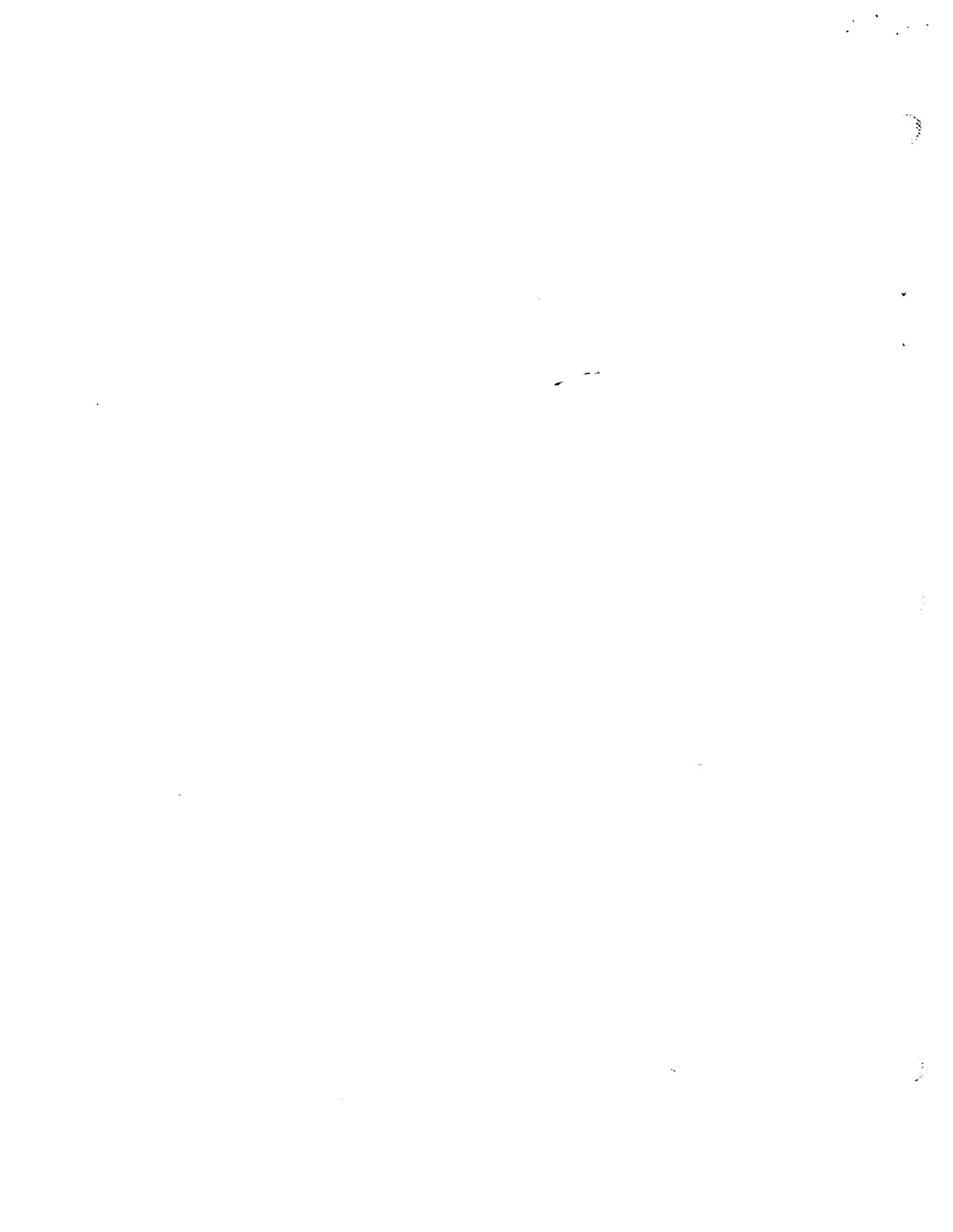
Granting an employee advanced leave is the same as lending money to him/her and requires answers to at least the following questions: (1) has the employee demonstrated through documentation a legitimate need for the leave, (2) is the employee deserving of the advanced leave (has a good leave record, is a satisfactory performer), (3) will the employee return to work after the absence, and (4) will the employee pay the leave back?

If the employee has a history of using leave as quickly as it is earned, advancing leave is probably not a good idea since the likelihood is poor that the employee will pay back the leave. A common misconception is that if an employee resigns owing leave the proper amount of money will be taken out of the last pay check. This is not true. The only method for retrieving the money owed is by taking it out of the employee's retirement contributions which must be done by the Office of Personnel Management. This process is expensive time-consuming and often unsuccessful. If the process fails the activity has lost its money.

There are options other than granting an employee advanced leave. For example, the supervisor may grant leave without pay, assist the employee in making application to be a leave recipient under the Voluntary Leave Transfer Program (if the absence is due to a medical emergency and will result in at least 80 hours of leave without pay), grant some advanced sick leave rather than the full 30 days allowed, or advance only part of the annual leave that would be earned during the rest of the calendar year. To advance sick leave to an employee to the fullest extent possible, 30 days, is to set up a debt that will take the employee about 2 years and 4 months of service to pay back if he/she uses no sick leave during that time. That's a heavy debt. To advance all the annual leave he/she will earn in the calendar year can also be a heavy debt.

In deciding whether to grant requests for advanced leave the supervisor must balance the interests of the Federal government with the legitimate needs of the employee and reach an equitable decision. Also, the supervisor should ensure advanced leave is properly approved since that authority is delegated to different levels. See Appendix A for guidance.

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APPENDIX GNAVY VOLUNTARY LEAVE TRANSFER PROGRAM

The Voluntary Leave Transfer Program permits federal employees to donate annual leave for the use of other federal employees in medical or family medical emergency situations. Public Law 100-566 signed by the President on 31 October 1988 established this program through 31 October 1993.

LEAVE RECIPIENT - a current employee for whom the employing agency has approved an application to receive annual leave from one or more leave donors.

LEAVE DONOR - an employee whose voluntary written request for transfer of annual leave to the annual leave account of a leave recipient is approved by his/her own employing agency.

MEDICAL EMERGENCY - a medical condition of an employee or a family member of that employee which is likely to require an employee's absence from duty for a prolonged period of time and result in a substantial loss of income to the employee because of the unavailability of paid leave (at least 80 hours). The emergency must result in at least 80 hours of leave without pay.

HOW TO APPLY AS A LEAVE RECIPIENT

If an employee needs to receive transferred annual leave, he/she may submit a written application to become a leave recipient to the Activity Head or his/her designated official. If the employee is not capable of making the application a personal representative may make the written application on his/her behalf. Optional Form 630, Leave Recipient Application, must be completed in order to apply to become a leave recipient.

This application will be reviewed by the Activity Head or his/her designee and approved or disapproved within 10 workdays of its receipt. If the application is disapproved, the employee will be informed in writing of the reasons and notified of the right to use the grievance procedure as set forth in the Secretariat/Headquarters Civilian Personnel Office Instruction, 12771.1B. If the leave is approved, the Activity Head or his/her designee is responsible for forwarding the request and approval to the Payroll Office. The Activity Head or his/her designee must then notify the employee in writing of the responsibility to provide monthly documentation to support continuation of the medical emergency and the conditions under which the medical emergency terminates.

Appendix G to
Enclosure (1)

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The Activity Head is then responsible for using all available sources to publicize the employee's need for annual leave. To do this, he/she can put out an anonymous call for donors or put out a call in the employee's name. The employee is also encouraged to find donors, but under no circumstances may the employee or anyone else use coercion. This is a strictly voluntary program.

HOW TO APPLY AS A LEAVE DONOR

In order to donate annual leave to an approved leave recipient within the Department of the Navy, an employee must complete Optional Form 630-A, Request to Donate Annual Leave to Leave Recipient (Within Agency). If an employee wishes to donate annual leave to an approved leave recipient employed outside the Department of the Navy, he/she must complete Form 630-B, Request to Donate Leave to Leave Recipient (Outside Agency).

If the application to donate leave is approved, the employee is informed in writing of: (1) the limitations on donation of the annual leave; (2) the number of hours of annual leave which will be transferred; and (3) the entitlement to have a portion of the unused transferred leave restored at the termination of the leave recipient's emergency.

If the application to donate leave is disapproved, the employee is notified of the reasons for disapproval and the grievance rights.

TERMINATION OF MEDICAL EMERGENCY

The medical emergency affecting a leave recipient will terminate at the end of the biweekly pay period in which the leave recipient's employing agency:

- 1) receives written notice from the leave recipient (or a personal representative) that the leave recipient is no longer affected by the medical emergency;

- 2) determines, after written notice and opportunity for the leave recipient (or personal representative) to answer orally or in writing, that the leave recipient is no longer affected by a medical emergency; or

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3) receives notice that the Office of Personnel Management has approved an application for disability retirement for the leave recipient under the Civil Service Retirement System or the Federal Employees Retirement System.

Upon termination of the medical emergency, the Activity Head will notify the leave recipient and his/her servicing payroll office in writing. He/she will also notify all donors entitled to leave restoration and their servicing payroll offices of the amount of transferred annual leave to be restored to their accounts. This amount will be computed by the leave recipient's servicing payroll office.

RESPONSIBILITIES OF THE ACTIVITY HEAD

An employee's own medical or family medical emergency is a stressful time and he/she will need all the support that can be made available. Since this is a process that thankfully is not common, it is best to work closely with the S/HCPO representative in the Employee Development and Benefits Branch to ensure that all procedures are followed expeditiously and accurately. Further information on the leave transfer program can be found in the Code of Federal Regulations, 5 CFR Part 630; OCPM Instruction 12630.2A dated 29 June 1990; and the Federal Personnel Manual, Bulletin 630-57 dated 17 January 1990.

Forms may be obtained from the Personnel Liaison or at the S/HCPO sites: Pentagon, Room 4D434; Arlington Annex, Room 2630, Employee Development and Benefits Branch; and Crystal Plaza Building #6, Room 1007.